Elementary School Handbook



2023-2024

East Elementary
893 E US 36
Pendleton, IN 46064
765-779-4445

Maple Ridge Elementary
8537 S 650 W
Pendleton, IN 46064
765-778-3818

Pendleton Elementary
327 S East St.
Pendleton, IN 46064
765-778-2117
765-221-5001

SECTION 1: GENERAL INFORMATION

Bullying (Policy 5517.01)	6
Copyright Policy	7
Disaster Drills	12
Emergency Closings	12
Fire Drills	11
Indoor Air Quality (AQ) Policy 8405	7
Instructional Materials	5
Instructional Philosophy	8
Lost and Found	12
Nondiscrimination & Access to Equal Education Opportunity (Policy 2260)	4
Nutrition Services	9
Policy Code	7
Safety Patrols	12
Sexual Harassment	6
SMCSC 1-to-1 Mobile Device Handbook	57
SMCSC Internet/Computer Network Use Agreement	60
Telephones	12
To Parents: The Home/School Working Together	8
To Students: Who Owns This School?	8
Tornado Drills	11
Visitors	12
Volunteers	12

SECTION 2: ADMISSION INFORMATION

Appeal for Early Entrance to Kindergarten/First Grade (AG 5112c)	13
Change of Address	17
Credits/Placements from Non-accredited Schools (Policy 5463)	14
Det. Of Legal Settlement/Eligibility for Enrollment Of Student (Policy 5111)	14
Entrance Requirements (Policy 5112)	13
Place of Residence	13
Transfers	17
Withdrawal from School	17

SECTION 3: HEALTH RELATED INFORMATION

Accidents	22
Annual Hearing Screening	19

Communicable Disease 19
Immunization Requirements for Entry into School 17
Injuries/Illness 22
Meningococcal Disease 19
Self-Administered Medication (Policy 5330.01) 21
Student Insurance 25
Suicide Prevention & Awareness 19
Use of Medications (Policy 5330) 20
Use of Medications (AG 5330) 21
Wellness (Policy 8510) 23

SECTION 4 ACADEMIC INFORMATION
Directory Information (Policy 8330) 26
Grading System (AG 5412A) 25
Homework (Policy 2330) 25
Homebound Instruction 27
Internet/Computer Network Terms/Conditions 33
Library/Media Center/Materials Center 29
Parent-Teacher Conference 29
Personal Communication Devices (Policy 5136) 29
Promotion, Placement & Retention of Students (Policy 5410) 27
Published Honor Rolls 26
Report Cards 26
Special Education 27
Student Ed Tech Acceptable Use/Safety (PO 7540.03) 31
Student Records 26
Student Testing & Assessment Programs 28
Textbook Rental 25
Transfer of Student Records 25

SECTION 5: EXTRACURRICULAR/ATHLETIC INFORMATION
Athletic Academic Code 35
Athletic Council 34
Athletic Department Conduct Code 35
Athletics 35

SECTION 6: ATTENDANCE INFORMATION

Attendance (Policy 5200) **36**

Attendance Awards **36**

SECTION 7: DISCIPLINE GUIDELINES AND RULES

Drug Dog Use **55**

Drug Prevention (Policy 5530) **43**

Section I – Philosophy **43**

Section II – Program Policy **43**

Section III – Extracurricular/Athletic Policy **44**

Section IV **46**

Section V – Tobacco/E-Cigarette Athletic Policy **47**

Expulsion Procedures **54**

Ground for Suspension or Expulsion **49**

Metal Detector Use **55**

Right of Appeal **54**

Rules for Pupils Riding Buses **41**

Student Behavior-Expectations **40**

Student Conduct **40**

Student Discipline **48**

Student Dress Regulations (Policy 5511) **42**

Student Procedural Rights **54**

Suspension Procedures **54**

Use of Seclusion/Restraint with Students **55**

Use of Tobacco (Policy 5512) **41**

SECTION 8: ELEMENTARY SPECIAL INFORMATION

Bicycles **56**

Gum Chewing **56**

Playground Rules and Regulations **56**

HANDBOOK FOR STUDENTS, PARENTS, FACULTY OF THE SOUTH MADISON COMMUNITY SCHOOL CORPORATION

SECTION 1: GENERAL INFORMATION

NONDISCRIMINATION AND ACCESS TO EQUAL EDUCATIONAL OPPORTUNITY [POLICY 2260]

Any form of discrimination or harassment can be devastating to an individual's academic progress, social relationship, and/or personal sense of self-worth.

As such, the School Board does not discriminate on the basis of race, color, national origin, sex (including gender status, sexual orientation or gender identity), disability, age (except as authorized by law), religion, military status, ancestry, or genetic information (collectively, "Protected Classes") in its educational programs or activities.

The Board also does not discriminate on the basis of Protected Classes in its employment policies and practices as they relate to students, and does not tolerate harassment of any kind.

The Corporation will identify, evaluate, and provide a free appropriate public education to students with disabilities who are determined eligible for special education and related services under the Individuals with Disabilities Education Act (IDEA) or Section 504 of the Rehabilitation Act of 1973 (Section 504).

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

The Corporation's educational programs include the academic and nonacademic setting. Each qualified student with a disability shall be educated with students without disabilities to the maximum extent appropriate. In the nonacademic setting, a student with a disability shall participate with students without disabilities to the maximum extent appropriate.
Notice of the Board's policy on nondiscrimination and the identity of the Corporation's Compliance Officer(s) (see below) will be published on the Corporation's website, posted throughout the Corporation, and included in the Corporation's recruitment statements or general information publications.

Principal's Responsibilities

Each Principal shall verify that the procedures used with students and parents for selection of and participation in any part of the Corporation's academic, co-curricular, or extra-curricular programs do not discriminate on the basis of the Protected Classes.

Superintendent's Responsibilities

In order to achieve the aforesaid goal, the Superintendent shall:

A. Curriculum Content –
review current and proposed courses of study and textbooks to detect any bias based upon Protected Classes; ascertaining whether or not supplemental materials, singly or taken as a whole, fairly depict the contribution of both genders, various races, ethnic groups, etc. toward the development of human society;

B. Staff Training –
develop an ongoing program on in-service training for school personnel designed to identify and solve problems of bias based upon the Protected Classes in all aspects of the program;

C. Student Access –

1. review current and proposed programs, activities, facilities, and practices to ensure that all students have equal access thereto and are not segregated on the basis of Protected Classes in any duty, work, play, classroom, or school practice, except as may be permitted under State regulations;

2. verify that facilities are made available, in accordance with Board Policy 7510-Use of Corporation Facilities, for non-curricular student activities that are initiated by parents or other members of the community, including but

not limited to any group officially affiliated with the Boy Scouts of America or any other youth group listed in Title 36 of the United States Code as a patriotic society;

3. verify that the educational programs of this Corporation ae accessible to all students. All programs need to be designed and scheduled so the location or nature of the facility or area will not deny an otherwise qualified student with disabilities the opportunity to participate in the academic or other school programs on the same basis as students without disabilities;

4. require that service animals for students who require this type of assistance shall be permitted access to all facilities, programs, and events of the Corporation.

D. Corporation Support –
verity that like aspects of the Corporation program receive like support as to staff size and compensation, purchase and maintenance of facilities and equipment, access to such facilities and equipment, and related matters;

E. Student Evaluation –
verify that tests, procedures, or guidance and counseling materials, which are designed to evaluate student progress, rate aptitudes, analyze personality, or in any manner establish or tend to establish a category by which a student may be judged, are not differentiated or stereotyped on the basis of Protected Classes

The Board designates the following individuals to serve as the Corporation's "Compliance Officers" (also known as "Civil Rights Coordinators") (hereinafter referred to as the "COs".

Dr. Laura Miller, Asst. Superintendent and Mr. Andrew Kruer, Asst. Superintendent

Telephone: 765-778-2152

The COs are responsible for coordinating the Corporation's efforts to comply with applicable Federal and State laws and regulations, including the Corporation's duty to address in a prompt and equitable manner any inquiries or complaints regarding discrimination, retaliation, or denial of equal access. The CO's also shall verify that proper notice of nondiscrimination for Title II of the Americans with Disabilities Act (as amended), Title VI, and VII of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973 (as amended),and the Age Discrimination Act of 1975 is provided to students, their parents, staff members, and the general public.

The Superintendent shall annually attempt to identify children with disabilities, ages 3-22, who reside in the Corporation but do not receive public education.

In addition, the Superintendent shall establish procedures to identify English Learner (EL) students, including immigrant children and youth, to assess their ability to participate in Corporation programs, and develop and administer a program that meets the English language and academic needs of these students. This program shall include procedures for student placement, services, evaluation and exit guidelines and shall be designed to provide students with effective instruction that leads to academic achievement and timely acquisition of proficiency in English. As a part of this program, the Corporation will evaluate the progress of students in achieving English language proficiency in the areas of listening, speaking, reading and writing, on an annual basis (see AG 2260F).

Policy 2260 can be found in its entirety at www.smcsc.com under School Board/Policy & Bylaws.

INSTRUCTIONAL MATERIALS (Policy 9130)

Parents have the right, upon request, to inspect instructional materials. Requests must be submitted in writing to the Superintendent. The Superintendent will contact the person within seven (7) days to schedule a time for the person to review and inspect the material indicated on the request.

Policy 9130 can be found in its entirety at www.smcsc.com under School Board/Policy & Bylaws

SEXUAL HARASSMENT

The South Madison Community School Corporation will maintain a learning and working environment that is free from sexual harassment. It will be a violation of validly adopted board policy for any member of the staff to harass another staff member or student, or for any student to harass a staff member or another student, through conduct or communications of a sexual nature.

Any person who alleges sexual harassment by a staff member or student may make a formal complaint with the building principal, any other member of the school administration or central office administration. The reporting of alleged sexual harassment will not reflect upon the individual's status, grades, or academic standing.

The right to confidentiality, both of the complainant and of the accused, will be respected. However, confidentiality will also be consistent with the school corporation's obligations to investigate all such allegations of misconduct and to take corrective action when it is determined the conduct occurred.

Disciplinary action will be taken in cases where such conduct occurred. Any action taken with students will be consistent with applicable statutory obligations and may include suspension or expulsion from school.

BULLYING (POLICY 5517.01)

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. 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.

Bullying as defined in State law means overt, unwanted, repeated acts or gestures, including verbal or written communications 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 would include, but not be limited to, such behaviors as stalking, intimidating, 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.

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 may also report concerns to a teacher or counselor who will be responsible for notifying the appropriate administrator. 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 according to the timeline established by the Superintendent's administrative guidelines..

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 complainant shall be notified of the findings of the investigation, and as appropriate, that remedial action has been taken.

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 intentionally false reports may result in disciplinary action as indicated above.
Policy 5517.01 can be found in its entirety at www.smcsc.com under School Board/Policy & Bylaws

COPYRIGHT POLICY

The South Madison Community School Corporation complies with all copyright laws.

INDOOR AIR QUALITY (IAQ) POLICY 8405

The superintendent shall appoint a person to serve as the Indoor Air Quality (IAQ) Coordinator for the school corporation. The IAQ Coordinator shall serve as the lead contact person for matters related to indoor air quality in the facilities operated by the school corporation. IAQ Coordinator: Ken McCarty, Business Manager, Telephone 765-778-2152, Address 203 S. Heritage Way, Pendleton, IN 46064

Policy 8405 can be found in its entirety at www.smcsc.com under School Board/Policy & Bylaws

POLICY CODE

The word "Policy" followed by numerals in this handbook denotes district policy from the district's policy manual. District policies may be found on the district's website. www.smcsc.com and Select *School Board,* and then select *Bylaws & Policies.* http://www.boarddocs.com/in/smadison/Board.nsf

TO STUDENTS: WHO OWNS THIS SCHOOL?

Surprisingly YOU do! Your parents and all taxpayers are legally required to pay taxes that build and maintain the Public School system. Everyone pays taxes in one form or another. Therefore, any damage done to the buildings, equipment, business, or books must be paid with your own family's money! It is not enough that you should refrain from doing anything to increase this cost to your parents, neighbors, and yourself, but you must help protect the schools by discouraging or reporting such activity by others. In a few years you will be paying for this school and equipment if you continue to live in this community. Of course, you don't want to pay for something you helped destroy. REMEMBER, most trouble starts as fun!

TO PARENTS: THE HOME AND SCHOOL WORKING TOGETHER

You can help your child get the most out of school:

IF YOU give him/her love and a feeling of security at home.

IF YOU help him/her develop self-reliance by giving him/her responsibility suitable to his/her age.

IF YOU encourage habits of obedience and respect for authority and property.

IF YOU show a sincere interest in his/her schoolwork—his/her work at school is as important to him/her as your job is to you.

IF YOU express approval to him/her for his/her constructive attempts or accomplishments; praise and encouragement are helpful to the development of any child.

IF YOU give him/her time to grow—over-anxiety on your part, if your child does not happen to progress as fast as you expect him/her to, only makes an additional problem for him/her.

IF YOU HELP YOUR CHILD to realize that it is not only a privilege but also a responsibility to attend a public school in a free democratic nation.

INSTRUCTIONAL PHILOSOPHY

Our greatest national resource is the minds of our children. South Madison Community School Corporation is committed to nurturing that natural resource so that each student may experience success in school and as a lifetime learner.

The South Madison Community School Corporation will emphasize the practical application of theory and course content in real-life situations. By learning and using critical thinking, creative problem-solving, and decision-making practices, students will develop higher order thinking skills necessary to be successful, independent lifetime learners and citizens.

Teachers will meet student needs and pursue increasing student success through the use of various processes and methods of instruction. These efforts will be directed toward what students should be able to do at the completion of each course. Coordination among all courses and grades, kindergarten through grade 12, will provide continuity of skills and a formal hierarchy of expectations and student outcomes.

Broad-based support for district instructional programs will emerge through the use of committees representing the various community populations. Participation of the many populations in the development, implementation, and evaluation of curricula is essential to development of increasingly effective instructional programs. Such broad-based involvement and support will help the district to better prepare students for the intellectual, social, and emotional changes and challenges of life in the future.

NUTRITION SERVICES

SMCSC Nutrition Services strives to serve nutritious, high quality meals in a clean, caring and friendly environment.

AVAILABILITY

All schools serve breakfast and lunch daily. Menus are available at www.smcsc.com/nutrition. The below chart summarizes meal times, locations and prices.

Meal Period	Time	Location	Price
Breakfast	8:10am-8:25am (Elementary) 7:10am-7:25am (Secondary)	Cafeteria	See Nutrition Services website
Lunch	Varies	Cafeteria	See Nutrition Services website

Foods that are not included in the price of a meal are marked "à la carte." Elementary à la carte options are limited to extra servings of meal food items. Middle and High School students may purchase extra servings of meal food items in addition to snacks/beverages that comply with USDA Smart Snacks in Schools nutrition requirements.

For students wanting to purchase a meal, each meal must meet certain nutrition requirements in order to qualify for the meal price (Full Pay, Reduced, Free) listed on the SMCSC Nutrition Services website www.smcsc.com/nutrition. Each day, students are offered a lunch containing the following food groups: Meat or Meat Alternate, Grain, Fruit, Vegetable, and Milk. Out of the five food groups offered, a student must choose at least three food groups to qualify as a meal. Additionally, one of the chosen food groups must be a Fruit or Vegetable. Many entrees count as more than one food group (i.e. Meat + Grain). Students can decline any part of the meal (i.e. milk) as long as three food groups (one of which is a fruit or vegetable) are represented on the tray. At breakfast, students must choose the entrée + fruit and milk is optional.

SMCSC recognizes the health benefits of consuming fruits and vegetables. Students are allowed up to two servings of fruits and up to two servings of vegetables per lunch meal at all schools.

MEAL ASSISTANCE

Parents can apply for Free/Reduced meal assistance at www.EZMealApp.com.

Parents can apply any time after July 1 of each new school year when SMCSC opens the Free/Reduced application process, which typically occurs around July 15. Parents who are interested in Free or Reduced meal eligibility should ensure that application for family is completed prior to the start of school. Parents can apply at any time during the school year and can apply more than once if household income should change. For more information, go to www.smcsc.com/nutrition.

NUTRITION INFORMATION AND DIETARY MODIFICATIONS

Nutrient analysis and allergen identification for foods served in meals is available to students and parents. This information can be accessed through the mobile application Mealviewer or by viewing Mealviewer online menus at www.smcsc.com/nutrition.

Students with special dietary needs can bring foods prepared from home or may be eligible for a modification to the meal provided by school. Dietary modifications to student meals are made on an individual, case by case basis. If a student

desires to receive a modification to school meals, parents must contact the school nurse to explain modification request and complete the proper documentation (SMCSC Dietary Modifications Request form) as necessary. Modifications include substitutes or omissions to the regular meal offerings that meet the student's individual dietary need. All requests must begin with the school nurse and will then be evaluated by the SMCSC Director of Nutrition Services. Director of Nutrition Services will discuss the available options with parents/student in order to create a specialized diet plan for student. School level cafeteria personnel cannot approve or implement any modification requests. SMCSC will make every effort to implement modifications in a timely manner, but in order for students to be served as quickly as possible, parents should make such requests at least two weeks prior to the desired start date of the modified service. In the case where specific allergens can be avoided without requesting modifications to the regular menu, school nurse should still be notified. SMCSC will work to ensure students can access a safe meal according to specific dietary needs, but cannot guarantee that the school environment is 100 % free from particular reaction-causing food items. Therefore, especially in the case of life-threatening allergens or conditions, the best way of ensuring your child's safety would be for your child to bring his/her own lunch from home to school. For more information and to view this form, go to www.smcsc.com/nutrition.

PAYMENT

The below section is the SMCSC Meal Payment Directive which describes important information about payment and cafeteria account management. This document can also be found at www.smcsc.com/nutrition.

SMCSC Nutrition Services
Meal Payment Directive

I. Forms of Payment:

All cafeterias within SMCSC utilize a pre-pay computerized system. All students and district employees have a district account. Money can be deposited into account for the purchase of breakfast, lunch, milk, and ala carte foods. Cash/check collection during a lunch or breakfast period is not allowed as it slows the serving line. Therefore, all cash/check payments must be submitted prior to breakfast or lunch. At the elementary, payments are collected each morning in the classroom. At PHMS and PHHS, payments should be deposited into the prepayment kiosk located in the main hallway outside of the cafeteria. There are two options available for pre-payment:

- Major credit/debit card online at www.EZSchoolPay.com (available FREE to parents)
- Cash/Check: Please place in a sealed envelope with the child's name, classroom, and grade clearly written on the outside of the envelope. Make checks payable to SMCSC Nutrition Services or (School Name) Cafeteria. If paying for more than one child, the check must specify how much is to be deposited into each child's account.
    - NSF (non-sufficient fund) checks: If a check is returned due to non-sufficient funds, SMCSC will assess a $20 fee per check. After two NSF checks are received per family per school year, checks will no longer be accepted from that family.

II. Accounts

All account balances are stored securely within a database at SMCSC. EZSchoolPay is simply a web portal to view the balances stored at SMCSC and make payments to student accounts. Actual money is not stored on this website.

Account Identification:
Accounts are accessed at the point of sale (cashier) by two methods:1) Finger Scan or 2) Photo / Name / Alphabetical Order by Homeroom.

Accessing Balance Information:
Account balance information is accessible to parents in the following ways:
1) Utilize EZSchoolPay.com online payment system and/or smartphone app to monitor balance and purchase history regardless of whether family is using it to pay online. Multiple users can use the app or website to access a student's account balance and make payments. Payment information is specific to the owner of the app/online profile.
2) Contact the Cafeteria Manager at the student's school.

Balance Notifications:
Students and parents are currently notified of current balances as described below:
1) Students can see the balance at the point of sale or ask the cashier.
2) Parents can sign up for customizable email reminders for free at www.EZSchoolPay.com.
3) SMCSC Nutrition Services sends courtesy email and text notifications (different from EZSchoolPay notifications).
These notifications are sent to the email address on record in the PowerSchool Parent Portal listed under "Primary Alert Email" and the phone number listed under "Student Phone Alert #1".

End of Year Balances:
Funds remaining in students' Nutrition Services accounts at the end of each school year (or negative balances) will automatically be applied to the student's balance for the next school year. Only in the event that a student leaves the school district (i.e. moves, graduates, etc.), may a refund of account balance be requested. Parent/Guardian can request a refund using the online form found at www.smcsc.com/nutrition within 30 days of the end of the school year or 30 days after the date the student leaves the district.

III. Charges (purchasing without funds on account)
SMCSC wants to ensure that every student has access to meals daily. SMCSC is not allowed, per USDA regulations, to incur bad debt from unpaid meal charges. SMCSC is not required by federal or state law to provide meals to any student (except those eligible for free meals) who does not have payment either on account or in hand for a meal. If families need to apply for meal assistance, they can do so at any time throughout the school year at www.EZMealApp.com.

Students are allowed to purchase whatever they choose until account balance reaches ($20.00). After ($20.00) negative balance is exceeded, students will be allowed to purchase only a reimbursable meal at breakfast and/or lunch, and will not be allowed to purchase any ala carte foods (including ala carte servings of meal food items). Parent is ultimately responsible for the purchase(s) made by the student.

Any active or inactive account (student or staff) that exceeds ($30.00) may be sent to a collections agency by SMCSC.

IV. Discrepancies or Questions
Discrepancies in purchases charged to account must be brought to the attention of SMCSC Nutrition Services administration **within 30 days** of the date of the purchase in question in order to receive any type of credit or refund.

TORNADO DRILLS

Tornado drills will be practiced as required by Indiana law. Tornado drills will be conducted as required: one (1) during each semester. Tornado routes are posted in each classroom. Tornadoes are quite frequent in Indiana. Therefore, everyone shall become familiar with the following procedure.

1. Pupils will be taken to the assembly area, which will be assigned prior to the opening day of school.
2. Positively no talking, running, or pushing at any time during a disaster drill.
3. Keep calm at all times, avoid panic, use common sense when decisions must be made, and follow instructions.

FIRE DRILLS

Fire drills will be practiced as required by Indiana law. Fire drills will be conducted monthly. Fire routes are posted in each classroom.

Please observe the following fire drill rules:

1. Use the fire drill exits that are on the posters in your room.

2. All students must remain silent throughout the entire drill.
3. Walk, do not run, when leaving and returning to the building.
4. Do not return to the building until the principal or person in charge gives the all-clear signal.
5. The main objective of the drill is to evacuate the buildings as quickly and orderly as possible.
6. Teachers will stay with their classes at all times.
7. Fire drills will be held periodically.
8. THIS DRILL SHOULD BE TAKEN VERY SERIOUSLY.

DISASTER DRILLS

Disaster drills will be practiced by Indiana law. Manmade occurrence disaster drills will be conducted as required: one (1) during each semester.

SAFETY PATROLS

Safety Patrol students have one main purpose—to help students on their way to and from school. For the patrol students to be effective, they must have the full cooperation of parents and students. Parents should encourage obedience to the patrol. The local police cooperate with the schools in promoting the work of the Safety Patrols.

EMERGENCY CLOSINGS

The Superintendent is empowered to close the district schools or to dismiss them early in the event of hazardous weather or other emergencies that threaten the health or safety of students and personnel. If conditions affect only a single school, only that school shall be closed. Parents registered with Messenger System may be notified of closings by telephone.

If there is a possibility of not having school due to weather conditions, please listen to the following radio or TV stations. Radio Stations: WHBU 1240 AM, WEEM 91.7 FM, HANK FM 97.1 FM, WFMS 95.5 FM, 93.1 FM. TV Stations: WRTV Channel 6, WISH Channel 8, WTHR Channel 13, WXIN Fox 59. **PLEASE DO NOT CALL THE SCHOOLS, PRINCIPALS, OR THE SUPERINTENDENT'S OFFICE. NOTIFICATIONS WILL BE SENT TO THE STUDENT AND GUARDIAN ALERT RECORDS IN POWERSCHOOL.**

TELEPHONES

Telephones are placed in the school offices for school business only. Students may not receive calls over the office telephones during the school day. Important messages from parents/guardians for students in class will be received and delivered, but only in case of emergency will students be called to the telephone.

LOST AND FOUND

Students who find lost articles are asked to take them to the office area where they may be claimed by the owner.

VISITORS

Parents of students are welcome to attend activities, convocations, or any other function connected with school activities or to eat lunch with a student. All visitors are to enter the main entrance and report immediately to the principal's office and are required to present a driver's license or ID to register in the Visitor Management Software, which includes a sexual offender alert system. Visitors from other schools or ex-students are not permitted in the building when school is in session.

VOLUNTEERS

A volunteer application/ criminal background check and Safe School training are required each year to volunteer in school. Forms are available on the school website. In addition, these protocols may be required at the discretion of the principal for adults to accompany students on field trips or to help with class parties. All volunteers must enter the main school entrance and report immediately to the principal's office and must present a driver's license or ID to register in the Visitor Management software, which includes a sexual offender alert system.

SECTION 2: ADMISSION INFORMATION

PLACE OF RESIDENCE

A student's residence is with his/her parents or legal guardian. This residence must be within the boundaries of the South Madison Community School District unless approved by the board.

ENTRANCE REQUIREMENTS [POLICY 5112]

The School Board shall establish student entrance requirements which are consistent with Indiana law and sound educational practice and which ensure equitable treatment and proper placement.

A. KINDERGARTEN – Each child of legal settlement shall be eligible for Kindergarten providing that s/he has attained the age of five (5) on or before August 1st. This requirement shall also apply to children who transfer into the School Corporation and who may have attended private or public kindergarten in another locality.

B. FIRST GRADE – If a child seeking to enroll in first grade has not attended kindergarten, the Superintendent shall make a determination as to whether the student will enroll in kindergarten or first grade based upon the assessment model found in the administrative guidelines (see AG5112C).

The Superintendent shall establish administrative guidelines which ensure compliance with State law, proper documentation of birth as well as a certified copy of any custody order or decree, appropriate screening, placement, and periodic assessment of children in kindergarten and first grade programs, and certification that proper immunization is completed or in process and the prompt transfer of records. Any indication that a student might be a missing child should be reported immediately to the Superintendent who, in turn, shall communicate with the appropriate authorities. These guidelines shall also include an appeal procedure for early entrance to kindergarten or first grade that is in accordance with any guidelines promulgated by the State Department of Education.

APPEAL FOR EARLY ENTRANCE TO KINDERGARTEN OR FIRST GRADE OR ADMISSION TO FIRST GRADE WITHOUT ATTENDING KINDERGARTEN [AG 5112C]

Children of legal settlement who have not attained the age of five (5) by August 1st shall not be eligible for entrance into the kindergarten program nor shall a child who is not six (6) years old be eligible for entrance into first grade, unless the parents submit an appeal. For the purpose of the definition of legal settlement for this policy, siblings of current non-resident students will be included in the appeal process.

In alignment with Policy 5112 and 5463, any student who wished to enter first grade without attending an accredited kindergarten program, the Assistant Superintendent for Elementary Curriculum and Instruction shall make a determination as to whether the student will enroll in kindergarten or first grade based upon district screening data, student's age as of August 1, performance on any previous assessments while participating in the non-accredited school provided by the parents/guardians.

Such an appeal is submitted to Assistant Superintendent for Elementary Curriculum and Instruction by no later than two (2) weeks prior to the start of the school year and shall include the following information:

A. Name of the child
B. Birthdate
C. Name and address of any kindergarten or preschool program the child has attended
D. Letter of request for early admission or placement in first grade without attending kindergarten stating the parent's reasons as to the child's readiness for kindergarten

Applications for early enrollment will only be considered for children with August or September birthdays.

Prior to making any decision on early entrance or placement in first grade without the benefit of an accredited kindergarten program, the child will participate in a screening program.

After the necessary data has been obtained, the decision whether or not to approve the appeal and enroll the child in the kindergarten or first grade program will be made by the Assistant Superintendent.

Approval of the enrollment shall be dependent upon availability of space in the kindergarten classes.

Parents will be notified by mail of the results of the appeal.

CREDITS AND PLACEMENT FROM NON-ACCREDITED SCHOOLS [POLICY 5463]

In recognizing its responsibility to uphold the minimum educational standards of the State of Indiana and protect the significance of a diploma issued by the School Board, the Board recognizes only accreditation provided by the State of Indiana or accreditation provided by the education agency of another state that maintains educational standards for its students similar to those maintained by the State of Indiana. The Board establishes the following policy and criteria regarding the acceptance of credits from non-accredited schools, home school, and schools not accredited by the education agency of a state (hereafter "non-accredited schools").

Recognition of credits or course-work earned in non-accredited schools may be granted when the student's transcript has been received and it is determined that the course-work was equivalent to Indiana Academic Standards. The Board reserves the right to assess transfer students from non-accredited schools in order to determine proper placement and/or granting of credit and to be assured the student can demonstrate the learning's which are prerequisite to a placement and/or granting credit.

Whenever a student seeks to transfer into the Corporation from a non-accredited school the following procedures will be used to determine the student's proper grade placement or credits toward graduation.

A. Identify the grade level that the student's age would indicate is the likely grade placement
B. Review the courses of study for that grade to determine the critical learning's that would be a prerequisite for success at subsequent grade levels or courses.
C. Review the student's performance (if available) on tests and/or other means of assessment that were used to assess the student's learning while participating in the non-accredited school. Determine whether the critical learning identified in the Board's courses of study were properly assessed and, if so, how well the student has achieved each critical learning.
D. If no prior assessment data is available, identify which tests (standardized or Corporation-made) as well as other means of assessment (research project, term paper, and the like) will be used to assess the student's achievement of the critical learning's. Arrange for the student to be assessed using the identified instruments.
E. If the assessment so indicates, assign the student to the grade or course level suggested at the first step (with or without special assistance).
F. Make arrangements for any form of special assistance that will be needed for the student to succeed at that level.
G. If the assessment indicates that another grade or course level is more appropriate, register the student in that grade or course level and make whatever arrangements are necessary to provide for any needed assistance indicated by the assessment.

The principal of the school the student will attend shall make the initial determination regarding the proper placement of the student and the extent to which any credit will be granted. The decision of the principal may be appealed to the Superintendent whose decision shall be final.

If credits from a non-accredited school are granted and placed on a student's transcript, the grade entered on the transcript will be the grade determined by the local school officials conducting the review of the student's performance while making the determination to grant credit.

DETERMINATION OF LEGAL SETTLEMENT AND ELIGIBILITY FOR ENROLLMENT OF STUDENTS WITHOUT LEGAL SETTLEMENT IN THE CORPORATION; PROOF OF INDIANA RESIDENCY [POLICY 5111]

The School Board establishes the following policy for determining student eligibility to attend the schools of this Corporation.

A. The Board will educate, tuition free, students who have legal settlement in the Corporation, and students enrolled according to the requirements of I.C.20-26-11.
B. Where the legal settlement of a student cannot reasonably be determined by reference to the residence of the student's parent or legal guardian and the student is being supported by and living with a person whose residence is within the Corporation, the student may be enrolled without payment of tuition. If the parents are

able to support the student and have placed the student in the home of another person primarily for the purpose of attending school in this Corporation without establishing legal guardianship as required by Indiana law, tuition may be charged according to Board Policy 6150.

C. A child who is placed in foster care by a court of competent jurisdiction shall be admitted tuition free, without regard to residency, to a school within the Corporation, as selected by the State Department of Human Services or the child placing agency responsible for placement of that child.

D. Foreign students participating in a foreign-exchange program approved by the Indiana State Board of Education and living with a resident host family will be admitted tuition free.

E. The Corporation will provide a free education to those students who are considered by Federal law to be illegal aliens, if the student's parent or legal guardian has legal settlement within the Corporation, or considered to be homeless by criteria established by the State (see policy 5111.01 and AG 5111.0l-Homeless Students).

F. if a students legal settlement is changed after the student has begun attending school in the Corporation in any school year, the effective date of withdrawal from the Corporation may, at the election of the parent, the student (if the student is at least eighteen (18) years of age), or a juvenile court conducting a proceeding under I.C.31-34-20-5, I.C.31-34-21-10, I.C.31-37-19-26, or I.C.31-37-20-6 (or I.C.31-6-4-18.5 before its repeal), be extended to the end of the semester in which the change of legal settlement occurred. At the discretion of the Assistant Superintendent, the effective date of withdrawal from the Corporation may be extended to the end of that school year. Students who have completed the eleventh grade and have changed legal settlement to another school corporation may complete the twelfth grade in this Corporation.

G. The School Corporation shall maintain proof of Indiana residency for each student enrolled in the Corporation whom the Corporation counts for membership in the ADM count. This documentation of Indiana residency shall be placed in the student's electronic or hard copy file. (See also Policy 6250-Required ADM Counts for the Purpose of State Funding and Verification of Residency for Membership.)

Transportation from and to the site of the new legal settlement will not be provided by the School Corporation for a student whose effective date of withdrawal is extended beyond the date of the change of legal settlement unless the student has an Individualized Education Program (IEP) in which transportation is required to be provided as a related service.

H. A married student living with a spouse or a married or unmarried emancipated minor is eligible to attend school without payment of tuition provided the student resides in the Corporation.

I. **Children of Divorced Parents**

Children of divorced parents may attend school in this Corporation without the payment of tuition if one (1) parent resides in this Corporation and an election is made utilizing the "Custodial Statement and Agreement: Divorce, Separation, or Abandonment" form provided by the Indiana State Board of Education.

The parent with physical custody of the student or the student, if the student is at least eighteen (18) years of age, must notify the Superintendent of the school corporation in which the parents/student seek to have the student enrolled of their election to enroll the student in the Corporation. The election shall be made on a yearly basis and applies throughout the school year unless the student's parent no longer resides within the attendance area of the Corporation.

J. Students whose parents do not have legal settlement within the Corporation but who present evidence that they will move into the Corporation within a short period of time may enroll in the schools of this Corporation as tuition students for the time not in residence.

K. Students who do not have legal settlement may/will be enrolled in the special education program of this Corporation pursuant to the provisions of a Cooperative agreement.

L. Nonresident students may be accepted into the Summer School Program provided by this Corporation..

Transfer Students

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

A. By July 1, the Board will establish the number of transfer students that can be accepted in each building and grade level.

B. The Board will establish a date by which requests to enroll a transfer student must be submitted to the Superintendent. This date shall be submitted to the Indiana Department of Education and published on the Corporation Internet website.

C. Requests to enroll a student without legal settlement in the Corporation shall not be denied if the student to be transferred:

1. has been enrolled in the Corporation in the prior school year;
2. is a member of a household in which any other member of the household is a student in the transferee school; or
3. has a parent who is an employee of the Corporation who currently resides in Indiana and has a salary of at least &8,000 or $3,000 earned due to being included an employee in the extracurricular portion of the Corporation's collective bargaining agreement and the Corporation has the capacity to accept the student..

D. If the number of requests to enroll in each building and grade level exceeds the number established by the Board reduced by the number of transfers that may not be denied as described in paragraph (C) above, the students to be enrolled in each building and grade level shall be determined by random selection in which each application submitted on or before the date established by the Board pursuant to paragraph (A) above has an equal chance of being selected.

Pursuant to State law, the Board may be deny a student's application to transfer to the Corporation, discontinue enrollment of a transfer student currently attending, rescind approval of a student approved to attend in a subsequent year, or establish terms or conditions for enrollment or for continued enrollment in a subsequent school year if:

A. during the preceding twelve (12) months, the student has been suspended or expelled for/;

1. ten (10)or more school days;
2. possession of a firearm, deadly weapon, or a destructive device;
3. causing physical injury to a student, school employee or visitor to the school; or
4. a violation of the Corporation's drug or alcohol policy

B. the student has had a history of unexcused absences, and the Board believes that based upon the location of the student's residence, attendance would be a problem for the student if the student is enrolled in the Corporation.

For purposes of computing the number of days of suspension of the student requesting enrollment, student discipline received from a teacher pursuant to I.C.20-33-8-25(b)(7) and I.C.20-26-11-32(j) shall be included in the calculation of the number of school days that a student has been suspended.

The Board delegates authority to the Superintendent to deny a student's application to transfer to the Corporation, discontinue enrollment of a transfer student currently attending, rescind approval of a student approved to attend in a subsequent year, or establish terms or conditions for enrollment or for continued enrollment in a subsequent school year if the student meets the criteria listed above.

No transfer student shall be accepted for enrollment for athletic reasons.

Transfer students will not be charged unless otherwise required by law.

I.C.20-18-2-11 (legal settlement defined) I.C. 20-33-2 (compulsory school attendance) I.C.20-33-8-17 (expulsion for lack of legal settlement) I.C.20-26-11-1 (residence defined) I.C. 20-26-11-2; I.C. 20-26-11-2.5 (divorced parent election) I.C.20-26-11-6€ (option to not charge transfer tuition) I.C.20-26-11-6.5 (children of school employees) I.C.20-26-11-6.7 (nonpublic school students) I.C.20-26-11-32 (student transfer requests, HEA 1381-2013; SEA 108-2017)) Plyer v. Doe, 457 U.S. 202 (1982) (State Statute denying free public education to illegal immigrants violated the Equal Protection Clause of the Fourteenth Amendment)

Divorced Parents Agreement: http://www.doe.in.gov/sites/defualt/files/legal/formii.pdf
Third Party Agreement: http://www.doe.in.gov/sites/default/files/legal/custodialstatementinstructions.pdf

TRANSFERS

A pupil who transfers to this school district must have an official statement or report card from the school last attended, which verifies the correct placement of the pupil entering. This verification shall be presented to the Principal at the time of enrollment. After the pupil is enrolled, the Principal requests the child's records from the last school attended. A PARENT MUST SIGN A FORM FOR RELEASE OF RECORDS. In order to be officially enrolled, a student must present a certified copy of the student's birth certificate and complete immunization records within thirty (30) days of enrollment.

WITHDRAWAL FROM SCHOOL

Students withdrawing or transferring from school shall use the following procedure:

1. Signed authorization from the parent or guardian is required for any student under the age of eighteen (18) before the withdrawal procedure will be initiated.
2. Obtain the appropriate WITHDRAWAL FORM from the building principal or his/her designee.
3. All textbooks, other school property and all unpaid fees are to be given to the school treasurer in the principal's office.
4. Refund checks to parents, transcripts to new schools, etc., will be sent upon completion of the above process.
5. Refunds of textbook rental fees will be prorated to the grading period in which the student withdraws.

CHANGE OF ADDRESS

Please access the PowerSchool Parent Portal and make changes in your demographic update page and submit a new proof of residency.

SECTION 3: HEALTH RELATED INFORMATION

IMMUNIZATION REQUIREMENTS FOR ENTRY INTO SCHOOL

When a student enrolls in the school corporation for the first time or any subsequent time and at any level, the parents must show either that the student has been immunized or that a current religious or medical objection is on file. Parents must provide the School Corporation with complete immunization records prior to the beginning of the school year for a child to be permitted to attend school unless one of the following applies:

1. The school gives the parents of the child a waiver. The waiver may not be granted for a period that exceeds twenty (20) days. Children may remain in the school at the end of the granted waiver period providing they have completed all requirements or entered upon a specific schedule of immunization approved by a physician or the local health department, or qualified for an exemption.
2. The local health department or a physician determines that the child's immunization schedule has been delayed due to extreme circumstances and that the required immunizations will not be completed before the first day of school. The

parents must furnish a written statement and a time schedule, approved by a physician or the local health department for the completion of the remainder of the immunizations.

School Immunization Current Requirements
2023-24

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

Hep B: The minimum age for the 3rd dose of Hepatitis B is 24 weeks of age.
DTaP: 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 for all grade levels 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-9, the final dose must be administered on or after the 4th birthday and be administered at least 6 months after the previous dose.
*For all students, 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. Parental 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.

COVID-19: 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 State Department of Health, Immunization Division | (800) 701-0704

Exemptions - In order for a child to be exempted from complying with minimum immunization requirements for medical or for religious reasons, the parent or guardian is required to submit a written request, signed by the parent or guardian, for exemption and the request must be filed annually with the school corporation. In the case of a medical exemption, the signature of a physician is also required. The report on Immunization Status must include students with exemptions. Parental or medical exemptions do not relieve parents from the responsibility of reporting a record of immunizations, nor do they relieve schools from the responsibility of maintaining an immunization record for exempt students. In the event of an outbreak, each student's status must be immediately available. For their own protection, exempted students may be excluded from school for the duration of the outbreak.

ANNUAL HEARING SCREENING

All students enrolled in grades 1, 4, 7, and 10 are required by law to have an annual hearing screening by the school speech/language pathologist. Guidelines also recommend this procedure for students in kindergarten, new students to the school corporation, students with previously identified problems, and teacher referrals.

Parents/Guardians are required to submit a written objection at the beginning of the school year if they do not wish their child to receive this service.

COMMUNICABLE DISEASE

If your child has been home with Scarlet Fever, Scarlatina, Regular Measles, Whooping Cough, or Typhoid Fever, your child MUST have a doctor's release before returning to school. No release is required if your child has been out of school with Chickenpox (6 days) or Mumps (must remain home until glandular swelling disappears). If your child has German Measles, your child must be restricted for four (4) days.

MENINGOCOCCAL DISEASE

The Advisory Committee on Immunization Practices (ACIP) to the Centers for Disease Control and Prevention (CDC) has recently recommended routine vaccination of young adolescents for meningococcal disease. A new Indiana law requires each year that parents/guardians be informed "about meningococcal disease and its vaccine" (IC 20-30-5-18).

Meningococcal disease is caused by bacteria. Meningococcal disease can cause an infection of the covering of the brain and spinal cord (meningitis) or the blood. The bacteria can live in the membranes of the nose and throat, usually with no symptoms.

Symptoms of meningococcal disease often resemble the flu and can include a fever, headache, nausea, and stiff neck, making the disease difficult to diagnose. The bacteria that cause meningococcal diseases are transmitted through air droplets and by direct contact with an infected person. Fortunately, there are two vaccines available to prevent this infection, and the U.S. Centers for Disease Control and Prevention recommend routine meningococcal immunizations at 11 to 12 years old. For teenagers, immunization is recommended at high school entry and incoming college freshman.

For questions about meningococcal disease or vaccines to prevent meningococcal disease, please contact your physician or your local health department. Additional information may be found at the following websites:

* http://www.in.gov/isdh/healthinfo/meningococcal%20disease.htm

* http://www.cdc.gov/nip/vaccine/mening/mening-fs.htm

SUICIDE PREVENTION AND AWARENESS

The School Board recognizes that depression and self-destruction are problems of increasing severity among children and adolescents. A student who experiences depression cannot fully benefit from the educational program of the school corporation. A Student who has attempted self-destruction poses a danger to both himself/herself and to other students. Suicide is the second leading cause of death in youth ages 10-24 (Center for Disease Control and Prevention). It is the

intent of Board policy 5350 to increase child suicide awareness and prevention by training staff to recognize the signs and to implement an intervention procedure when needed, and to provide students and parents with information and access to resources.

Suicide prevention services and resources listed below are available in the community and online. Local services by the following providers include mental health care, addiction treatment programs, therapy and counseling, psychiatric services and offer both outpatient programs and inpatient treatment.

- Anderson Center, 2210 Jackson Street, Anderson, IN 46016 (765) 646-8444
- Aspire Indiana, Inc., 215 W. 19th Street, Anderson, IN 46016 (765) 641-8389
  A 24/7 Crisis Intervention service helps those with mental health crises and emergencies: 1-800-560-4038 or 317-574-1252.
- Bowen Center, (800) 342-5653
- Centerstone, (765) 288-1790
- Meridian Health Services, 2010 Brentwood Drive, Anderson, IN 46011 (765) 393-0063

The following organizations provide online resources and a 24/7 Suicide Prevention Lifeline.

National Suicide Prevention Lifeline online or at 1-800-273-TALK (8255).
https://suicidepreventionlifeline.org/
The toll-free call goes to the nearest crisis center in a national network. These centers provide 24-hour crisis counseling and mental health referrals.

Indiana University's Indiana School Mental Health Initiative (ISHMI) has partnered with The Lutheran Foundation to provide online resources to support schools and community partners as they address students' social, emotional, behavioral and mental health needs. https://lookupindiana.org/schools

USE OF MEDICATIONS [POLICY 5330]

The School Board shall not be responsible for the diagnosis and treatment of student illness. The administration of prescribed medication and/or medically-prescribed treatments to a student during school hours will be permitted only when failure to do so would jeopardize the health of the student, the student would not be able to attend school if the medication or treatment were not made available during school hours, or the child is disabled and requires medication to benefit from his/her educational program.

For purposes of this policy, "medication" shall include all medicines including those prescribed by a physician and any non prescribed (over-the-counter) drugs, preparations, and/or remedies. "Treatment" refers both to the manner in which a medication is administered and to health-care procedures which require special training, such as catheterization or intravenous or intramuscular injection.

Before any prescribed medication or treatment may be administered to any student during school hours, the Board shall require the written prescription from the child's physician accompanied by the written authorization of the parent (see Form 5330 F1). This document shall be kept on file in the office of the school nurse, and made available to the persons authorized to administer medication or treatment. The prescription must be in its original container, labeled with the student's name and the exact dosage. At no time is the school to administer a dosage other than that authorized by the physician's prescription.

Both must also authorize any self-medication by the student. In addition, the physician's statement authorizing self-medication must include the information set forth in Policy 5330.01 – Self-Administered Medication.

Before any non prescribed medication or treatment may be administered, the Board shall require the prior written consent of the parent (see Form 5330 F1a and Form 5330 F 1 b). These documents shall be kept in the office of the school nurse. Except in the case of authorized self-medication, all forms of medication shall be administered by the Corporation in accordance with the Superintendent's guidelines. No student is allowed to provide or sell any type of over-the-counter medication to another student.

Violations of this rule will be considered violations of Policy 5530 – Drug Prevention and of the Student Code of Conduct/student Discipline Code.

Students who may require administration of an emergency medication may have such medication stored in the school nurse's office and administered in accord with this policy. However, if authorization (Form 5330 F3) for self-medication has been provided by the parent and physician which complies with the requirements of Policy 5330.01 – Self-Administered medication, then the student may retain possession of the self-administered medications.

Medication that is possessed by a school for administration during school hours or at school functions, for students in grades K-8 may be released only to the student's parent or to an individual who is eighteen (18) years of age or older and who has been designated, in writing, by the student's parent to receive the medication.

A school may send home medication that is possessed by the school for administration during school hours or at school functions with a student in grades 9-12, if the student's parent provides written permission for the student to receive the medication.

The Superintendent shall prepare administrative guidelines, as needed, to address the proper implementation of this policy.

I.C. 20-33-8-12 I.C. 20-34-3-18 I.C. 34-30-12 511 IAC 7-21-8

SELF-ADMINISTERED MEDICATION [POLICY 5330.01]

A student may possess and self-administer medication for chronic diseases or medical conditions provided the student's parent files a written authorization with the principal. The written authorization must be filed annually. A physician's written statement must be included with the parent's authorization.

The physician's statement should be filed annually and include the following information:

A. An acute or chronic disease or medical condition exists for which the medication is prescribed.
B. The student has been given instruction as to how to self-administer the medication.
C. The nature of the disease or medical condition requires emergency administration of the medication.

The School or School board is not liable for civil damages as a result of a student's self-administration of medication of an acute or chronic disease or medical condition except for an act or omission amounting to gross negligence or willful and wanton misconduct.

I.C. 20-33-8-13 I.C. 34-30-14-6

USE OF MEDICATIONS [AG 5330]

The medications and/or treatments which may be administered are defined in Policy 5330. In those circumstances where a student must take prescribed medication during the school day, the following guidelines are to be observed.

A. Parents should determine with their physician's counsel whether the medication schedule can be adjusted to avoid administering medication during school hours.
B. The Medication Administration Form must be filed with the respective building principal before the student will be allowed to begin taking any medication during school hours. This written and signed request form is to be submitted on an annual basis.
   The parent is to notify the school in writing if the medication, dosage, schedule, or procedure is changed or eliminated. A new request form must be submitted each school year or for each new medication.
C. All medications to be administered during school hours must be registered with the principal's office. Upon receipt of the medication, the school nurse shall verify the amount of medication brought to the school and indicate that amount on the student medication log sheet.

D. For students in grades K through 6, parents must deliver any necessary medications to the school nurse.

E. For each prescribed medication, the container shall have a pharmacist's label with the following information:
   1. student's name
   2. physician's name
   3. date
   4. pharmacy name and telephone
   5. name of medication
   6. prescribed dosage and frequency
   7. special handling and storage directions

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

G. The staff member administering the medication shall ensure that the student takes the medication properly.

H. If a student does not take the medication at the proper time, the staff member responsible for administering the medication shall take appropriate steps to locate the student and administer the medication and to then notify the parents of the importance of the child reporting on time for his/her medication.

I. All medications are to be administered in such a way as to not unduly embarrass the student.

J. A log for each prescribed medication shall be maintained which will note the personnel giving the medication, the date, and the time of day. This log will be maintained along with the physician's written request and the parent's written release.

K. If, for supportable reasons, the principal wishes to discontinue the privilege of a student self-administering a medication, s/he shall notify the parent of this decision in sufficient time for an alternative administration to be established.

L. Dispensing of non authorized, over-the-counter (OTC) medication by Corporation employees to students served by the Corporation is prohibited. Where investigation confirms such allegations, prompt corrective action shall be taken up to and including dismissal.

M. Pendleton Heights Middle School and Pendleton Heights High School Students Only: If a student's parent/guardian provides to the school nurse written or electronic permission to dispense over the counter medication, the student may be given acetaminophen (Tylenol), ibuprofen (Advil), or Tums. However, if a student needs these medications more than five times during the school year, parents must supply the medication for their child.

N. In order to minimize health and safety risks to student-athletes and maintain ethical standards, school personnel, coaches, athletic trainees, and lay coaches should never dispense, supply or recommend, the use of any drug, medication, or food supplement solely for performance-enhancing purposes.

ACCIDENTS

When an accident occurs, it must be reported at once to the teacher in charge, who will then report it to the clinic and complete a written accident report. Proper medical referrals will be made when necessary. First aid kits are located in the clinic or attendance office. The school is not responsible for expenses incurred as a result of an accident.

INJURIES/ILLNESS

To keep all students healthy, students who are sick or experiencing symptoms such as fever, vomiting, and/or diarrhea, are expected to be free of these symptoms for 24 hours prior to coming back to school.

If a child is injured or becomes ill at school, the child will be cared for temporarily by the school nurse, and the parent will be notified. The school will render first aid only. If emergency medical attention is necessary 911 will be called first, then the parent will be contacted and if not available, the emergency contacts will be contacted, and as a last resort the family doctor will be contacted; if no one is available, the child will be taken to the emergency room at the hospital at the expense of the parent or guardian, unless the parent has given instructions to the contrary.

WELLNESS (POLICY 8510)

As required by law, the Board establishes the following wellness policy for the Corporation as a part of a comprehensive wellness initiative.

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

Schools alone, however, cannot develop in students healthy behaviors and habits with regard to eating and exercise. It will be necessary for not only the staff, but also parents and the public at large to be involved in a community-wide effort to promote, support, and model such healthy behaviors and habits.

The Board sets the following goals in an effort to enable students to establish good health and nutrition habits:

A. With regard to nutrition education, the Corporation shall:
   1. Nutrition education shall be included in the sequential, comprehensive health curriculum in accordance with the curriculum standards and benchmarks established by the State.
   2. Nutrition education standards and benchmarks shall be age-appropriate and culturally relevant.
   3. Instruction related to the standards and benchmarks for nutrition education shall be provided by highly qualified teachers.

B. With regard to physical activity, the Corporation shall:
   1. **Physical Education**
      a. A sequential, comprehensive physical education program shall be offered for students in K-12 in accordance with the physical education academic content standards and benchmarks adopted by the State.
      b. The sequential, comprehensive physical education curriculum shall stress the importance of remaining physically active for life.
   2. **Physical Activity**
      a. Physical activity and movement shall be integrated, when possible, across the curricula and throughout the school day.
      b. All students in grade K-6 shall be provided with a daily recess period at least twenty (20) minutes in duration.

C. With regard to other school-based activities the Corporation shall:
   1. The school shall provide attractive, clean environments in which the students eat.
   2. Free drinking water shall be available to students during designated meal times and may be available throughout the school day.
   3. Students, parents, and other community members shall have access to, and be encouraged to use, the school's outdoor physical activity facilities outside the normal school day.
   4. Schools in our system utilize electronic identification and payment systems, therefore, eliminating any stigma or identification of students eligible to receive free and/or reduced meals.

D. With regard to nutrition promotion, the Corporation shall:
   1. ensure any foods and beverages marketed or promoted to students on the school campus, during the school day, will meet or exceed the USDA Smart Snacks in School nutrition standards;
   2. encourage students to increase their consumption of healthful foods during the school day;
   3. provide opportunities for students to develop the knowledge and skills for consuming healthful foods.

E. Furthermore, with the objectives of enhancing student health and well-being, and reducing childhood obesity, the following guidelines are established:
   1. In accordance with Policy 8500, entitled Food Service, the food service program shall comply with Federal and State regulations pertaining to the selection, preparation, consumption, and disposal of food and beverages as well as to the fiscal management of the program.

2. The sale of foods of minimal nutritional value in the food-service area during the lunch period is prohibited.
3. As set forth in Policy 8531, entitled Free and Reduced Price Meals, the guidelines for reimbursable school meals are not less restrictive than the guidelines issued by the U.S. Department of Agriculture (USDA).
4. The sale to students of foods and beverages that do not meet the USDA Smart Snacks nutrition standards to be consumed on the school campus during the school day is prohibited. This includes foods available for purchase by students ala carte in the dining area and foods or beverages sold from vending machines, school stores, fund-raisers by student clubs and organizations, parent groups, or boosters clubs.
    a. Per USDA guidelines, "school day" is defined as on-campus between midnight and thirty minutes after the close of the regular school day.
    b. SMCSC follows Indiana law and allows for up to (2) fundraiser exemptions per school building per school year. Principals make determination on which fundraisers receive this exemption.
    c. No vending of food or beverages should be available to elementary school students during the day.
5. All foods that are provided, not sold, on the school campus during the school day, including foods and beverages provided for classroom parties or holiday celebrations shall comply with the food and beverage standards recommended by the SMCSC Wellness Committee as follows:
    a. All foods and beverages should be checked by school personnel providing food or beverage to ensure such food or beverage does not contain allergens that may be harmful to specific students consuming food or beverage.
    b. Foods and beverages given to students should promote a healthy diet and may include, but are not limited to: Fruits, Vegetables, Dairy-based foods/beverages, Protein-based foods/beverages, and snacks that are of proper serving size for school-age children according to the Dietary Guidelines for Americans.
        1. The food service program shall be administered by a director who is qualified, certificated, licensed, or credentialed, according to current professional standards.
        2. Continuing professional development shall be provided for all staff of the food-service program.

F. Evaluation
1. The Board designates the building principals as the individual(s) charged with operational responsibility for measuring and evaluating the Corporation's implementation and progress under this policy.
2. The Director of Nutrition Services will provide building principals with an Evaluation Tool to be completed for each school building once every three (3) years. The Evaluation Tool(s) will be summarized by Director of Nutrition Services into a Triennial Assessment Report
3. The Superintendent shall appoint the Corporation wellness committee that meets once every three years after the Triennial Assessment Report is completed. School-level health advisory teams may assist in the planning and implementation of these Wellness initiatives.
    a. The purpose of the wellness committee will be to use the Triennial Assessment Report to evaluate the wellness policy and make any recommended updates to the Superintendent.
    b. SMCSC will allow stakeholders to participate in the wellness committee. Stakeholders include, but are not limited to: parents, students, representatives of the school food authority, teachers of physical education, school health professionals, the school board, school administrators, and the general public.
    c. The wellness committee shall be an ad hoc committee of the Board with members recruited and appointed annually.

G. Communication

SMCSC will inform the public, including parents, students and community members, on the content and implementation of this policy annually via email. The following will be available to the public on the corporation website:

1. Board-approved wellness policy
2. Any information or updates to or about the wellness policy.
3. Instructions on how to participate in the wellness committee. (development, implementation, and periodic review and update of policy)

STUDENT INSURANCE

Students are offered low-cost accident insurance. The school is not the insuring agent, but does make this service available to those persons who wish to participate.

SECTION 4: ACADEMIC INFORMATION

TRANSFER OF STUDENT RECORDS

It is the policy of the South Madison Community School Corporation to forward education records to other agencies or institutions that have requested the records and in which the student seeks or intends to enroll.

TEXTBOOK RENTAL

Textbooks and electronic devices used as textbooks are furnished on a rental basis. Workbooks and consumable materials are purchased. This amount payable will be billed to the parent/guardian.. If rental materials are lost, misused, or damaged beyond reasonable repair, the child responsible must pay for replacement.

HOMEWORK [POLICY 2330]

The School Board acknowledges the educational validity of out-of-school assignments as adjuncts to and extensions of the instructional program of the schools.

"Homework" shall refer to those assignments to be prepared outside of the school by the student or independently while in attendance at school. Homework is viewed as a purposeful tool for review, reinforcement, and exploration beyond the classroom experiences.

The Superintendent shall develop administrative guidelines for the assignment of homework according to these guidelines:

A. Homework should be a properly planned part of the curriculum to extend and reinforce the learning experience of the school or to complete work not completed in class.
B. Homework should help students learn by providing practice in the mastery of skills, experience in data gathering, and integration of knowledge, and an opportunity to remediate learning problems.
C. Homework should help develop the student's sense of responsibility by providing an opportunity for the exercise of independent work and judgment.
D. The number, frequency, and degree of difficulty of homework assignments should be based on the ability and needs of the student and take into account other activities which make a legitimate claim on the student's time.
E. As a valid educational tool, homework should be assigned with clear direction and its product carefully evaluated.
F. The schools should recognize the role of parents by suggesting ways in which parents can assist the school in helping a student carry out assigned responsibilities.
G. Homework should always serve a valid learning purpose; it should never be used as a punitive measure.

GRADING SYSTEMS [AG 5421A]

1. Grades will be issued each grading period to students at all grade levels.
2. A single + or – may be added to grades A, B, C, D to indicate the quality of student achievement within the letter grade.
3. When averaging grades for grades K-7 on the semester schedule, all grading periods will be given equal weight.

When averaging grades for grades 8-12 on the semester schedule, the final exam will be weighted 20% of the final grade, and each grading period will be weighted 40% of the final grade.

4. A student not completing major course requirements such as term papers, book reports, or other special projects may be given an "I" (Incomplete) for the grading period and an "I" (Incomplete) for the semester, regardless of the other grades for that subject, if not removed two weeks after being issued. This two-week time period may be extended by the principal in cases of illness or other hardship. full directions for removing the "Incomplete" will be given to the pupil and the principal by the teacher. If the student does not complete the required coursework within two weeks after the report card is issued, the student's grade will be calculated with a grade of zero for the missing work, and the grade report will be revised to reflect the calculated grade. If, however, the student completes the required course work within two weeks after the Incomplete grade was issued, the student's work will be accepted and graded by the teacher. The student's grade for the grading period then will be calculated, minus any penalties for late work, and the grade report will be revised to reflect the calculated grade.

REPORT CARDS

Report cards are issued electronically following completion of each grading period. You may also access your child's records daily using the PowerSchool Parent Portal. Parents and students should check PowerSchool regularly to keep both the students and parents informed as to progress made or areas where improvement is needed.

PUBLISHED HONOR ROLLS

At the end of each grading period, the school will make available to the local news media (papers) the names of students receiving A's or B's. If a student or his/her parents do not want his/her name published, the principal's office must be notified in writing no less than one week after the end of the semester.

The intention of the honor roll is to recognize those students who perform at a high level in all subject areas. Honor roll designation begins with grade 3 in the elementary school. Because some content areas use markings other than the traditional A thru F, the following standards are used in grades 3-6 at all elementary schools when reporting honor roll. **High Honor Roll** requires all A's in the core academic areas; **A/B Honor Roll** requires all A's and/or B's (nothing lower than a B-) in the core academic areas. At the elementary level, honor rolls are published each grading period.

STUDENT RECORDS

During the student's school career, the school system collects and records data concerning the student. The school system recognizes that the collection, maintenance, and limited dissemination of such data is essential in school operations, but also that preserving the rights of privacy of the student and parents, providing access to the data by the student or parents, and the student's or parent's right to correct inaccurate data is equally essential.

The school system has adopted a policy to achieve these ends. The South Madison Community School Corporation has designed a policy to comply with the provisions of the "Family Educational Rights and Privacy Act of 1972," which is available on request at the Superintendent's Office at 203 S. Heritage Way, Pendleton, Indiana.

DIRECTORY INFORMATION [POLICY 8330]

The Board designates as student "directory information": a student's name; address; telephone number, photograph; date and place of birth; major field of study; participation in officially recognized activities and sports; height and weight, if a member of an athletic team; dates of attendance; date of graduation; awards received; listing on an honor roll; or scholarships.

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

In accordance with Federal and State law, the Board shall release the names, addresses, and telephone listings of secondary students to a recruiting officer for any branch of the United States Armed Forces or an institution of higher

education who requests such information. A secondary school student or parent of the student may request that the student's name, address, and telephone listing not be released without prior consent of the parent(s)/eligible student. The recruiting officer is to sign a form indicating that "any information received by the recruiting officer shall be used solely for the purpose of informing students about military service and shall not be released to any person other than individuals within the recruiting services of the Armed Forces". The Superintendent is authorized to charge mailing fees for providing this information to a recruiting officer.

The Corporation shall notify parents and students that they may request that the information not be released by the Corporation to the military recruiting representatives. This notification is to include the process necessary to request that the student not be identified to a military recruiter.

The parent or student must make the request in writing at the end of the student's sophomore year in high school. This is a one-time opt-out opportunity. If the student opts-out in his/her sophomore year and later changes his/her mind a revocation may be made.

Parents and eligible students may refuse to allow the Corporation to disclose any or all of such "directory information" upon written notification to the Corporation within seven (7) days after receipt of the Superintendent's annual public notice.

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

The Corporation may disclose "directory information" on former students without consent of the parent(s)/eligible student, unless the parent or eligible student previously submitted a request that such information not be disclosed without their prior written consent.

Policy 8330 can be found in its entirety at www.smcsc.com under Policy & Bylaws

HOMEBOUND INSTRUCTION

Teachers are provided for students who are homebound because of temporary or permanent illness or disability. Students must be unable to attend school due to illness or disability for at least four (4) weeks before homebound instruction will be provided.

SPECIAL EDUCATION

The South Madison Community School Corporation is a member of the Hamilton-Boone-Madison Special Service Cooperative, which provides a variety of services to children with special needs.

PROMOTION, PLACEMENT, AND RETENTION [POLICY 5410]

The Board recognizes that the personal, social, physical, and educational growth of children will vary and that they should be placed in the educational setting most appropriate to their needs at the various stages of their growth.

It shall be the policy of the Board that each student be moved forward in a continuous pattern of achievement and growth that is in harmony with his/her own development.

A student will be promoted to the succeeding grade level when s/he has:

A. completed the course requirements at the presently assigned grade;

B. in the opinion of the professional staff, achieved the instructional objectives set for the present grade;

C. demonstrated sufficient proficiency to include ILEARN that will permit him/her to move ahead in the educational program of the next grade;

D. demonstrated the degree of social, emotional, and physical maturation necessary for a successful learning experience in the next grade.

A student enrolled in special education shall be promoted or retained based on the opinion of the Case Conference and the student's I.E.P.

No student who has completed a grade successfully shall be retained or allowed to repeat a grade in order to improve his/her ability or lengthen his/her eligibility to participate in extra-curricular athletic programs.

Conversely, promotion solely for athletic eligibility is forbidden.

The Board will comply with the requirements of the Indiana Department of Education regarding the consequences for students in grade three who fail to pass the Indiana Reading Evaluation and Determination assessment (IREAD-3). Accordingly, a student who does not pass the IREAD-3 assessment either during the assessment period in the school year or during the summer assessment window, in the following school year, will continue to receive instruction in grade three reading, will be officially reported as a third grader, and will fully participate in the grade three ILEARN assessment.

Good cause exemptions that may be considered are:

A. a student who has been previously retained two times prior to the fourth grade;

B. a student with disabilities whose case conference committee has determined that promotion is appropriate;

C. an English learner student whose Individual Learning Plan (IEP) Committee has determined that promotion is appropriate.

Under extraordinary circumstances, and upon the written request of a parent or guardian on the Petition for Promotion, Placement or Retention, a student may be promoted, place or retained when suitable evidence is presented to the school administrators by the parent, guardian or teacher to show that the overall interests of the child would be met by granting the petition.

The Superintendent may develop administrative guidelines for promotion, placement, and retention of students which:

A. require that parents are informed in advance of the possibility of retention of a student at a grade level;

B. assure that reasonable efforts be made to remediate the student's difficulties before s/he is retained;

C. assign to the building principal the final responsibility for determining the promotion, placement, or retention of each student.

STUDENT TESTING AND ASSESSMENT PROGRAMS

South Madison provides a comprehensive assessment program for students K-12. Assessments in the primary grades include NWEA Measures of Academic Progress (MAP), in reading, language, and math, and a State third-grade reading assessment IREAD-3. Public Law 109 "requires the evaluation of reading skills for students who are in grade three beginning in the Spring of 2012 to ensure that all students can read proficiently before moving on to grade four" (Indiana DOE). NWEA Measures of Academic Progress (MAP) assessments, grades 3-8, provide diagnostic and growth measures in English/Language Arts, math, and reading. Effective school year 2018-19, the ILEARN statewide assessment is administered yearly to students in grades 3-8 to measure student achievement in language arts and mathematics, science (grades 4 and 6), and social studies (grade 5). Any student enrolled in Biology I must participate in the ILEARN Biology I End of Course Assessment administered by the Indiana Department of Education.

For students with significant cognitive disabilities, the Case Conference Committee, utilizing the criteria for determining eligibility to participate, may determine that Indiana's Alternate Measure (I AM) is the most appropriate assessment. For the class of 2020-22, to be eligible for a diploma, students must satisfy graduation course and credit requirements and pass Graduation Qualifying Exams and/or opt into a Graduation Pathway. For the Classes 2020-22, the ISTEP+ Grade 10 Assessment will serve as the graduation qualifying exam for English and for mathematics. If a student fails either one of the ISTEP+ Grade 10 Assessments, the student must retake and pass the assessment to meet the graduation requirement or opt in to a Graduation Pathway. For the Classes of 2023 and beyond, Indiana will require all students to complete a Graduation Pathway.

The assessment requirement for graduation can be met in three ways:

1. Pass the Grade 10 ISTEP+ in English/Language Arts and Mathematics (graduating classes of 2020-2022).
2. Fulfill the requirements of the Evidence-based waiver:

- Take the graduation exam in each subject area in which you did not achieve a passing score at least one time every school year after the school year in which you first took the examination.
- Complete any extra help sessions offered each year by the school to prepare for the graduation examination retests.
- Maintain a school attendance rate of 95 percent or better over the course of your high school experience (excused absences are not counted against your attendance rate).
- Have at least a "C" average, over the course of your high school career, in the courses required for graduation.
- Satisfy any other state and local * graduation requirements.
- Get a written recommendation from the teacher(s) in the subject area(s) not passed, as well as one from the school principal, and show proof that the academic standards have been met, whether through other tests or classroom work.

3. Fulfill the requirements of the Work-readiness waiver:

- Take the graduation examination in each subject area in which you did not achieve a passing score at least one time every school year after the school year in which you first took the examination.
- Complete any extra help sessions offered each year by the school to prepare for the graduation examination retests.
- Maintain a school attendance rate of 95 percent or better over the course of your high school experience (excused absences are not counted against your attendance rate).
- Have at least a "C" average, over the course of your high school career, in the courses required for graduation.
- Satisfy any other state and local * graduation requirements.
- Complete the following:
    - Course and credit requirements for a General Diploma (including the career academic sequence);
    - Workforce readiness assessment; and
    - At least one industry certification from the state board's approved industry certification list (effective with the class of 2017; this list will be updated annually).

4. Complete a Graduation Pathway

*Note: Students with an IEP are not required to meet additional local requirements beyond state requirements (effective 2016).

PARENT-TEACHER CONFERENCE

The Parent-Teacher Conference is one of the most effective means of communication. It is a two-way exchange of information about a student. We believe that when the teachers and parents sit down together to freely discuss concerns the child is bound to benefit. Parents should call for an appointment to allow adequate teacher preparation for a meaningful conference with at least one day's notice.

LIBRARY/MEDIA CENTER/MATERIALS CENTER

Students and teachers are encouraged to use the materials center as a resource center. Various types of print and non-print material are available to students. The staff is always available to assist those who need help.

PERSONAL COMMUNICATION DEVICES [POLICY 5136]

Students Grades K-8

While students may possess personal communication devices (PCDs) in school, on school property, during after school activities (e.g., extra-curricular activities) and at school-related functions, they must be powered completely off (i.e., not just placed into vibrate or silent mode) and concealed and secured in lockers, backpacks, or vehicles during school hours. Use of PCDs, except those uses approved by a teacher or administrator, at any other time is prohibited.

Personal Communication Guidelines

For purposes of this policy, "personal communication device" (PCD) includes computers, tablets (e.g., iPads and similar devices), electronic readers ("e-readers"' e.g., Kindles and similar devices), cell phones (e.g., mobile/cellular telephones, smartphones (e.g., Blackberry, iPhone, Android devices, Windows Mobile devices, etc.), and/or other web-enabled devices of any type. Students may not use PCDs on school property or at a school-sponsored activity to access and/or view Internet websites that are otherwise blocked to students at school. Students may use PCDs while riding to and from school on a school bus or other Board-provided vehicles or on a school bus or Board-provided vehicle during school-sponsored activities, at the discretion of the bus driver, classroom teacher, and sponsor/advisor/coach. Distracting behavior that creates an unsafe environment will not be tolerated (no pictures).

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

Under certain circumstances, a student may keep his/her PCD "On" with prior approval from the building principal (e.g. The student is a member of a volunteer fire company/department, ambulance or rescue squad. The student has a special health circumstances – an ill family member or his/her own special health condition.)

Use of PCD's to Capture, Record, or Transmit

Except as authorized by a teacher, administrator or IEP team, students are prohibited from using PCDs during the school day, including while off-campus on a field trip or on the bus to and from school, to capture, record and/or transmit the words or sounds (i.e., audio) and/or images (i.e., picture/video) of any student, staff member or other person. Using a PCD to capture, record and/or transmit audio and/or pictures/video of an individual without proper consent is considered an invasion of privacy and is not permitted. Students who violate this provision and/or use a PCD to violate the privacy rights of another person may have their PCD confiscated and held until the end of the school day or a parent/guardian picks it up, and may be directed to delete the audio and/or picture/video file while the parent/guardian is present. If the violation involves potentially illegal activity, the confiscated-PCD may be turned-over to law enforcement.

PCDs, including but not limited to those with cameras, may not be activated or utilized at any time in any school situation where a reasonable expectation of personal privacy exists. These locations and circumstances include, but are not limited to, classrooms, gymnasiums, locker rooms, shower facilities, rest/bathrooms, swimming pool, and any other areas where students or others may change clothes or be in any stage or degree of disrobing or changing clothes. The Superintendent and building principals are authorized to determine other specific locations and situations where use of a PCD is absolutely prohibited.

Students shall have no expectation of confidentiality with respect to their use of PCDs on school premises/property.

Prohibited Uses of PCD's

Students may not use a PCD in any way that might reasonably create in the mind of another person an impression of being threatened, humiliated, harassed, embarrassed or intimidated. See Policy 5517.01 – Bullying. In particular, students are prohibited from using PCDs to: (1) transmit material that is threatening, obscene, disruptive, or sexually explicit or that can be construed as harassment or disparagement of others based upon their race, color, national origin, sex, sexual orientation, disability, age, religion, ancestry, or political beliefs; and (2) engage in "sexting" – i.e., sending, receiving, sharing, viewing, or possessing pictures, text messages, e-mails or other materials of a sexual nature in electronic or any other form. Violation of these prohibitions shall result in disciplinary action. Furthermore, such actions will be reported to local law enforcement and child services as required by law.

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

Violations of PCD Policy

Possession of a PCD by a student at school during school hours and/or during extra-curricular activities is a privilege that may be forfeited by any student who fails to abide by the terms of this policy, or otherwise abuses this privilege.

Violations of this policy may result in disciplinary action and/or confiscation of the PCD. The building principal will also refer the matter to law enforcement of child services if the violation involves an illegal activity (e.g., child pornography, sexting). Discipline will be imposed on an escalating scale ranging from a warning to an expulsion based on the number of previous violations and/or the nature of or circumstances surrounding a particular violation. If the PCD is confiscated, it is possible that the PCD will not be released to the student or returned to a parent/guardian who picks it up until after the student complies with any other disciplinary consequences that are imposed, unless the violation involves potentially illegal activity in which case the PCD may be turned-over to law enforcement. A confiscated device will be marked in a removable manner with the student's name and held in a secure location in the building's central office until it is released to the student or retrieved by the parent/guardian or turned-over to law enforcement. School officials will not search or otherwise tamper with PCDs in Corporation custody unless they reasonably suspect that the search is required to discover evidence of a violation of the law or other school rules. Any search will be conducted in accordance with Policy 5771 – Search and Seizure. If multiple offenses occur, a student may lose his/her privilege to bring a PCD to school for a designated length of time or on a permanent bases.

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

Liability

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

Parent of Student Communication Guidelines

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

STUDENT EDUCATION TECHNOLOGY ACCEPTABLE USE AND SAFETY
[POLICY 7540.03]

Technology has fundamentally altered the ways in which information is accessed, communicated, and transferred in society. As a result, educators are continually adapting their means and methods of instruction, and the way they approach student learning, to incorporate the vast, diverse, and unique resources available through the Internet. The School Board provides Education Technology so that students can acquire the skills and knowledge to learn effectively and live productively in a digital world. The School Board provides students with access to the Internet for limited educational purposes only and utilizes online educational services to enhance the instruction delivered to its students. The Corporation's Internet system does not serve as a public access service or a public forum, and the School Board imposes reasonable restrictions on its use consistent with its limited educational purpose.

This policy and its related administrative guidelines and the Student Code of Conduct govern students' use of the Corporation's personal communication devices (that is, according to Board Policy 5136, computers, laptops, tablets, e-readers, cellular/mobile telephones, smartphones, and any other web-enabled device), network, and Internet connection and online educational services ("Education Technology" or "Ed-Tech").

This policy and its related administrative guidelines and the Student Code of Conduct also govern students' use of their personal communication devices (that is, according to Board Policy 5136, computers, laptops, tablets, e-readers, cellular/mobile telephones, smartphones, and any other web-enabled device), when connected to the Corporation's network, the Corporation's Internet connection, and online educational services ("Education Technology" or "Ed-Tech").

The due process rights of all users will be respected in the event there is a suspicion of inappropriate use of the Education Technology. Users have no right or expectation to privacy when using Ed-Tech (including, but not limited to, privacy in the content of their personal files, e-mails, and records of their online activity while on the network and Internet).

First, and foremost, the Corporation may not be able to technologically limit access to services through its Education Technology to only those services and resources that have been authorized for the purpose of instruction, study and research related to the curriculum. Unlike in the past when educators and community members had the opportunity to review and screen materials to assess their appropriateness for supporting and enriching the curriculum according to adopted guidelines and reasonable selection criteria (taking into account the varied instructional needs, learning styles, abilities, and developmental levels of the students who would be exposed to them), access to the Internet, because it serves as a gateway to any publicly available file server in the world, opens classrooms and students to electronic information resources that may not have been screened by educators for use by students of various ages.

The Board prohibits the sending, receiving, viewing, or downloading of materials that are harmful to minors on computers and other technology-related devices owned or leased by the Corporation or connected to the Corporation computer network.

Pursuant to Federal law, the Board has implemented technology protection measures which protect against (e.g. filter or block) access to visual displays/depictions/materials that are obscene, constitute child pornography, and/or are harmful to minors, as defined by the Children's Internet Protection Act. At the discretion of the Board or the Superintendent, the technology protection measures may be configured to protect against access to other material considered inappropriate for students to access. The Board also utilizes software and/or hardware to monitor online activity of students to restrict access to child pornography and other material that is obscene, objectionable, inappropriate and/or harmful to minors. The technology protection measures may not be disabled at any time that students may be using the Education Technology, if such disabling will cease to protect against access to materials that are prohibited under the Children's Internet Protection Act.

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

Parents/Guardians are advised that a determined user may be able to gain access to services and/or resources on the Internet that the Board has not authorized for educational purposes. In fact, it is impossible to guarantee students will not gain access through the Internet to information and communications that they and/or their parents may find inappropriate, offensive, objectionable or controversial. Parents of minors are responsible for setting and conveying the standards that their children should follow when using the Internet.

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

A. safety and security while using email, chat rooms, social media, and other forms of direct electronic communications

B. the dangers inherent with the online disclosure of personally identifiable information;

C. the consequences of unauthorized access (e.g., "hacking", "harvesting", "digital piracy", etc.), cyber bullying and or other unlawful or inappropriate activities by students online; and

D. unauthorized disclosure, use, and dissemination of personal information regarding minors.

Staff members shall provide instruction for their students regarding the appropriate use of technology and online safety and security as specified above. Furthermore, staff members will monitor the online activities of students while at school. Monitoring may include, but is not necessarily limited to, visual observations of online activities during class sessions; or use of specific monitoring tools to review browser history and network, server, and computer logs.

Building principals are responsible for providing training so the Ed-Tech users under their supervision are knowledgeable about this policy and its accompanying guidelines. The Board expects that staff members will provide guidance and instruction to students in the appropriate use of Education Technology. Such training shall include, but not be limited to, education concerning appropriate online behavior, including interacting with other individuals on social networking websites

and in chat rooms and cyberbullying awareness and response. All Ed-Tech users (and their parents if they are minors) are required to sign a written agreement to abide by the terms and conditions of this policy and its accompanying guidelines.

Students will be assigned a school email account that they are required to utilize for all school-related e-mail communications, including those to staff members and individuals and/or organizations outside the Corporation with whom they are communicating for school-related projects and assignments. Further, as directed and authorized by their teachers, they shall use their school-assigned email account when signing up/registering for access to various online educational services, including mobile applications/apps that will be utilized by the student for educational purposes.

Students and staff members are responsible for good behavior on the Corporation's computers/network and Educational Technology just as they are in classrooms, school hallways, and other school premises and school sponsored events. Communications on Education Technology are often public in nature. General school rules for behavior and communication apply. The Corporation does not sanction any use of Education Technology that is not authorized by or conducted strictly in compliance with this policy and its accompanying guidelines. Students shall not access social media for personal use from the Corporation's network, but shall be permitted to access social media for educational use in accordance with their teacher's approved plan for such use.

Users who disregard this policy and its accompanying guidelines may have their use privileges suspended or revoked, and disciplinary action taken against them. Users of the Corporation's Education Technology are personally responsible and liable both civilly and criminally, for uses of Education Technology not authorized by this Corporation Policy and its accompanying guidelines.

The School Board designates the Superintendent and the Director of Technology as the administrators responsible for initiating, implementing, and enforcing this Policy and its accompanying guidelines as they apply to students' use of the Corporation's Education Technology.

INTERNET/COMPUTER NETWORK — TERMS AND CONDITIONS

1. Acceptable Use – The purpose of Internet/Computer Network is to support research and education in and among academic institutions in the U.S. by providing access to unique resources and the opportunity for collaborative work. The use of an account must be in support of educational research and consistent with the educational objectives of the South Madison Community School Corporation. Use of an organization's network or computing resources must comply with the rules appropriate for that network. Use of the South Madison Community School Corporation Internet/Computer Network account is prohibited:
   a. To access, upload, download, or distribute pornographic, obscene, or sexually explicit materials.
   b. To transmit obscene, abusive, or sexually explicit language.
   c. To vandalize, damage, or disable the property of another person or organization.
   d. To access another person's materials, information, or files without the implied or direct permission of that person.
   e. To violate copyright, or otherwise use another person's intellectual property without his or her prior approval or proper citation.
   f. For political lobbying.
   g. For commercial use.

   The South Madison Community School Corporation expressly prohibits the use of Internet/computer network resources which is in violation of any local, state, or federal statute.
2. Privileges – Students utilizing district-provided Internet access must first have the permission of and must be supervised by the South Madison Community School Corporation professional staff. Students utilizing school-provided Internet access are responsible for good behavior on-line just as they are in a classroom or other area of the school. The same general rules for behavior and communications apply. The use of the Internet/Computer Network is a privilege, not a right, and inappropriate use will result in a cancellation of this privilege.

3. Network Etiquette – A person is expected to abide by the generally accepted rules of network etiquette. These include (but are not limited to) the following:
   a. Be polite. Do not be abusive in messages to others.
   b. Use appropriate language. Do not swear, use vulgarities or any other inappropriate language.
   c. Electronic mail (email) is not guaranteed to be private. People who operate the system do have access to all mail. Messages relating to or in support of illegal activities may be reported to the authorities.
   d. Do not use the network in such a way that will disrupt the use of the network by other users.
   e. All communications and information accessible via the network should be assumed to be private property.
4. South Madison Community School Corporation makes no warranties of any kind, whether expressed or implied, for the service it is providing. SMCSC will not be responsible for any damages suffered. This includes loss of data resulting from delays, non-deliveries, mis-deliveries, or service interruptions caused by negligence, errors, or omissions. SMCSC specifically denies any responsibility for the accuracy or quality of information obtained through its services.
5. Security – Security on any computer system is a high priority, especially when the system involves many users. If a security problem is identified on the Internet/Computer Network, the building coordinator or person in charge must be notified. Attempts to access without permission or to log on to the Internet as a system administrator may result in loss of the user's privileges, school disciplinary action, and/or appropriate legal action. Any user identified as a security risk or having a history or problems with other computer systems may be denied access to the Internet. System security shall be the responsibility of the building principal or his/her designee(s).
6. Vandalism – Vandalism will result in cancellation of privileges. Vandalism is defined as any malicious attempt to harm or destroy data of another user, Internet, or any of the above listed agencies or software. This includes, but is not limited to, the uploading or creation of computer viruses.
7. While the district's intent is to make Internet access available in order to further educational goals and objectives, students may find ways to access other materials as well. Even though the district may institute technical methods or systems to regulate students' Internet access, those methods do not guarantee compliance with the district's acceptable use policy. That notwithstanding, the district believes the benefits to students of access to the Internet exceed any disadvantages. Ultimately, however, parents and guardians of minors are responsible for setting and conveying the standards that their children should follow when using media and information sources. Toward that end, the South Madison Community School Corporation makes the district's complete Internet policy and procedures available on request for review by all parents, guardians, and other members of the community; and provides parents and guardians the option of requesting for their minor children alternative activities not requiring Internet use.

SECTION 5: EXTRACURRICULAR/ATHLETIC INFORMATION

ATHLETIC COUNCIL

The Athletic Council which is composed of the Superintendent, a local school board representative, the high school principal, the high school athletic director, the high school girls' sports director, the middle school athletic director, and three (3) at-large varsity coaches will formulate and recommend policies for conducting the total athletic program to the Board of School Trustees. This Council also charges the building principals and the athletic directors with the responsibility of carrying out the policies adopted by the board and the rules and regulations of the IHSAA.

ATHLETIC DEPARTMENT CONDUCT CODE

Students participating in the athletic program, at any level, are required to abide by the rules and regulations established for all students. In addition, student athletes will be provided with a written copy of their respective coach's rules and

expectations, which have been approved by the principal or his/her designee. These will include specific regulations concerning scholarship, curfews, nutrition, dating, promptness and regularity at practice, attitude, automobiles, parties, following directions, tobacco and tobacco products, and behavioral expectations. Each coach will also make clear any penalties for student athletes who do not follow the specific regulations that have been established.

ATHLETIC ACADEMIC CODE

An elementary student/athlete is eligible to try out for Grade 6 basketball only if the student's last report card shows passing all classes or no more than one "F." All students/athletes shall have their progress checked at the mid-term of each grading period and again at the end of each grading period. Athletic participation will be based on the chart listed below.

REPORT CARDS	MIDWAY CHECK
Passing all subjects/Full participation	Passing all subjects/Full participation
Failing one subject/Probation	Failing one or more subjects/Probation
Failing two or more subjects/Ineligible for a grading period	

Probation means students can practice with the team, but will not be allowed to play in a game. Grades will be checked at the next report card or midterm to determine the student's probationary status. If after a probationary period a student has failed one or more subjects at the next grade check, the student will be removed from the team. Grade 6 students participating in Pendleton Heights Middle School athletics will follow the PHMS Athletic Academic Code.

Pendleton Heights High School follows the IHSAA regulations regarding athletics. A student must be passing in five (5) classes each grading period in order to be eligible for athletic participation. High school students may take seven (7) credit classes per semester.

Students at PHMS shall have their performance evaluated on a regular basis to ensure their academic success. Students shall have their progress checked at the mid-term of each grading period and again at the end of each grading period. Athletic participation will be based on the chart listed below:

REPORT CARDS	MIDWAY CHECK
1. Passing all subjects/ full participation	1. Passing all subjects/Full participation
2. Failing one subject/Probation	2. Failing one or more subjects/Probation
3. Failing two or more subjects/Ineligible for a grading period	

PROBATION

Academic Contract – Student athletes at Pendleton Heights Middle School who are on academic probation would be required to have their assignment notebooks completed and signed every day by their teachers and parent. The assignment notebook will be checked each morning to insure compliance. Failure to comply may result in penalties from missing practice to missing an athletic contest.

ATHLETICS

The following interscholastic athletic programs are offered at all South Madison elementary schools: boys' and girls' basketball at the elementary, and cross country, swimming & diving, wrestling, and track through the middle school.

Elementary students participating on athletic teams at either the elementary or middle school must adhere to the standards of conduct and grooming listed below.

1. All students participating in sports must have an IHSAA Physician's and Parent's Release Form on file in the Athletic Director's/Assistant Principal's office. The physical must be completed after May 1 of the previous school

year and before the athlete may begin participation including tryouts.

2. Grooming:
   a. Clothing: Clean, neat, and appropriate attire shall be worn to athletic events in which the athlete is a participant, if the student is not in uniform.
   b. While participating in an athletic event, no jewelry is to be worn.
3. An athlete shall not knowingly disregard or fail to follow through on a directive from the coach.
   a. Each coach will discuss and make recommendations to his/her squad on the following: school scholarship, promptness and regularity at practice, and attitude.

SECTION 6: ATTENDANCE INFORMATION

ATTENDANCE AWARDS

PERFECT ATTENDANCE—Present every school day for every minute. Certificate will be presented at the end of the school year. Awards are given for consecutive years of perfect attendance.

COMMENDABLE ATTENDANCE – The elementary rewards students with two or fewer occurrences with commendable attendance certificates.

ATTENDANCE [POLICY 5200]

Regular Class Attendance

It is imperative that students be in attendance each school day in order not to miss a significant portion of their education. Much important learning results from active participation in the classroom and other School activities which cannot be replaced by individual study. The school is also concerned about helping students develop a high quality work ethic which will be a significant factor in their success with future employers. One of the most important work habits that employers seek when hiring and promoting a worker is his/her dependability in coming to work every day and on time. To receive the best possible instruction, regular class attendance by students is necessary. It is the responsibility of the student and his/her parent(s) or guardian(s) to ensure good school attendance. It is the responsibility of the School district to enforce the compulsory attendance laws established by the state of Indiana.

When the student is absent from school a parent or guardian is to phone the school office within one hour of the start of classes on the day of the absence. This ensures the safety of the child, and it documents the reason for absence. Parents are asked to call each day the student is absent. If a parent is unable to call the day of the absence, the student is to present a note from the parent upon return to school explaining the reason for the absence. Students who are absent may receive a call from the attendance office to verify the absence. Failure to follow these procedures may result in the absence being unexcused and the consequences associated with an unexcused absence applied. Students arriving at school after the tardy bell must first sign in at the attendance office.

Definitions

Half-Day Absence – This is to be recorded when a student is in attendance for less than one-half of the school day as defined by the following. Middle school and high school: 7:30 – 11:00 a.m. and 11:01 a.m. – 2:25 p.m. Elementary school: 8:30 a.m. – noon and 12:01 p.m. – 3:25 p.m.

Excused Absences

A. The term “excused” will refer to any absence from school or class based on the following:
   1. Personal illness: The approving authority may require certification by a physician, dentist, or psychologist.
   2. Death of a relative: The absence arising under such circumstances is limited to a period of three (3) days.
   3. General Assembly Page: Service as a page shall be recorded as being present at school when such service is properly verified.
   4. Election Day Worker: With parental permission, students on Election Day may serve on election boards, as

a candidate helper, or as political party helpers. Prior to the date of the election, the student must submit a document signed by one (1) of the student's parents or guardians giving permission to participate in the election. The student must also verify to school authorities the performance of services by submitting a document signed by the candidate, political party chairman, campaign manager, or precinct officer. The document must describe generally the duties of the student on the date of the election. The student will be recorded as being present at school.

5. Required Court Appearances or Probation Appointments: Such an absence must be verified by a proper court summons or by the individual's probation officer. A student who is subpoenaed to appear in court as a witness in a judicial proceeding will not be counted absent from school.
6. Religious observances. Advanced notice to the principal is required.
7. Absences approved by the principal for good cause. Extraordinary or extenuating circumstances as documented and approved by the principal or designee.
8. Active duty with the Indiana National Guard for not more than ten (10) days a school year. The student will be recorded as present at school (IC 20-33-2-17).
9. Members of and student who participates in the Indiana wing of the Civil Air Patrol for not more than five (5) days a school year. The student will be recorded as present at school (IC 20-33-2-17.2).
10. Indiana State Fair: For a student who is in good standing or a member of the student's household who is in good academic standing, and has an exhibit at the Indiana State Fair for educational purposes, that student may receive up to five (5) excused absences for Indiana State Fair attendance. The student will be recorded as present at school (IC 20-33-2-17.7).
11. A family trip/planned activity that conflicts with the school calendar shall be considered for an excused absence as determined by the principal or his/her designee based upon the following criteria:
    (a) Notification by the parent or guardian and a signed request form must be completed prior to the student absence.
    (b) The length of absence should not put the student in the position of exceeding the maximum number of absences allowed (9 per semester – high school; 12 per year elementary/middle school).
    (c) Excessive absenteeism, tardiness, or a poor academic record will be considered.
    (d) Family trips will not be considered for excused absences the first or last week of each semester or if the absence would prohibit a student from completing state assessments or tests.
    (e) It is unlawful for a parent to fail or refuse to produce a certificate of illness or incapacity not later than six (6) days after the certificate is demanded by the principal. For example, a principal may demand a certificate of illness or incapacity before or after vacations.
    (f) The school corporation encourages families to schedule trips during non-school times.
12. Other valid reasons for pre-arranged absences include:
    (a) College visitations (maximum days allowed: seniors –two (2) and juniors–one (1).
    (b) Military recruitment (maximum two (2) days allowed).
    (c) Activities under the sponsorship of the school.
    (d) Extraordinary or extenuating circumstances as documented to and approved by the principal.
    (e) A unique educational opportunity approved in writing by the school principal.
    (f) Military connected Families: absences related to deployment and return.

B. Parents may periodically be informed of the student's class attendance patterns.

Unexcused Absences

A. An unexcused absence from school or class is defined as truancy, suspension from school or class, or any other absence not included in items 1 –11 above; or a violation of an attendance contract.

B. Truancy is an absence from school or class without the knowledge or consent of the parent and the school, or an absence from school where there is an attempt to evade the State Attendance Law.

Late Arrival/Early Departure Procedures

A. Arriving to school late may constitute a tardy or a half-day absence, depending on arrival time. Late arrivals due to appointments must be documented by a doctor's certificate.

B. Departing early before the end of the school day for appointments may constitute an early dismissal or a half-day absence, depending on departure time Documentation by a doctor's certificate will be required.

C. All schools have a closed campus during the school day and students are to remain on school grounds from arrival in the morning until dismissal time in the afternoon. However, should a student find it necessary to leave the school for any reason, he/she must receive permission from the building principal or his/her designee before signing out. If permission is given, the student must then sign out and sign in immediately upon his/her return to school. Students who do not follow this procedure will be considered truant and dealt with accordingly.

Explanation of Attendance Policy

A. Elementary school – Student absences must not exceed twelve (12) days per school year. Consequences for excessive absence may include attendance letters, parent conference, a required doctor's certificate for any future absence, attendance contract, and referral of parents to the Madison County Prosecutor or Department of Child Services.

B. Middle School – Student absences must not exceed twelve (12) days per school year. Consequences for excessive absence may include attendance letters, parent conference, a required doctor's certificate for any future absence, attendance contract, and referral of parents to the Madison County Prosecutor or Child Protection Services (CPS). After twelve (12) absences the student may be placed on an attendance contract with consequences for violations.

C. High school – Student absences must not exceed nine (9) days in any one class per semester. All absences other than those determined to be exceptions will count toward the nine-day limit. On the tenth (10^{th}) absence in any one class, the student will receive a grade of WF (withdrawal/failure) with no credit given for that class. In addition, the student will be removed from the class and placed in study hall. If a student is removed from class and placed in three (3) or more study halls, the student will be recommended for expulsion or change of placement. A student may appeal the decision of removing a student from class to the Attendance Review Committee. The Committee will take into consideration extenuating circumstances (long-term illness, chronic illness, family emergency).

D. Exceptions to the maximum number of absences include the following.

1. Extended illness of more than three (3) consecutive school days. The first three (3) days will count toward the limit. The extended illness must be documented by a physician's statement indicating the student was unable to attend school due to said illness. The medical/physician's statement must be on file within six (6) days after the student returns to school. Failure to produce the physician's statement in the required time may result in all days missed counting toward the limit.
2. Out-of-school suspension
3. In-school suspension
4. Expulsion
5. Authorized school-sponsored activities
6. Death in the immediate family, not to exceed three (3) days absent, documentation requested. (Immediate family: mother, father, brother, sister, grandparent, wife, husband, daughter, son, and each similar relationship as established by marriage, or dependents living in the same household.)
7. Religious observations of recognized religious holidays.
8. High school seniors – two (2) college visitation days, verified through the college/university office of admissions.
9. Exemptions specified in Indiana law.

E. Truancy will be reported to officials as required by law.

Explanation of Tardy to School Policy

A. Elementary school – Excessive tardiness will be considered six (6) or more tardy arrivals to school per school year. Consequences for excessive tardiness may include attendance letters, parent conference, and referral of parent to the Department of Child Services.

B. Middle School – Excessive tardiness will be considered six (6) or more tardy arrivals to school per school year. Consequences for excessive tardiness may include attendance letters, parent conference, and referral of parent to the Child Protection Services (CPS). After six (6) tardies the student may be placed on an attendance or tardy contract with consequences for violations.

C. High School – Students who are tardy to school, class, or other assignments may be assigned to detention after school. Students arriving more than fifteen (15) minutes late to first period or five (5) minutes late to periods 2 through 7 will be considered absent for the period unless the student is detained by a school staff member and has a pass to class. Students arriving late to school must sign in at the attendance office before continuing to class.

Making Up Work As a Result of Absence

The following statement of policy regarding student absence and make-up work will apply for those absences falling within the categories named below. For those cases not listed below, the principal or his/her designee has full authority to handle each case according to his/her own best judgment.

A. When a student has an excused absence, he/she will be given every reasonable help and consideration after his/her return to school in completing assignments given during the period of absence. If possible, teachers should give the student a statement of the assignments to be covered during an anticipated absence. The length of time for completion of make-up work shall be approximately equivalent to the number of days missed, unless scheduled otherwise with the teacher. When work is not made up within this time, a zero shall be given for each assignment not completed.

B. When a student has assignments which were given at least four days prior to the student's absence, such as, but not limited to, term papers, book reports, or special projects, the assignment shall be due on the established due date even though the student is absent on that date. It is the responsibility of the student to arrange to have the assignment turned in on the established date. If such an assignment is not turned in on the due date established by the teacher, the assignment will still be accepted. However, no credit will be given for the assignment. Extensions of time for the completion of such assignments and waiver of this penalty may be granted at the discretion of the teacher or building principal.

C. When a student is truant, no credit will be given for make-up work and detentions will also be assigned for students in grades seven (7) through (12).

D. When a student is assigned in-school suspension, he/she will be required to make up all class work for full credit and complete any other assignment(s) given by the supervisor.

E. When a pupil is to be absent from school for non-health reasons and the dates of the absence are known in advance, the parent/guardian should pre-arrange the absence with the school as follows:

1. The student's parent/guardian should notify the principal in advance of the absence. Notification is done through the use of the Absence Notification. These forms are available in the school office.
2. The student shall be responsible for such tests or other written work as the teacher may require concerning these assignments. Tests are to be administered within a reasonable time of the student's return, at the discretion of the teacher.
3. The teacher is not required to tutor the student in advance of an absence or after his/her return.
4. The length of time for completion of make-up work shall be approximately equivalent to the number of days missed, unless scheduled otherwise with the teacher. When work is not made up within this time, a zero shall be given for each assignment not completed.

Consequences for Unexcused Absences for grades seven (7) through twelve (12)

A. Middle school – Truancy from school will result in no credit for make-up work. After two or more unexcused absences from school, the student may be placed on an attendance contract. Violations of an attendance contract may be considered unexcused absences and may result in assignment to detention, in-school resource, out-of-school suspension, and expulsion.

B. High school – Truancy from school will result in no credit for make-up work and may result in an assignment to after-school detentions, in-school suspension, out-of-school suspension, and expulsion.

Consequences for Unexcused Absence for Grades Kindergarten through six

A. Students in grades kindergarten (K) through six (6) who have an unexcused absence, including truancy, may be subject to one or more of the following disciplinary measures as determined by the principal or his/her designee.
   1. In school suspension
   2. Loss of recesses
   3. Assignment to work detail during recess
   4. Disciplinary contract
   5. Parent conference
   6. Elimination or the limitation of participation in extra-curricular activities, such as field days, or intramural activities

B. Parents of students with excessive absenteeism may be referred to the Madison County Prosecutor.

Exceptions:

Exceptions to the above policies and procedures due to extensive illness, hospitalization, or other extenuating circumstances shall be determined by the Principal or his/her designee.

General Guidelines

A. Parents/guardians are to call school to report or verify an absence. This ensures the safety of the child, and it documents the reason for absence.
B. Every effort should be made to schedule medical, dental or other such appointments outside the regular school day. Such appointments which result in an absence for one or more periods at the high school will count toward the nine-day limit in those classes missed and toward the twelve-day absence limit in the elementary and middle school.
C. Families should plan their vacations at times when school is not in session to avoid student absences. School days missed because of vacations will count toward the nine-day class period high school limit and toward the twelve-day absence limit in the elementary and middle school.
D. During the school year, parents will be advised on any problems their child might be having with school attendance either by phone or in writing by the building principal or designee.
E. Regular school attendance is required form the beginning of the Fall term for the school year in which a child becomes seven (7) years of age until the child graduates, reaches eighteen (18) years of age. If a child is enrolled before the age of seven (7), parents are required to comply with school attendance law. Under Indiana law, any student who is at least sixteen (16) years of age but is not yet eighteen (18) years of age, may withdraw from school prior to graduation after an exit interview with the student's parent or guardian and the student's principal is conducted with the appropriate school employee. A student may not withdraw from school unless the withdrawal is due to 1) financial hardship and the student must be employed in order to support the family; 2) the student's illness; or 3) an order of a court with jurisdiction over the student.

SECTION 7: DISCIPLINE GUIDELINES AND RULES

STUDENT CONDUCT

All student behavior at local district schools is based on respect and consideration for the rights of others. Student rules and regulations shall be developed cooperatively by faculty, students, parents, and administration and approved by the Board. Students have a responsibility to know and respect the rules and regulations of the school. Students have a responsibility to behave in a manner appropriate to good citizenship everywhere.

STUDENT BEHAVIOR — EXPECTATIONS

1. Be prepared for class each day.
2. Be on time to school and classes.
3. Complete assignments on time.
4. Respect the rights of others.

5. Do your part in keeping our school and grounds clean and beautiful.
6. Do not draw attention to yourself by an over show of affection with your boy/girlfriend.
7. Profanity is not permitted and should not be part of your vocabulary.
8. Cheating is not permitted at any time.
9. Do not use loud or boisterous behavior.
10. Do not steal or commit other acts of dishonesty.
11. Stay out of others' personal belongings at all times (lockers, desks, etc.).
12. Knives or any other sharp objects are not permitted in school. Throwing of any type object is also not allowed.
13. Follow all other handbook rules and regulations.
14. Develop good attendance habits.
15. Do not smoke, use tobacco, or electronic cigarettes at school.
16. Weapons or anything that could be used as a weapon are not allowed
17. Follow the Acceptable Use Policy

USE OF TOBACCO [POLICY 5512]

In order to protect students who choose to use tobacco from an environment that might be harmful to them, the School Board prohibits the use and/or possession of tobacco by students in school buildings, on school grounds, on school buses, or participating in any school-related event.

For purposes of this policy, use of tobacco shall mean all uses of tobacco, including cigar, cigarette, pipe, snuff, or any other matter or substance that contains tobacco, as well as electronic, "vapor," or other substitute forms of cigarettes.

The administration of each school building will take appropriate action in cases involving students who use tobacco in violation of this policy.

RULES FOR STUDENTS RIDING BUSES

Since a bus is an extension of the classroom, children shall be required to conduct themselves in a manner consistent with established standards for classroom behavior. Parents and students are reminded that school transportation is a privilege and not a right. The bus driver is the sole authority on the bus while students are being transported. Therefore, the driver shall keep order, maintain discipline, treat all children with respect, and provide for the safety of the children.

School bus drivers shall assure that all students observe the following regulations:

1. Students are expected to conduct themselves in a proper and safe manner at bus stops. Students are expected to be at the assigned stop when the bus arrives so the driver may maintain his/her route schedule.
2. Students will ride only assigned school buses and will board and depart from the bus at assigned bus stops. A temporary change in a student's assigned bus stop or bus may be granted by the principal or driver for a special need. In such cases, a note from a parent, for students in grades K-6, shall be submitted to the principal and driver stating the reason and duration of the change. In order to board the bus, guests of K-6 riders must have prior approval of the principal or driver. A permanent transfer to another route or bus stop for daily pick-up and afternoon drop-off will only be made upon approval of the Director of Transportation.
3. Students will cross all streets/roads at least ten (10) feet in front of the school bus and after the driver has stopped and signaled the student that it is safe to cross. Students are to stay out of the bus "danger zone," a ten (10) foot area around the bus, at all times.
4. For the safe operation of the school bus, noise on buses shall be kept at a minimum with students speaking in reasonable conversation voices. Loud, boisterous, profane language, or indecent conduct shall not be tolerated. Passengers must be quiet at railroad crossings and other danger zones as designated by the bus driver.

5. Students shall remain seated while the bus is in motion and keep all parts of their bodies inside the bus. Arms, feet, books, backpacks and instruments shall be kept out of the aisle. Seats may be assigned at the discretion of the driver.
6. Doors and windows shall only be opened or closed with the driver's permission.
7. Students are not to eat or drink on the bus, unless special permission is granted by the bus driver. Chewing gum is not allowed on the bus.
8. Objects will not be thrown in or out of the bus.
9. For safety reasons, students in grades K through 6 must carry all loose items as books, papers, and folders in a backpack.
10. Students are to follow the directions of the driver the first time they are given.
11. Transportation of certain types of cargo on the school bus shall be forbidden. Examples of such cargo shall include, but are not limited to, live animals, items forbidden by law or school regulations, objects that pose a safety hazard to the student or others on the bus, and objects too large to hold in the student's lap. Carry-ons with handles and wheels are not allowed unless special permission is granted by the principal or bus driver. If there is a question on the transportation of a particular item, the principal and/or driver should be consulted in advance.
12. Students may use wireless communication devices on the bus at the discretion of the bus driver, teacher or sponsor/advisor/coach. Other electronic devices (e.g. MP3 player, CD player, PDA) may be used on the bus as long as they are not disruptive and are used in a manner consistent with established standards for classroom behavior.
13. Vandalism of buses will not be tolerated. Students will be required to pay for damaged seats or damaged equipment.
14. Maintaining discipline on the bus is the responsibility of the bus driver. Under normal circumstances progressive discipline shall be used. A bus driver has the authority to suspend a student for one school day or to impose other disciplinary measures. The bus driver shall notify the parent prior to any suspension from the bus. The building principal or designee has the authority to suspend a student for a period up to ten (10) days. In extreme cases a student may have riding privileges removed for a period longer than ten (10) days. The building principal or designee may take such action after an investigation has determined such action is necessary. In either case, the parents shall be informed of the length of time riding privileges will be removed and the reason for the action. When riding privileges are suspended, the student is prohibited from riding any school bus to or from school during the suspension period.
15. Neither the school corporation nor the bus driver is responsible for student items lost or damaged on the school bus.

STUDENT DRESS REGULATIONS [POLICY 5511]

Fashion may change, but the reason for being in school does not. Students are in school to learn. Any fashion (dress, accessory, or hairstyle) that disrupts the educational process or presents a safety risk will not be permitted. Clothing should be comfortable, long enough, modest, in good taste, and suitable for school. Some types of dress, jewelry, and hair style detract from a learning atmosphere and cannot be permitted in school. The principal maintains the right to limit and control extreme styles of dress and speech which do not conform to established standards. Such examples would include, but not be limited to, the following:

1. Clothing with double-meanings, insinuations, or promoting alcohol, drugs, sex, or tobacco products.
2. Clothing which would damage school property.
3. Clothing known to be associated with gangs.

Specific Dress code rules for all students grades 5 – 12:

- Shorts/skirts/dresses – must be <u>at least</u> fingertip length, front and back, at all times. Openings/cut-outs (that reveal the body) in skirts/shorts must be below fingertip length.
- No bare back or bare midriff, exposed belly button or hips. Shirts and blouses must cover cleavage and bra straps. Straps on tops must be at least two-inches wide.

<u>Specific Dress Code rules for all students grades K-12:</u>

- No blankets, robes, slippers, pajamas, or garments that could be considered as such.
- No hats, bandanas, head coverings in the building. (Please remove hats when you enter the building, as this is standard etiquette.)
- No hoods on the head. Hoods must be left down, not covering the head or face. Please remove hood when you enter the building.
- No underwear showing (bra straps, boxer shorts, briefs, underpants).
- Elementary school students should be prepared for outdoor recess with appropriate coats, jackets, etc.

Consequences for Dress Code Violations:

Students violating the dress code will not be allowed to attend class until clothing is changed to comply with dress code requirements. After an initial warning students are subject to detention, in-school suspension, and/or out of school suspensions for future violations.

DRUG PREVENTION [POLICY 5530]

SECTION I – PHILOSOPHY

The South Madison Community School Corporation recognizes that the use of alcohol and other drugs is in some way affecting the lives and education of our students. Alcoholism and other chemical dependencies are recognized as illnesses which are most successfully treated when identified early and given appropriate treatment. Since some of the district's students are affected by their harmful chemical use or by that of people close to them, the school corporation believes it has a shared responsibility with parents and students to find appropriate resources to deal with their alcohol and other substance abuse problems. In addition, the South Madison Community School Corporation believes it should apply its available resources toward all students with a coordinated program of prevention and intervention.

SECTION II – PROGRAM POLICY

1. The POSSESSION or USE of any narcotic drug, steroid, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage, any synthetic drug or derivative thereof defined as a controlled substance by Indiana statute, or intoxicant of any kind on school property at any time or at any school sponsored function is expressly forbidden. Likewise the POSSESSION or USE of any substance which is represented to be a narcotic drug, steroid, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage, stimulant, depressant, any synthetic drug or derivative thereof defined as a controlled substance by Indiana statute, or intoxicant of any kind on school property at any time or at any school sponsored function is expressly forbidden.
    a. FIRST OFFENSE: Parents and law enforcement officials will be contacted immediately upon verification of the violation. The student will then be suspended from school and attendance at all extra-curricular activities for a period of five (5) days with the recommendation of expulsion from school and attendance at all extra-curricular activities for one (1) semester. However, the building principal, or his/her designee, in consultation with the student assistance counselor may reduce the punishment to a five (5) day suspension from school and attendance at all extra-curricular activities only if:
        1. The student agrees to see the student assistance counselor and follows his/her recommendations satisfactorily, OR
        2 The student and parent or guardian agree to a drug and alcohol assessment provided at a state approved alcohol/drug agency in the community and conducted by a Certified Alcoholism/Drug Abuse Counselor, and follow his/her recommendations.
    b. SECOND OFFENSE: Parents and law enforcement officials will be contacted immediately upon

verification of the violation. The student will then be suspended from school and attendance at all extra-curricular activities for a period of ten (10) days with the recommendation of expulsion from school and attendance at all extra-curricular activities for two (2) semesters. However, the building principal, or his/her designee, in consultation with the student assistance counselor may reduce the expulsion to a recommendation of one (1) semester expulsion from school and attendance at all extra-curricular activities only if:

1. The student agrees to see the student assistance counselor and follows his/her recommendations satisfactorily, OR
2. The student and parent or guardian agree to a drug and alcohol assessment provided at a state approved alcohol/drug agency in the community and conducted by a Certified Alcoholism/Drug Abuse Counselor, and follow his/her recommendations.

2. The SALE OR DISTRIBUTION of any narcotic drug, steroid, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage, any synthetic drug or derivative thereof defined as a controlled substance by Indiana statute, or intoxicant of any kind on school property at any time or at any school sponsored function is expressly forbidden. Likewise the SALE OR DISTRIBUTION of any substance which is represented to be a narcotic drug steroid, hallucinogenic drug, stimulant, depressant, any synthetic drug or derivative thereof defined as a controlled substance by Indiana statute, or intoxicant of any kind on school property at any time or at any school sponsored function is expressly forbidden.
   a. ANY OFFENSE: Parents and law enforcement officials will be contacted immediately upon verification of the violation. The student will then be suspended from school and attendance at all extra-curricular activities for a period of ten (10) days with the recommendation of expulsion from school and attendance at all extra-curricular activities for two semesters.
   b. Upon verification of the violation, a high school student will not be eligible to participate in any high school sponsored academic or extra-curricular recognition program during the remainder of the student's high school career.

SECTION III – EXTRA CURRICULAR ACTIVITY AND ATHLETIC POLICY

This policy will be in effect for any student representing the South Madison Community Schools in athletics, extra-curricular organizations, musical or auxiliary groups which perform outside the normal school day, WEEM radio station worker, or as any class officer.

Standard of Conduct

1. The POSSESSION, USE, SALE or DISTRIBUTION of any narcotic drug,steroid, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage, any synthetic drug or derivative thereof defined as a controlled substance by Indiana statute, or intoxicant of any kind at any time is expressly forbidden. Likewise the POSSESSION, USE, SALE or DISTRIBUTION of any substance which is represented to be a narcotic drug, steroid, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage, stimulant, depressant, any synthetic drug or derivative thereof defined as a controlled substance by Indiana statute, or intoxicant of any kind at any time is expressly forbidden.
   a. FIRST OFFENSE: The student shall be suspended from participating for fifty (50%) percent of the athletic season's calendar events or for ninety (90) school days of the activities of the extra-curricular organization(s) in which he/she is currently participating at the time of the offense. If any offense occurs during the off-season in athletics or if the student is not currently participating in any activity, the penalty would begin at the beginning of his/her next regular season or activity. The building principal, or his/her designee, in consultation with the student assistance counselor may reduce the suspension to twenty (20%) percent of the athletic season or forty (40) school days of the extra-curricular organization(s) only if:
      1. The student agrees to see the student assistance counselor and follows his/her recommendations, OR

2 The student and parent or guardian agree to a drug and alcohol assessment provided at a state approved alcohol/drug agency in the community conducted by a Certified Alcoholism/Drug Abuse Counselor, and follow his/her recommendations. All athletic suspensions will occur for consecutive events played.

b. SECOND OFFENSE: The student shall be suspended from participating for seventy-five (75%) percent of the athletic season's calendar events or for one hundred twenty (120) school days of the activities of the extra- curricular organization(s) in which he/she is currently participating at the time of the offense. If any offense occurs during the off-season in athletics or if the student is not currently participating in any activity, the penalty would begin at the beginning of his/her next regular season or activity. The building principal, or his/her designee, in consultation with the student assistance counselor may reduce the suspension to forty (40%) percent of the athletic season or eighty (80) school days of the extra-curricular organization(s) only if:

1. The student agrees to see the student assistance counselor and follows his/her recommendations, OR
2. The student and parent or guardian agree to a drug and alcohol assessment provided at a state approved alcohol/drug agency in the community and conducted by a Certified Alcoholism/Drug Abuse Counselor, and follow his/her recommendations. All athletic suspensions will occur for consecutive events played.

c. THIRD OFFENSE: The student will be suspended from participation in all extra-curricular activities, including athletics for the remainder of his/her enrollment in the South Madison Community School Corporation.

2. Upon verification of a high school student's conviction for a felony involving the sale or distribution of a controlled substance any substance which is represented to be a controlled substance, the student will not be eligible to participate in any high school sponsored academic or extra-curricular recognition program during the remainder of the student's high school career.
3. Nothing in this policy shall be construed to require the school corporation to follow the provisions of the Due Process and Pupil discipline Statute (IC 20 8.1-5) in removing a student from participation in any extra-curricular activity.
4. It shall be the primary responsibility of the principal or designee to implement and follow the provisions of this policy. Upon receipt of information which would lead the principal to believe a violation has occurred, the principal, or designee, shall take the following action:
   a. Inform the student of the allegations constituting the grounds for invoking this policy.
   b. Provide the student with an informal opportunity to explain his/her conduct.
   c. Inform the student of the violation of this policy upon the principal's determining the facts relevant to such finding and further inform the student of the penalty.
   d. Provide the student's parent(s)/guardian(s) a written statement setting forth the facts constituting a violation of this policy and informing them of the penalty imposed.
5. A report of any alleged violation of this policy must be made to the administration within twenty-one (21) calendar days of the alleged violation unless it is a report obtained in 4-1 of this section. Otherwise, a timely and accurate investigation cannot occur. Any coach or sponsor may participate in a necessary investigation involving his/her team or organization at the discretion of the coach or sponsor.
6. A confirmed violation is considered to be: 1) a report given to the school by any police agency or prosecuting attorney's office which indicates there is probable cause to support the filing of a criminal information or petition of delinquency on the grounds involving possessing or use of a controlled substance or alcoholic beverage; 2) a voluntary admission of guilt by the student; or 3) a finding by school officials, based upon observations and/or first hand information, that student violated this policy.
7. Members of athletic teams who are subject to suspension under this section shall be permitted to practice with the team. However, they may not dress for any scheduled competition and will be required to remain with the team during such competition.

8. Members of musical groups, and their respective auxiliaries, will be permitted to participate in normal classroom activities during the regular school day. They will also be required to attend, but not participate, in any performance or special rehearsal called by the director. Failure to comply with this provision will result in a grade reduction in accordance with the director's stated policy. If the student attends practices and performances as directed, no grade penalty will result.

SECTION IV

Violations under this policy are cumulative at each building level. Elementary school violations will not carry over to the next building level. Middle school violations will be handled as follows:

1. If a student at the middle school level is a habitual offender, which is defined as a student with more than two offenses under this policy, one offense will carry over to the next building level.
   a. If a student has fewer than three offenses at the middle school building level, no violations will carry over to the next building level, provided one of the following has occurred:
      1. The student has served the full punishment for the offense(s).
      2. The student has chosen to participate in the Student Assistance Program and has fully cooperated with the Student Assistance Counselor by undergoing an assessment and by completing or by currently participating in an intervention program as recommended as a result of the assessment.
   b. At the conclusion of the student's middle school career, extracurricular and/or athletic suspensions that have not been served or that have been only partially served at the middle school building level will not carry over to the next building level, provided the student has undergone an assessment and completes or is continuing to participate in an intervention program as recommended as a result of the assessment. If the student chooses not to undergo the assessment and participate in an intervention program, one offense will carry over to the next building level.
2. A student who has any violation of this policy shall not be permitted to travel outside the United States with any school-sponsored group, if the violation occurred in the two-year period prior to the sponsored trip.
3. The use of prescription medications is to be construed as an exception to this policy when used by the individual for whom they are prescribed, when used in the manner and amounts prescribed, and when used in accordance with other school policies governing student medications.
4. Final decisions regarding disciplinary action and the consequences of any confirmed violation of this policy will be made by the building principal, or his/her designee, in consultation with the student assistance counselor.
5. Reductions in length of suspension, extra-curricular ineligibility, or withholding of expulsion may be revoked under any of the following circumstances:
   a. When a student fails to demonstrate compliance with expectations or satisfactory progress in the Student Assistance Program, as determined by the Student Assistance Counselor, who will monitor the student's participation in assessment and intervention.
   b. When a student demonstrates blatant disregard for this policy by becoming a habitual offender and/or by attempting to use Section IV, 1 of this policy to avoid penalties under Sections II or III of this policy as determined by the building principal or designee.
6. All school staff members are expected to refer a student to the appropriate student assistance counselor when:
   a. The student is witnessed violating SECTION II or SECTION III.
   b. The student exhibits signs, symptoms, or indications of an alcohol or drug related problem.
   c. The student self-discloses alcohol/drug related behavior.
   d. The student exhibits a definite and repeated pattern of unacceptable school performance which does not respond to usual and customary attempts to correct it. Referral of a student to the student assistance counselor by itself does not constitute an allegation that a student has an alcohol/drug related problems.
7. Students may also be referred to the student assistance counselor through self-referral or referral by peers, parents, or community representatives.
8. Students and their family members are encouraged to contact the building administrators and/or the student

assistance counselor for help with alcohol and other drug related problems with the assurance that such contacts will be handled sensitively and confidentially.

9. Except for violations reported under SECTIONS II and III of this policy, a student who self refers to the Student Assistance Program and who is making satisfactory progress in following his/her counselor's recommendations will not be liable to suspension, expulsion, extra-curricular and athletic ineligibility, or other disciplinary action for behavior which occurs prior to self-referral unless:
    a. The student discloses conduct reports to school officials under SECTIONS II and III of this policy and is attempting to avoid penalties under SECTIONS II or III of this policy.
    b. The student fails to follow the student assistance counselor's recommendations or to make satisfactory progress in the Student Assistance Program.
10. Participation in the Student Assistance Program is voluntary. At all times it is the prerogative of the student and/or parent to accept or reject referral to the student assistance counselor or to any community based services. Therefore any services or materials rendered or provided by school employees shall be without charge to the student. The cost of any services or materials rendered or provided by professionals, or other persons not school employees, will be the sole responsibility of the student and parent.
    a. Regardless of whether a student accepts or rejects assistance, it remains his/her responsibility to bring school performance up to acceptable levels or face such corrective or disciplinary actions as may be warranted.
    b. If a student accepts treatment for chemical dependency, that fact will be regarded as it would for any other illness with respect to the student's rights, benefits, and privileges.
11. No records of the student's participation in the Student Assistance Program will become a part of the student's permanent record or cumulative file. Diagnostic labels such as "drug abuser" or "chemically dependent" are never to be used in documents referring to a student or in conversation about the student with third parties by any staff member.
12. Parents of all students participating in the Student Assistance Program will be specifically notified of their child's involvement. For example,
    a. Parents will be informed of their child's involvement in the Student Assistance Program immediately in cases of violations of this policy.
    b. Parents of students participating in the program through self-referral will be notified as soon as practicable.
    c. Prior parent notification and consent will be required in all cases before student contact with any State Certified Counselor who is from a State Certified Treatment Center and who is not an employee of the school district.
13. The Director of Student Assistance Programs will develop rules and regulations, consistent with this policy, to establish and govern the Student Assistance Program.

SECTION V – TOBACCO/ELECTRONIC CIGARETTE ATHLETIC POLICY

This policy will be in effect for any student representing the South Madison Community Schools in athletics. Note: If and when a tobacco cessation program is developed and implemented, tobacco offenses will be held to the same standards of conduct as written in Section III, Standard of Conduct.

1. The possession, use, sale, or distribution of tobacco and/or electronic cigarette(s) at any time is expressly forbidden.
    a. FIRST OFFENSE: The student shall be suspended from participating for twenty (20) percent of the athletic season's calendar events. If the offense occurs during the off-season in athletics, the penalty would begin at the beginning of his/her next regular season or activity. All athletic suspensions will occur for consecutive events played.
    b. SECOND OFFENSE: The student shall be suspended from participating for forty (40%) percent of the athletic season's calendar events. If the offense occurs during the off-season in athletics, the penalty would begin at the beginning of his/her next regular season or activity. All athletic suspensions will occur for consecutive events played.

c. THIRD OFFENSE: The student will be suspended from participation in all athletics for the remainder of his/her enrollment in the South Madison Community School Corporation.

2. It shall be the primary responsibility of the principal or designee to implement and follow the provisions of this policy. Upon receipt of information, which would lead the principal to believe a violation has occurred, the principal, or designee, shall take the following action:
   a. Inform the student of the allegations constituting the grounds for invoking this policy.
   b. Provide the student with an informal opportunity to explain his/her conduct.
   c. Inform the student of the violation of this policy upon the principal's determining the facts relevant to such finding and further inform the student of the penalty.
   d. Provide the student's parent(s)/guardian(s) a written statement setting forth the facts constituting a violation of this policy and informing them of the penalty imposed.
3. A report of any alleged violation of this policy must be made to the administration within twenty-one (21) calendar days of the alleged violation: otherwise, a timely and accurate investigation cannot occur. Any coach may participate in a necessary investigation involving his/her team at the discretion of the coach.
4. A confirmed violation is considered to be: 1) a report given to the school by any police agency which indicates there is probable cause to support the filing of a tobacco citation; 2) a voluntary admission of guilt by the student; or 3) a finding by school officials based upon observations and/or first-hand information, that a student violated this policy.
5. Members of athletic teams who are subject to suspension under this section shall be permitted to practice with the team. However, they may not dress for any scheduled competition and will be required to remain with the team during such competition.
6. Violations under this policy are cumulative at each building level. Elementary school violations will not carry over to the next building level. Middle school violations will be handled as follows:
   a. If a student at the middle school level is a habitual offender, which is defined as a student with more than two offenses under this policy, one offense will carry over to the next building level.
   b. If a student has fewer than three offenses at the middle school building level, no violations will carry over to the next building level, provided the student has served the full punishment for the offense(s).
   c. At the conclusion of the student's middle school career, athletic suspensions that have not been served or that have been only partially served at the middle school building level will result in one offense carrying over to the next building level.
7. Final decisions regarding disciplinary action and the consequences of any confirmed violation of this policy will be made by the building principal or his/her designee.
8. All school staff members shall report to the appropriate principal or designee when:
   a. The student is witnessed violating the tobacco policy.
   b. The student self-discloses tobacco-related behavior.

STUDENT DISCIPLINE

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

1. REMOVAL FROM CLASS OR ACTIVITY — TEACHER:
   a. A middle school, junior high, or high school teacher will have the right to remove a student from the teacher's class or activity for a period of up to two (2) school days if the student is assigned regular or additional work to be completed in another school setting.
   b. An elementary teacher will have the right to remove a student from the teacher's classroom or activity for a period of up to one (1) school day if the student is assigned regular or additional work to be completed in another school setting.

2. CORPORAL PUNISHMENT – Corporal punishment may be used as a last resort in maintaining order and discipline as determined by the principal.
3. SUSPENSION FROM SCHOOL – PRINCIPAL: A school principal (or designee) may deny a student the right to attend school or take part in any school function for a period of up to ten (10) school days.
4. EXPULSION: A student may be expelled from school for a period no longer than the remainder of the current semester plus the following semester or two (2) semesters. In cases where the student is being expelled for possession of a firearm, a destructive device or a deadly weapon, the maximum length of the expulsion period is listed under the Grounds for Suspension and Expulsion.
5. INTERVENTIONS: Any administrative staff, teacher, or other school staff member who has students under the person's charge may utilize certain interventions to ensure a safe, orderly, and effective educational environment. Such interventions may include, but is not limited to, the following:
   a. Counseling
   b. Conferences with a parent or guardian.
   c. Assigning additional work.
   d. Loss of recess.
   e. Rearranging class schedules.
   f. Requiring a student to remain in school after regular school hours to do additional school work.
   g. Restricting or eliminating extra-curricular activities.
   h. Removal of a student from school-sponsored transportation.
   i. Referral to alternative school.
   j. Habitual truants or dropouts under the age of eighteen (18) years of age may have their driver's licenses or learner's permit invalidated or may be prohibited from obtaining such licenses.
   k. Students who are expelled for misconduct may have their driver's license or learner's permit invalidated or may be prohibited from obtaining such licenses.

GROUNDS FOR SUSPENSION OR EXPULSION:

The grounds for suspension or expulsion listed in section A. below apply when a student is:

1. on school grounds immediately before, during, and immediately after school hours and at any other time when the school is being used by a school group (including summer school)
2. off school grounds at a school activity, function, or event; or
3. traveling to or from school or a school activity, function, or event.

A. Student Misconduct and/or Substantial Disobedience

Grounds for suspension or expulsion are student misconduct and/or substantial disobedience. Examples of student misconduct and/or substantial disobedience for which a student may be suspended or expelled include, but are not limited to:

1. Using violence, force, noise, coercion, threat, intimidation, fear, passive resistance, or other conduct constituting an interference with school purposes, or urging other students to engage in such conduct. The following enumeration is only illustrative and not limited to the type of conduct prohibited by this rule:
   a. Occupying any school building, school grounds, or part thereof with intent to deprive others of its use.
   b. Blocking the entrance or exits of any school building or corridor or room therein with intent to deprive others of lawful access to or from, or use of the building, corridor, or room.
   c. Setting fire to or damaging any school building or property.
   d. Prevention of or attempting to prevent by physical act the convening or continued functioning of any school or education function, or of any meeting or assembly on school property.
   e. Intentionally making noise or acting in any manner so as to interfere with the ability of any teacher or any other person to conduct or participate in an educational function.
2. Engaging in any kind of aggressive behavior that does physical or psychological harm to another person or urging

of other students to engage in such conduct. Prohibited conduct includes coercion, harassment, bullying, hazing, or other comparable conduct.

3. Engaging in violence and/or threat of violence against any student, staff member, and/or other persons. Prohibited violent or threatening conduct includes threatening, planning, or conspiring with others to engage in a violent activity.
4. Causing or attempting to cause damage to school property, stealing or attempting to steal school property.
5. Causing or attempting to cause damage to private property, stealing or attempting to steal private property.
6. Causing or attempting to cause physical injury or behaving in such a way as could reasonably cause physical injury to any person. Self-defense or reasonable action undertaken on the reasonable belief that it was necessary to protect some other person is not a violation of this rule.
7. Threatening or intimidating any person for any purpose, including obtaining money or anything of value from the person.
8. Threatening (whether specific or general in nature) damage or injury to persons or property, regardless of whether there is a present ability to commit the act.
9. Failing to report the actions or plans of another person to a teacher or administrator where those actions or plans, if carried out, could result in harm to another person or persons or damage property when the student has information about such actions or plans.
10. Possessing, handling, or transmitting a knife or any object that can reasonably be considered a weapon, is represented to be a weapon, or looks like a weapon.
11. Possessing, using, transmitting, or being affected by any controlled substance, prescription drug, narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage, intoxicant or depressant of any kind, or any paraphernalia used in connection with the listed substances. Also prohibited is the consumption of any of the stated substances immediately before attending school or a school function or event.
    a. Exception to Rule 11: a student with a chronic disease or medical condition may possess and self-administer prescribed medication for the disease or condition if the student's parent has filed a written authorization with the building principal. The written authorization must be filed annually. The written authorization must be done by a physician and must include the following information:
        - That the student has an acute or chronic disease or medical condition for which the physician had prescribed medication.
        - The nature of the disease or medical condition requires emergency administration of the prescribed medication.
        - The student has been instructed in how to self-administer the prescribed medication.
        - The student is authorized to possess and self-administer the prescribed medication.
12. Possessing, using, or transmitting any substance which is represented to be or looks like a narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage, stimulant, depressant, or intoxicant of any kind.
13. Possessing, using, transmitting, or being affected by caffeine-based substances, substances containing phenylpropanolamine (PPA), or stimulants of any kind, be they available with or without a prescription.
14. Possessing, using, distributing, purchasing, or selling tobacco products of any kind or in any form.
15. Offering to sell or agreeing to purchase a controlled substance or alcoholic beverages.
16. Failing to comply with directions of teachers or other school personnel during any period of time when the student is properly under their supervision, where the failure constitutes an interference with school purposes or an educational function.
17. Failing to completely and truthfully respond to questions from a staff member regarding school-related matters including potential violations of the student conduct rules or state or federal law.
18. Falsely accusing any person of sexual harassment, or of violating a school rule, and/or a state or federal law.
19. Engaging in any activity forbidden by the laws of Indiana that constitutes an interference with school purposes or an educational function.

20. Aiding, assisting, or conspiring with another person to violate these student conduct rules or state or federal law.
21. Engaging in academic dishonesty, including cheating, intentionally plagiarizing, wrongfully giving or receiving help during an academic examination, and wrongfully obtaining test copies or scores.
22. Taking or displaying pictures (digital or otherwise) without the consent of the student or staff member in a situation not related to a school purpose or educational function.
23. Engaging in pranks that could result in harm to another person.
24. Use or possession of gunpowder, ammunition, or inflammable substance.
25. Possessing or using on school grounds during school hours an electronic paging or communication device or handheld portable telephone in a situation that is not related to a school purpose or educational function.
26. Violating any rules that are reasonably necessary in carrying out school purposes or an educational function, including, but not limited to:
    a. engaging in sexual behavior on school property;
    b. engaging in sexual harassment of a student or staff member;
    c. disobedience of administrative authority;
    d. willful absence or tardiness of students;
    e. engaging in speech or conduct, including clothing, jewelry or hair style, that is profane, indecent, lewd, vulgar, or refers to drugs, tobacco, alcohol, sex, or illegal activity or is plainly offensive to school purposes;
    f. violation of the school corporation's acceptable use of technology policy or rules;
    g. violation of the school corporation's administration of medication policy or rules;
    h. possessing or using a laser pointer or similar device.
27. Violation of any student conduct rule the school building principal establishes and gives publication of to all students and parents in the principal's school building.
28. Possessing, using, distributing, or selling an electronic cigarette (generally known as an e-cigarette), including the nicotine cartridge and any item that looks like or is represented to be an electronic cigarette.
29. Building security violations, including, but not limited to:
    a. opening doors for students or visitors without authorized administrative approval.
    b. propping open doors.
    c. not entering through the main entrance during school hours.
    d. using a school door code that was obtained without pre-authorized permission from school administration.
30. Bullying another person. See Section B.
31. Possession of Pornography. See Section C.
32. Possession and use of a drone for any reason without permission from the building principal or designee.

B. Bullying

1. This rule applies when a student is:
    a. 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 (including summer school);
    b. Off school grounds at a school activity, function, or event;
    c. Traveling to or from school or a school activity, function, or event; or
    d. Using property or equipment provided by the school.
2. Bullying by a student or groups of students against another student with the intent to harass, ridicule, humiliate, intimidate, or harm the other student through overt, repeated acts or gestures, including verbal or written communications transmitted, and/or physical acts committed, or any other similar behavior is prohibited.
3. Parents or students who suspect that repeated acts of bullying are taking place should report the matter to the school principal or designee. School personnel will investigate all reports of bullying.
4. Counseling, corrective discipline, and/or referral to law enforcement will be used to change the behavior of the perpetrator. This includes appropriate intervention(s), restoration of a positive climate, and support for victims and others impacted by the violation.

5. Educational outreach and training will be provided to school personnel, parents, and students concerning the identification, prevention, and intervention in bullying.
6. All schools in the corporation are encouraged to engage students, staff and parents in meaningful discussions about the negative aspects of bullying. The parent involvement may be through parent organizations already in place in each school.

C. Student Cell Phones and "Sexual Conduct"

A student may be suspended or expelled for engaging in child exploitation or child pornography as defined by Indiana Statute on or off school grounds if the unlawful activity may reasonably be considered to be an interference with school purposes or an educational function, or if the student's removal is necessary to restore order or protect persons on school property.

The legal duty to report "child exploitation" and "child pornography" is required by the Child Abuse/Neglect Statute at I.C. 31-33-5-4, which makes it a Class B misdemeanor for a school employee to fail to make an immediate oral report to the building principal or designee, who then must immediately contact law enforcement or child services, or face the misdemeanor charge. The duty is to report a "child in need of services," who under I.C. 31-34-1-3(a) (1)(d) is a person under the age of 18 who is a victim of "child exploitation" and/or "child pornography."

1. "Child exploitation," a Class C felony under I.C. 35-42-4-4(b), is committed when a person who knowingly or intentionally:
    a. manages, produces, sponsors, presents, exhibits, photographs, films, videotapes, or creates a digitized image of any performance or incident that includes sexual conduct by a child under eighteen (18) years of age;
    b. disseminates, exhibits to another person, offers to disseminate or exhibit to another person, or sends or brings into Indiana for dissemination or exhibition matter that depicts or describes sexual conduct by a child under eighteen (18) years of age.
2. "Child pornography," a Class D felony under I.C. 35-42-4-4©, is committed when a person who knowingly or intentionally possesses:
    a. a picture;
    b. a drawing;
    c. a photograph;
    d. a negative image;
    e. undeveloped film;
    f. a motion picture;
    g. a videotape;
    h. a digitized image; or
    i. any pictorial representation; that depicts or describes sexual conduct by a child who the person knows is less than sixteen (16) years of age or who appears to be less than sixteen (16) years of age, and that lacks serious literary, artistic, political, or scientific value.

D. Possessing a Firearm or a Destructive Device

1. No student shall possess, handle, or transmit any firearm or a destructive device on school property.
2. The following devices are considered to be a firearm under this rule:
    a. any weapon that will, or is designed to, or may readily be converted to expel a projectile by the action of an explosive
    b. the frame or receiver of any weapon described above
    c. any firearm muffler or firearm silencer
    d. any destructive device which is an explosive, incendiary, or poison gas bomb, grenade, rocket having a propellant charge of more than four ounces, missile having an explosive or incendiary charge of more than one-quarter ounce, mine, or any similar device
    e. any weapon which will, or which may be readily converted to, expel a projectile by the action of an explosive or other propellant, and which has any barrel with a bore or more than one-half inch in diameter

f. any combination of parts either designed or intended for use in converting any device into any destructive device described in the two immediately preceding examples, and from which a destructive device may be readily assembled
g. an antique firearm
h. a rifle or a shotgun that the owner intends to use solely for sporting, recreational, or cultural purposes

3. For purposes of this rule, a destructive device is:
   a. an explosive, incendiary, or overpressure device that is configured as a bomb, a grenade, a rocket with a propellant charge of more than four ounces, a missile having an explosive or incendiary charge of more than one-quarter ounce, a mine, a Molotov cocktail or a device that is substantially similar to an item described above,
   b. a type of weapon that may be readily converted to expel a projectile by the action of an explosive or other propellant through a barrel that has a bore diameter of more than one-half inch, or
   c. a combination of parts designed or intended for use in the conversion of a device into a destructive device. A destructive device is NOT a device that although originally designed for use as a weapon, is redesigned for use as a signaling, pyrotechnic, line throwing, safety, or similar device.
4. The penalty for possession of a firearm or a destructive device: suspension up to 10 days and expulsion from school for at least one calendar year with the return of the student to be at the beginning of the first semester after the one-year period. The superintendent may reduce the length of the expulsion if the circumstances warrant such reduction.
5. The superintendent shall immediately notify the appropriate law enforcement agency when a student engages in behavior described in this rule.

E. Possessing A Deadly Weapon

1. No student shall possess, handle or transmit any deadly weapon on school property.
2. The following devices are considered to be deadly weapons as defined in I.C. 35-41-1-8:
   a. a weapon, Taser or electronic stun weapon, equipment, chemical substance, or other material that in the manner it is used, or could ordinarily be used, or is intended to be used, is readily capable of causing serious bodily injury.
   b. an animal readily capable of causing serious bodily injury and used in the commission or attempted commission of a crime.
   c. A biological disease, virus, or organism that is capable of causing serious bodily injury.
3. The penalty for possession of a deadly weapon: up to 10 days suspension and expulsion from school for a period of up to one calendar year.
4. The superintendent shall immediately notify the appropriate law enforcement agency when a student engages in behavior described in this rule.

F. Unlawful Activity

A student may be suspended or expelled for engaging in unlawful activity on or off school grounds if the unlawful activity may reasonably be considered to be an interference with school purposes or an educational function, or the student's removal is necessary to restore order or protect persons on school property. This includes any unlawful activity meeting the above criteria that takes place during weekends, holidays, other school breaks, and the summer period when a student may not be attending classes or other school functions.

G. Legal Settlement

A student may be expelled from school if the student's legal settlement is not in the attendance area of the school corporation where the student is enrolled.

*Exception: Students who have applied and have been accepted as Non-Resident Students per SMCSC policy.

SUSPENSION PROCEDURES

When a principal (or designee) determines that a student should be suspended, the following procedures will be followed:

1. A meeting will be held prior to the suspension of any student. At this meeting the student will be entitled to:
   a. a written or oral statement of the charges;
   b. if the student denies the charges, a summary of the evidence against the student will be presented; and,
   c. the student will be provided an opportunity to explain his or her conduct.
2. The meeting shall precede suspension of the student except where the nature of the misconduct requires immediate removal. In such situations, the meeting will follow the suspension as soon as reasonably possible following the date of the suspension.
3. Following the suspension, the parent or guardian of a suspended student will be notified in writing. The notification will include the dates of the suspension, describe the student's misconduct, and the action taken by the principal.

EXPULSION PROCEDURES

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

1. The superintendent (or designee) may conduct an expulsion meeting, or may appoint one of the following persons to conduct the expulsion meeting:
   a. legal counsel,
   b. a member of the administrative staff who did not expel the student and was not involved in the events giving rise to the expulsion.
2. An expulsion will not take place until the student and the student's parent are given notice of their right to appear at an expulsion meeting conducted by the superintendent or the person designated above. Failure by a student or a student's parent to request and/or to appear at this meeting will be deemed a waiver of rights administratively to contest the expulsion or to appeal it to the school board.
3. The request to appear at the expulsion meeting will be in writing, delivered by certified mail or by personal delivery, and contain the reasons for the expulsion and the date, time, place, and purpose of the meeting.
4. At the expulsion meeting, the principal (or designee), will present evidence to support the charges against the student. The student or parent will have the opportunity to answer the charges against the student, and to present evidence to support the student's position. **AN ATTORNEY MAY NOT REPRESENT THE STUDENT AT THE EXPULSION MEETING, BUT THE ATTORNEY MAY BE AVAILABLE FOR CONSULTATION OUTSIDE THE MEETING ROOM DURING THE COURSE OF THE MEETING.**
5. If an expulsion meeting is held, the person conducting the expulsion meeting will make a written summary of the evidence heard at the meeting, take any action found to be appropriate, and give notice of the action taken to the student and the student's parent.

RIGHT OF APPEAL

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

STUDENT PROCEDURAL RIGHTS

A. Withdrawal

   1. Students withdrawing from school prior to graduation must attend an exit conference with his/her parent or guardian. Failure of the student and parent/guardian to attend this exit conference will result in the loss of one's right to administrative appeal.

2. During this exit conference the principal will include a hearing to determine if the reason for the withdrawal is financial hardship.
3. If the principal determines that the reason for the student's withdrawal is not financial hardship:
    a. The student and parent/guardian will receive a copy of the determination; and,
    b. the student's name will be submitted to the Bureau of Motor Vehicles for the bureau's use in denying or invalidation a driver's license or learner's permit.

B. Expulsions

1. The principal or designee shall include a request to submit a student's name to the Bureau of Motor Vehicles at the time the written charge and request for expulsion is made to the Superintendent.
2. The hearing officer shall determine if the student's name will be submitted after an expulsion hearing is held or after the opportunity for such a hearing is given to the student.
3. The student's name will be submitted in cases of expulsion unless the student is assigned or given the opportunity to attend an alternative education program. When a student enrolls in a n approved education program, it shall be the student's responsibility to keep the principal informed of his/her continued participation in such an alternative program. Failure to continue in the alternative program will result in the student's name being submitted to the Bureau of Motor Vehicles.

DRUG DOG USE

The use of a drug dog in buildings or on school property will be at the request of the building administration to check lockers, bookbags, automobiles, school grounds, etc. If reasonable suspicion is found, school officials will conduct an investigation, with appropriate action being taken according to policy.

METAL DETECTOR USE

To address the School Corporation's duty to maintain a safe learning environment free of the potential presence of weapons, school officials, school resource officers and other school personnel trained in the usage of metal detectors are authorized to use metal detectors, either hand-held wands or walk through devices, for the purpose of determining if a person is in possession of weapons or other dangerous metal objects. When the school administration has a reasonable suspicion to believe weapons or other dangerous metal objects are in the possession of an identified person, a search of the identified person and/or of his/her possessions shall be conducted in accordance with the requirements of school board policy and provisions for searching a student's person or possessions.

USE OF SECLUSION AND RESTRAINT WITH STUDENTS

It is the policy of the Board that all students are to be treated with dignity and respect and to be free from abuse. The Board supports the promotion and training of appropriate student behavior as part of the Corporation's curriculum. It is the policy of the Board to use prevention, positive behavior intervention and support, and conflict de-escalation to eliminate or minimize the need for the use of seclusion or restraint with students. A student will not be subject to seclusion or restraint unless the student's behavior poses an imminent risk of injury to the student or others. However, significant violations of the law, including assaults on students and staff, will be reported to the police. As soon as possible after any use of seclusion or restraint, the student's parent or guardian will be informed and provided with a detailed account of the incident, including the circumstances that led to the use of seclusion or restraint. Policy 5630.01, Use of Seclusion and Restraint with Students, may be accessed on the school district website, *School Board* tab, *Bylaws & Policies,* or by using the following link. https://www.boarddocs.com/in/smadison/Board.nsf

SECTION 8: ELEMENTARY SPECIAL INFORMATION

PLAYGROUND RULES AND REGULATIONS

Outside playtime is a very important part of the total elementary school program. All pupils are expected to play outside during recesses when the temperature, corrected for wind chill, exceeds 20 degrees Fahrenheit and health permits. Parents should notify the teacher by note if the child, for a short time, is not to go outside. IF THE EXCUSE PERIOD IS LONGER THAN THREE DAYS, A DOCTOR'S STATEMENT IS REQUIRED.

General Rules

1. Student must have permission from the area supervisor to go back inside the building for any reason.
2. When the bell rings ending recess, everyone should freeze in his/her place. When a signal is given to line up, students should line up in assigned areas.
3. All pupils are to go out at recess unless (1) they have a note from home, or (2) the teacher requires them to stay in. Pupils are not to come in the building until the bell rings.
4. No rock, stick, or dirt throwing. Students are not allowed to throw objects other than recess equipment, e.g. basketballs, recess balls, etc.
5. No pushing, wrestling, fighting, or rough horseplay. Unnecessary rough play will not be permitted.
6. No snowball throwing or pushing others into the snow.
7. Students should not run in any area that has mulch.
8. Stay in the designated playground area.
9. Football and baseball games will be permitted by permission of the administration.
10. Do not grab the clothing of others.
11. Any offensive action or personal attack toward other students such as fighting, pushing, name calling, slander, or other intentional misdemeanors will be considered a serious misbehavior of the student and will not be tolerated.
12. Chewing gum will not be permitted at any time during the school day.
13. Loud and boisterous behavior is also not permitted.
14. If inside recess is held in a classroom, students should play quietly in their room.
15. No electronic devices, such as cell phones, CD players, electronic games, etc.are allowed in the building or at recess without permission from school personnel.

It is everyone's responsibility to cooperate with all of the above listed rules and to keep the grounds clean.

BICYCLES

Children are allowed to ride bicycles to school, **except for those who ride a bus or live on Rural Routes**. Parents should inform the school and give permission for their children to ride a bicycle to school. Bicycles must be parked in the rack provided. The principal may take away the privilege of riding a bicycle to school from any child who does not follow the rules. **Students going to East Elementary will not be permitted to ride bicycles to school.**

GUM CHEWING

Gum chewing is not permitted in the school building at any time. It is a health and maintenance hazard.

South Madison Community Schools 1-to-1 Mobile Device Handbook

Vision: SMCSC envisions students as effective communicators who acquire the skills for critical and creative thinking and who will be able to work successfully in collaborative settings. A blended learning environment that integrates technology has the power to foster these skills by enhancing and personalizing the learning experience. Differentiation through technology expands the instructional repertoire and provides the potential to maximize the capacity of all teachers and learners, thus preparing students for the challenges of a global society.

Technology Mission Statement: SMCSC seeks to support the district's Core Purpose, *Success for All Students*, by providing systems and access to technology in a safe and challenging learning environment to foster student success.

The information within this document applies to the 1:1 device program for students.
Please note that teachers may set additional requirements for use in the classroom.

Student Responsibility: Remember, the device is subject to all applicable District policies/regulations, the Student Handbook, Student Code of Conduct, and any individual campus procedures. The use of the device will be in accordance with all local, state, and federal laws, including copyright laws (e.g. no illegal or pirated content). The device remains the property of the SMCSC and as such is subject to inspection at any time without notice.

1. Bring the device to school fully charged every day.
2. The device MUST remain in the case at all times.
3. Keep the device safe at all times
    a. Do not share passwords or loan the device to others.
    b. Do not leave the device unattended or unsecured.
4. Use the device for educational purposes only.
    a. Install only school-appropriate applications and extensions.
    b. Apps and extensions may be removed by the school at any time without notice.
5. Do not try to bypass the district filter. This includes, but is not limited to, the use of proxy avoidance sites.
6. Take care to prevent damage to your device. A student may be subject to disciplinary action by the school for damage to any device. The student will be responsible for the following.
    a. Damage caused by food or drink or by disassembling or attempting repairs of the device
    b. Defacement of the device with stickers, writing, engraving, etc.
    c. Intentional damage or destruction. Damage or loss caused by neglect or abuse or contamination
7. Notify staff members whenever you come across information or messages that are inappropriate, dangerous, threatening, or make them feel uncomfortable.
8. Cyberbullying will not be tolerated.
9. Return the device and power cords in good working condition at the required check-ins.

Mobile Device Care and Recommendations

1. Do not put pencils/pens or other items on the keyboard, as closing the device will cause damage.
2. Do not carry the Chromebook with the screen or push on the screen as it may cause it to shatter.
3. Do not place heavy objects on top of the device, as this could break the screen.
4. Be cautious when placing the device in a book bag as it may crush the device or break the screen.
5. Do not eat or drink near the device.
6. Do not leave the device in a vehicle, due to excessive heat/cold damage or risk of theft.
7. Use a Microfiber towel for light smudges. Do not use Windex (ammonia) or solutions that contain alcohol.

8. Keys are not removable; do not lift or pry keys. If the keys come off, they will not go back on, and the keyboard will need to be replaced. Student will be responsible for damages.
9. Occasionally, small amounts of antimicrobial keyboard cleaning solution may be used to clean keyboards.
10. Sound: For best performance use wired headphones.
11. Students are encouraged to use their devices away from school. Most devices have some functionality while offline. Wi-Fi may be used at home or in many public areas and will always be filtered and monitored. For offline functionality, see the website or talk with your teacher.

Parent Mobile Device Responsibility

South Madison Community School Corporation (SMCSC) makes every effort to equip parents/guardians with the necessary tools and information to ensure safe use of the mobile devices in the home. There are several responsibilities assumed by the parent/guardian. The device is property of SMCSC, and must be surrendered upon withdrawal or at the end of the school year. Additional responsibilities and liabilities are outlined below.

Parent/Guardian Responsibility/Liability

1. The parent/guardian agrees to monitor student use of the device at home and away from school. To keep students safe and on-task, have a parent/guardian present and involved. SMCSC mobile devices are filtered in accordance with federal regulations (CIPA); no filter is 100% effective in screening content.
2. The parent/guardian is responsible for the cost of repairs or replacement. The Chromebook includes the computer, power pack, and power cord. The cost of replacement will be current market at the time of loss.
3. The parent/guardian assumes financial responsibility for the device in the following instances.
    a. not returned or lost
    b. intentionally damaged or damage due to negligence or accident by anyone
    c. damaged due to contamination (animal/human waste, vomit, etc.)
    d. stolen -- *A report must be filed with law enforcement and a copy provided to SMCSC.*

Suggestions

- Investigate and apply parental controls available through your Internet provider and/or your wireless router.
- Develop a set of rules/expectations for mobile device use at home.
- Allow mobile device use only in common rooms of the home, such as the living room.
- Ask questions and request frequently to see your child's device and work.
- Review pictures and videos occasionally. Mobile devices contain cameras.

SMCSC's Device Responsibility

1. Collection and distribution of devices each school year
2. Content Filtering on/off campus, along with wireless access in every school during normal school hours
3. SMCSC will provide a protective case when it is issued to the student. The case is property of the district.
4. SMCSC Tech staff must perform all repairs
5. Creation and deletion of student email and Google Apps for Education (GAFE) accounts
6. Instruction on proper use and care of the device and appropriate data use and storage

Liability: Damage, Loss, and Theft

Device Repairs: SMCSC handles all repairs. If a repair is needed for damage or negligence, a fee will be assessed. An initial assessment will be done by SMCSC technology department to determine duration and/or cost of the repair. Any repairs done by an outside agency will void the Arabian Protection Plan agreement and result in additional fees. A temporary device will be given to the student while their damaged device is being repaired.

Loss and Theft: Full device replacement cost will be charged for lost or stolen devices. In case of theft, SMCSC will attempt to determine anyone who is logged in to the device. SMCSC will provide students with a temporary device for up to five (5) school days. After that time, unless prior arrangements have been made, the device will be considered a loss, and the parent/guardian will be invoiced for the replacement.

Optional Protection Plan: Arabian Protection Plan (APP) is available in two levels of protection a $33 (1 cliam) plan or a $45 (2 claim) plan per year. The Arabian Protection Plan does not cover total replacement, contamination, intentional damage, theft, or loss. The Arabian Protection Plan does cover repairs due to accidental damage of any part of the Chromebook. Any damaged parts after that will be the Parents/guardians' responsibility. Cases are no longer supplied by South Madison Community School Corporation, but may independently be optionally purchased by guardians for student use. All damaged parts must be turned in with the device. Parents/guardians will be invoiced for damages that exceed coverage limits.

Full Replacement of a Chromebook – How Arabian Protection Plan (APP) Applies: If a Chromebook cannot be repaired, and the cost for a full replacement is charged to the parent/guardian, the Arabian Protection Plan (APP) cannot be used to defray the cost of the new Chromebook. However, the APP that covered the initial Chromebook will move to the new Chromebook for the remainder of the school year. Previous repairs on the Chromebook under APP do not factor into APP coverage on the new Chromebook. All usage of APP resets for the new Chromebook. If APP coverage was not previously purchased, APP may be purchased within two weeks of the replacement date for the new Chromebook.

INTERNET/COMPUTER NETWORK
USE AGREEMENT

I understand and will abide by the above Internet/Computer Network use agreement. I further understand that any violation of the regulations above is unethical and may constitute a criminal offense. Should I commit any violation, my access privileges may be revoked, school disciplinary action may be taken, and/or appropriate legal action.

[User signature and Date]

PARENT OR GUARDIAN

(If you are under the age of 18, a parent or guardian must also read and sign this agreement.)

(PARENT OR GUARDIAN PLEASE NOTE: if you do not want your child to access the Internet, please mark out the word "Internet" in the last sentence of the following paragraph. If the word "Internet" is marked out, this form will be an agreement for the school district's local computer network only.)

As the parent or guardian of this student, I have read the Internet/Computer Network Use Agreement. I understand that this access is designed for educational purposes. SMCSC will take precautions to eliminate controversial material. However, I also recognize it is impossible for the school corporation to restrict access to all controversial materials and I will not hold them responsible for materials acquired on the network. I hereby give permission for my child to access the Internet/Computer Network and certify that the information contained on this form is correct.

[Parent/Guardian Signature and Date]