

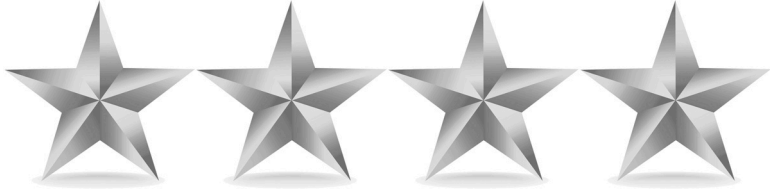
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Shoals Elementary School



**Student
Handbook
2023-2024**

THIS IS OUR GOAL



INTRODUCTION:

The purpose of the student handbook is to acquaint students and parents of Shoals Elementary School with the policies and procedures of the Shoals Community School Corporation as they relate to each student in the Elementary School.

We realize that all possible situations cannot be covered in a handbook of this type. However, we have attempted to develop this handbook so it will provide a reference that students and parents can utilize to find answers concerning daily procedures and policies that students and parents need to know at Shoals Elementary School.

If a situation does arise that is not covered in this student handbook, we will deal with it openly, honestly, and fairly in accordance with the policies of the Board of School Trustees and Indiana statute.

All parts of this handbook have been adopted by the Board of School Trustees in their regularly scheduled meeting in June 2023. This handbook will be in effect for the 2023-21 school year and the 2021 summer school term.

Disclaimer and concerns: If it becomes necessary to add or change rules explained in this handbook, the new rules or regulations will be communicated to stakeholders via written communication and on the school website: www.shoals.k12.in.us

A student or parent who has a concern that arises out of actions, procedures or policies found in this handbook, or the lack thereof, has the right to request a conference through the elementary school office to address his or her concern.

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The Shoals Community School Corporation 2023-2024

BOARD OF SCHOOL TRUSTEES

President	Drexel Turpin
Vice-President	Eva George
Secretary	Jerry Braun
Member	Annette Taylor
Member	Janelle Hoffman

ADMINISTRATION

Kindra Hovis	Superintendent
Josh Mullis	High School Principal
Bryson Abel	Middle School Principal
Audrey Gibson	Elementary Principal

SHOALS ELEMENTARY SCHOOL TEACHING ASSIGNMENTS

Sarah Sexton	Daycare
Ashton Allbright/Melanie Hawkins	Pre-School
Amanda Fischer	Kindergarten
Kristina Sullivan	Kindergarten
Shannon Burch	Grade 1
Aimee Harder	Grade 1
Rebecca Rollins	Grade 2
Mimi Hawkins	Grade 2
Leeza Adams	Grade 3
Kallie Fuhrman	Grade 3
Lindsey Douglas	Grade 4
Jonathan Sullivan	Grade 4
Amanda Turpin	Grades 4
Christin Johnson	Grade 5
Kenady Bratton	Grade 5
Ashley Montgomery	Grade 5
Pamela McCarty	Special Education Primary
Briana Wagler	Special Education Intermediate
Jennifer Guinn	Reading Specialist/Librarian
Traci LeTourneau	Multi-categorical
Kim Hickman	Music
Susan Sewell	Speech/Hearing

Myrna Greene
Theresa Holt/ Nikki Brett
Sandi Kidwell

School Psychologist
Nurse
Grades K-3 Homebound School

2023-2024 SHOALS ELEMENTARY SCHOOL CALENDAR

FIRST SEMESTER

August	1	First Teacher Day
August	3	First Student Day
September	4	Labor Day — NO SCHOOL
October	6	End of 1 st Elem. 9-Weeks Grading Period
October	16-20	Fall Break — NO SCHOOL
November	10th	No school Beta Convention
November	22-24	Thanksgiving Break — NO SCHOOL
December	20	End of 2 nd Elem. 9-Weeks Grading Period
	20	End of 1 st Semester
	20	Last Day Before Christmas Vacation Dec.
21-Jan.	2	Winter Break

SECOND SEMESTER

January	3	School Resumes for Teachers and Students
February	12	President's Day/Snow make up day #1
March	8	End of 3 rd Elem. 9-Weeks Grading Period
March	18-22	Spring Break — NO SCHOOL
March	29	No school Snow day #2
April	8	No School
May	17	End of 4 th Elem. 9-Weeks Grading Period
	17	End of 2 nd Semester
	17	Last Student Day
May	20	Last Teacher Day
		Graduation will be held sometime after the required student days are completed.

NOTE: Make-up days will go in the order they are numbered. Additional make-up snow days will be added after May 25th to meet the 180 day requirement

DAILY TIME SCHEDULE

7:30- Cafeteria Doors open for students for breakfast and early drop off.
8:00 Building Opens to Students

2:50 Dismissal:Preschool/
Kindergarten and Car Riders 3:00
Dismissal: Grades 1-5 Bus Riders:3:05
Dismissal: Middle School/High School 3:10
Buses Depart 3:15

PBIS: Positive Behavior Interventions and Supports

PBIS is a program being used in schools across the country to reduce discipline problems and increase instructional time. It is focused on teaching and rewarding pro-social behavior while dealing with anti-social behavior immediately and consistently. The program is ultimately a school-wide culture-change that seeks to prevent anti-social behavior from occurring by allowing students to earn points and win prizes for meeting behavior expectations.

PBIS at our school looks like this:

SHOALS COMMUNITY SCHOOLS

We have JUG ROX PRIDE!!

We are:

Positive

Respectful

Improving

Disciplined

Engaged

We are the MIGHTY JUG ROX !!

Our PBIS Mission Statement

We are a community of learners supported by a caring staff.

We come to school to be our best selves.

We study hard and become good citizens in a safe, helpful, friendly environment.

Our PBIS School-Wide Expectations

BE SAFE – do no harm

BE RESPONSIBLE – work hard, be accountable

BE RESPECTFUL – treat others how you want to be treated.

COMMISSION

The Shoals Community Elementary School holds a First Class Commission from the Indiana Department of Education.

ADMISSIONS POLICY

A child must be five years of age on or before August 1st to be admitted to kinder- garten at the beginning of the school year, and six years of age on or before August 1st to be admitted to the first grade. Special exceptions may be made for the under- age pupils who transfer from 1st grade or kindergarten programs from out of state school districts upon the recommendation of the Shoals Elementary School Principal. A Certificate of Birth or other satisfactory evidence of student age will be required. If a child is younger than five years and the parent(s) / guardian of the child wish to enroll the child in the kindergarten program, they may do so by making application to the El- ementary Principal. The child will be required to complete an academic assessment and obtain a score of 90% or higher after which the Elementary Principal will make the determination of whether the child will be admitted to the kindergarten program.

ADMISSION POLICY for Students Entering Shoals Elementary School from a Non-Accredited Institution

Students who enter the Shoals Elementary School from an institution not accredited by the State of Indiana will be given a nationally-normed standardized achievement test in order to determine the functional level of the student. These test results and records from the previous school will be reviewed in order to determine a proper placement in the school's educational program. Selection of test(s) to be administered and the final placement of the students is the responsibility of the building Principal, except for students who are covered under Federal Law 94-142. For such a student, who has been identified under the Federal Law 94-142 as being handicapped, the Principal will convene a meeting of a case conference committee in order to deter- mine placement. Temporary placement in a suitable program will be made by the Principal until the case committee can determine a placement.

ASSIGNMENT OF STUDENTS TO CLASSES

The assignment of pupils to classrooms and teachers is made by the Principal. Factors that will be considered in the assignment of students to classes will be teacher's recommendations, the identified educational student needs, and the need to maintain properly balanced classes. Parents may request a particular placement based upon specific identified educational needs. Parents must complete the *Shoals Elementary Educationally-Relevant Teacher Request Form* (available in the Elementary office) and submit it to the Principal by June 1st. For specific placement consider- ation, parents must provide sufficient evidence of student benefit. Please keep in mind that the *Shoals Elementary Educationally-Relevant Teacher Request Form* in no way guarantees requested placement.

STUDENT ARRIVAL

Students arriving to school before 8:00 A.M. must use Entry 15 and go immediately to the cafeteria. Entries 2 and 6 (playground entries) will remain locked all day. Entry 3 will be unlocked from 8:00 A.M.– 8:15 A.M. Students arriving after 8:15 A.M. should report to the Elementary Office before reporting to class. If a student arrives to school after 8:15 A.M., they will be counted tardy. If a student

arrives after 11:30 A.M., they will be counted absent for one half day. In the event of the 2-hr delay, students may not enter the building until 10:00 since supervision cannot be guaranteed.

LEAVING SCHOOL DURING THE SCHOOL DAY

If a parent needs to remove a child from school during the school day, the parent must sign the student out in the Elementary Office. A student may not sign himself/herself out. Students who leave school before 11:30 A.M. and don't return or leave after 11:30 A.M. will be counted absent one-half day.

STUDENT DEPARTURE

All students must depart school grounds by bus or car pickup by 3:10 pm. Students may not stay for any form of activity, practice, or game without direct supervision by an approved adult. Students may not stay for an evening activity, practice, or game unless supervised by an approved adult. Students participating in activities that are not sponsored by the school (JB, Good News Club, Babe Ruth baseball, etc) must have adult supervision immediately following the 3:05 bell.

DELIVERING AND PICKING UP STUDENTS

Parents who pick up or deliver students to school by car when buses are present, (from 8:00 A.M. until 8:15 A.M. and again from 2:30 P.M. until 3:05 P.M.) are asked to use the elementary playground area behind the school in order to avoid potential traffic hazards. Any other time during the school day, parents should pick up or drop off students in front of the building since students might be present on the playground.

Parents who deliver students prior to 8:00 A.M. must either use Entry 15 or allow students to wait in their car until Entry 3 unlocks (8:00 A.M.) Parents who alternate between their children riding the bus home and picking up by car, must notify the school either in writing, or in person upon each change of the child's transportation procedure no later than 2:00 P.M. Parents are discouraged from notifying the school of these changes by phone, except in the event of an emergency, in order to avoid confusion for the student. Parents should inform their child of any transportation changes prior to leaving for school. If a change is absolutely necessary, a corresponding note signed by the parent should be sent with the child and given to the homeroom teacher.

FAMILY EDUCATION TRIPS DURING THE SCHOOL YEAR:

Every educational study of attendance and its effect upon achievement in school recognizes there is a positive correlation between regular attendance and achievement. With schools being evaluated by the state and federal governments on their attendance rate, it has become imperative that local schools place greater emphasis on student attendance.

In order for a student to be excused for family trips in which the student will be absent from classes, the trip must meet the following standards:

1. It must be an exceptional educational opportunity for the student. The administration reserves the right to decide if the trip will provide an exceptional educational opportunity. Family vacations will not meet the standard of an exceptional educational opportunity.
2. Arrangements must be made in advance (2 weeks is recommended) for the student to complete all classroom work either prior to the trip or within an agreed on number of days when the student returns to class.
3. The student must travel with their parents or a recognized travel group.
4. The student must provide an oral report to their class upon their return,

through e-mails or other electronic resources while on the trip, or a written report describing the trip and the educational opportunity it provided upon their

return. The form and contents will be agreed on prior to the trip with the admin- istration and the classroom teacher.

5. Students who do not comply fully with the requirements will be unexcused for any trip and the attendance policy procedures will be followed concerning unexcused absences.

IMMUNIZATIONS

2020-2021 School Year
Indiana State Department of Health
School Immunization Requirements

Below are the number of doses and each vaccine required for school entry. Changes for this year include the Hepatitis A vaccine for grades K-#.

3 to 5 years old	3 Hep B (Hepatitis B)	
	4 DTaP (Diphtheria, Tetanus & Pertussis)	3 Polio (Inactivated Polio)
	1 MMR (Measles, Mumps & Rubella)	1 Varicella
K-4th Grade	3 Hep B	2 MMR
	5 DTaP	2 Varicella
	4 Polio*	2 Hep A (Hepatitis A)
5	3 Hep B	2 MMR
	5 DTaP	2 Varicella
	4 Polio	2 Hep A*
Grades 6 to 11	3 Hep B	2 MMR
	5 DTaP	2 Varicella
	4 Polio	1 Tdap (Tetanus & Pertussis)
	2 Hep A* (Meningococcal)	1 MCV4
Grades 12	3 Hep B	2 MMR
	5 DTaP	2 Varicella
	4 Polio	1 Tdap (Tetanus & Pertussis)
	2 Hep A* (Meningococcal)	2 MCV4

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

DTaP: Four doses of DTaP/DTP/DT are acceptable if 4th dose was administered on

or after child's fourth birthday.

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

For students in grades Kindergarten through 5th grade, 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 7th grade. Parental report of disease history is acceptable for grades 8-12.

MCV4: Individuals who receive dose 1 after their 16th birthday only need 1 dose of MCV4.

Hep A: The minimum interval between 1st and 2nd dose is 6 calendar months. K-3 is required.

*For grades 4-12, two doses of Hep A are recommended.

Indiana State Department of Health, Immunization Division
(800) 701-0704

When a child enters the Shoals Community Schools for the first time or any subsequent time at any level, his/her parents must show that the child has been immunized, show that the child is in the process of being immunized by filing a physician's statement that includes a schedule of immunizations, or file a religious or medical objection to immunizations. No child shall be permitted to attend school beyond the first date of his/her enrollment without furnishing a written statement of immunizations unless:

1. The school gives the parents of a child a waiver. This waiver may not exceed fifteen (15) days.
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 his/her first day of school. In this case, the parent of the child shall furnish a written statement from the local health department or a physician that includes a time schedule for the completion of the remainder of the immunizations.

Students entering the Shoals Schools for the first time are required to have a physical examination. Forms for physical examinations may be obtained in any school office or are available at offices of physicians in the area. At the discretion of the school, a waiver of fifteen (15) days may be granted as per section (1) on this same page under immunizations.

HEARING SCREENING

Indiana State Law requires that each school year, students in grades 1, 4, 7, and 10 receive a hearing screening. Students who participate in Kindergarten Round-Up may also be screened at that time. In addition, students new to the school system, students identified as having a hearing problem in previous years, and students referred for screening by teacher or parent are also given a hearing screening each year. Students who do not pass the initial screening are screened a second time. Parents will only be contacted should their child not pass a second screening. No student shall be required to take a hearing screening if written objection by a parent or legal guardian is submitted to the school speech-pathologist prior to the screening. A signed note should be sent to the school to decline the screening.

VISION SCREENING

Indiana State Law Section 1. IC 20-34-3-12, requires that the governing body of each school corporation shall conduct a vision test each school year for each student enrolling in or transferring into:

1. either Kindergarten or Grade 1;
2. Grade 3;
3. Grade 5; and
4. Grade 8;

and for each student suspected of having a visual defect.

The vision test for students in Kindergarten and Grade 1 shall be conducted using the modified clinical technique. The modified clinical technique shall be performed by an ophthalmologist licensed as a physician under IC 25-22.5 or an optometrist licensed under IC 25-24. Parents will only be contacted should their child not pass the screening. All students shall be required to take the vision screening unless written objection by a parent or legal guardian is submitted in writing to the school nurse prior to the screening.

FOOD

According to the Shoals School Corporation wellness plan, the following food guidance must be adhered to strictly.

All food must be store-bought and not prepared at home. **Please check with your child's teacher about any food allergies that may be in the classroom.** Parents are free to make suggestions or check with the school nurse if uncertain.

Foods that should be avoided:

- 1) Food high in sugar (cake with frosting, cupcakes, candy, and iced cookies).
- 2) Donuts
- 3) Buttered Popcorn
- 4) Regular Chips
- 5) Fried Foods
- 6) Soft Drinks

The only exceptions are for the four class parties throughout the year.

HEALTHY FOOD AND SNACK IDEAS THAT ARE PERMISSIBLE:

- 1) Low-fat pretzels or popcorn
- 2) Low-fat trail mix
- 3) Individual packages of sunflower seeds
- 4) Baked or reduced-fat chips
- 5) Low-fat Chex mix
- 6) Baked Goldfish
- 7) Low-fat granola bars
- 8) Cereal bars
- 9) Fresh fruit slices, bananas, grapes (low-fat or whipped topping for dipping)
- 10) Small boxes of raisins or other dried fruit
- 11) 100% fruit snacks
- 12) Individual bags or trays of vegetable and low-fat dip
- 13) Low-fat pudding cups
- 14) Low-fat pudding pops
- 15) Frozen juice bars
- 16) Individual cups of frozen sherbet
- 17) Low-fat ice cream treats

- 18) Cups of low-fat yogurt
- 19) Low-fat smoothies
- 20) Individual bottle smoothies
- 21) Animal Crackers
- 22) TeddyGrams
- 23) Graham Crackers
- 24) Gingersnap cookies
- 25) Fig Newtons
- 26) Low-fat cookies
- 27) Low-fat brownies
- 28) Angel Food Cake slices
- 29) Low-fat muffins
- 30) Mini bagels with low-fat spreads
- 31) Pizza with low-fat toppings
- 32) Quesadillas with salsa
- 33) Sandwiches with ham, turkey, cheese (low-fat condiments)
- 34) Low-fat string cheese
- 35) Low-fat cheese cubes
- 36) 100% fruit juice boxes
- 37) CapriSun water packs
- 38) Small bottled water
- 39) Small low-fat milk bottles

ATTENDANCE

Good school attendance is the most crucial component in the formula for academic success. Each student enrolled in the Shoals Community School Corporation is expected to attend school and be punctual on a regular basis. The State Compulsory Attendance statute IC 20-33-2 requires that each student under the age of 18 years of age be present and on time each day that school is in session, unless he/she is physically unable to attend or unless there is a serious illness or death in the family. Students and parents should conform to this state law.

ATTENDANCE PROCEDURE

When a student is absent from Shoals Elementary School, his/her parent should follow the following procedures:

1. On the day of absence, notify the school before noon by calling 812.247.2085 and following the automated prompts.
2. Make arrangements for any homework or assignments before noon.
3. Admission to school after absence: a student who has been absent must present a written excuse from the parent, custodian, or doctor no later than the day after returning.
4. Failure to comply with the above will result in an unexcused absence.
5. The decision concerning excused or un-excused absences will be made only by designated school officials and/or the Attendance Review Committee.
6. Absences above eight (8) must be accompanied by a doctor/dentist note in order to be counted as excused.

ATTENDANCE REVIEW COMMITTEE (ARC)

- A. The ARC consists of 4 members:
 1. The Elementary Principal or designee
 2. The Guidance Counselor/School Psychologist

3. The Teacher appointed by the Elementary Principal

4. The student's classroom teacher (advisory role as necessary)
- B. During an ARC meeting, the student and his/her parent(s) or guardian(s) should provide to the ARC any medical excuses, documentation, etc. that would explain excessive absences.
- C. The student and parent(s)/guardian(s) will be notified within 24 hours of the meeting of the decision of the ARC. The possible consequences include:
 1. Remain at school with no penalty
 2. Remain in school with an attendance contract
 3. Suspension/Expulsion for the semester
 4. Non-promotion to the next grade
 - a. Elementary Principal will notify the Superintendent of the decision.
 - b. The parent(s)/guardian(s) will be notified by certified mail.
 - c. The parent(s)/guardian(s) will have ten (10) calendar days from the decision of the ARC to request a hearing before the superintendent.
 - d. A hearing will be scheduled as soon as possible by the superintendent on a mutually agreed upon date.
 - e. If non-promotion is upheld, the parent(s)/guardian(s) may appeal.

ATTENDANCE POLICY

Attendance in school is compulsory as provided in Indiana Code 20-33-4. Failure to attend school even one day without excuse is truancy under Indiana Code. A student will be allowed a maximum of eight (8) absences per semester. Absences that are excused by doctor/dentist notes will not count toward the eight (8) total. If a student is absent more than eight (8) times in a semester he/she may not receive any credit for that semester. Extended absences due to injury or chronic illness will be considered individually. Parents/guardians are requested to consult with the school. Arrangements may be made for homebound instruction with proper medical documentation.

The principal may grant an extension for the maximum eight (8) allowed days because of an unusual or extenuating circumstance. As the student progresses toward the maximum eight (8) allowed days of absence, the following notification system will be conducted by the school:

1. Third (3rd) absence not excused with a doctor/dentist note – One Quiet Room attendance for every three absences.
2. Sixth (6th) absence not excused with a doctor/dentist note – Letter to the parents/ guardians notifying that the student has six (6) absences and will be assigned a Thursday School after the ninth (9th) unexcused absence. Students who accumulate more than six (6) unexcused absences during a grading period will not be considered for Honor Roll..
3. Ninth (9th) absence not excused with a doctor/dentist note – Letter notifying parents or guardians that their child is being assigned a Thursday School and requesting a phone conference to discuss absences and warning that their child may be retained if he/she misses one more day that is not excused with a doctor/dentist note.
4. Twelfth (12th) absence not excused with a doctor/dentist note – Department of Child Services and/or the Martin County Prosecutors Office will be notified, and they will be provided with a copy of the student's record of tardiness. The student will also be referred to the ARC for review with mandatory parental attendance.

MARTIN COUNTY ANTI-TRUANCY PROGRAM POLICY STATEMENT

The purpose of the Program is to deal with student absenteeism “early-on,” before absenteeism becomes an educational problem or results in student failure or expulsion. For the Program to have an impact, all legal and educational authorities must cooperate. While the “time table” for action contained in the Program outline is not, and cannot be, an absolute schedule to be followed in all cases, the parties involved in the legal system have made a commitment to meet that “time table” and to give absenteeism and potential truancy high priority.

MARTIN COUNTY ANTI-TRUANCY PROGRAM

Two days after a student has accumulated his/her fifth absence of any kind during any semester, if during either of the prior two semesters the student had (8) or more absences of any type, the student should be reported to the Martin County Probation Officer except in the case of a student whose absences are the result of a verifiable illness for which the student is under treatment by a licensed physician.

HABITUAL TRUANCY

Students who are at least thirteen (13) years of age but less than fifteen (15) years of age who are determined to be a habitual truant may not be issued an operator’s license or learner’s permit to drive a motor vehicle or motorcycle under IC 9-1-4 until the person is at least eighteen (18) years of age. Each student is entitled to a periodic review of his/her attendance record. Any student who is absent from school without the school’s or parent’s/guardian’s permission is by state statute considered a truant. Any student who has accumulated eight (8) unexcused absences within any school year will be considered a habitual truant and appropriate agencies will be notified.

EDUCATIONAL NEGLECT

Educational neglect is defined as a parent's failure to send a child to school. After 8 (eight) unexcused absences, it may be determined that the student's poor attendance has a negative effect on the child. If deemed by the Shoals administration as neglect, the Martin County Prosecutors Office and the Department of Child Services will be notified, and will be provided with a copy of the student's attendance record.

TARDINESS

Tardiness to school or class is a negative habit that is easy to develop. Prompt arrival at school is expected of all students. Late arrival disrupts class and causes loss of instruction time, and may affect student learning. The student is to be in the classroom or in the cafeteria when the 8:15 bell rings. Any student who arrives at school after 8:15

A.M. is considered as having an un-excused tardy. It is the responsibility of the parent to make sure the student arrives on time at school each day. Students who are late to school due to medical or dental care will be issued a certified tardy, and the tardy will not count against the student if they bring a physician’s note. Students will be allowed a maximum of seven (7) unexcused tardies per semester. If a student has unexcused tardies in a semester the following notification system will be conducted by the school.

1. Fifth (5th) Tardy – letter to the parent/guardian notifying that the student has

five (5) tardies.

2. Seventh (7th) Tardy – letter to the parent/guardian requesting a conference to discuss tardiness.
3. Ninth (9th) Tardy – The student will be referred to the ARC for review with

mandatory parental attendance. Department of Child Services and/or the Mar- tin County Prosecutors Office will be notified, and they will be provided with a copy of the student's record of tardiness. Because of instructional time lost, students will receive a Quiet Room visit for each day tardy thereafter.

AFTER SCHOOL ACTIVITIES

If a student is absent from school, he/she will not be permitted to return for an after-school activity. Rare exceptions to this rule will be at the discretion of the Principal.

TYPES OF ABSENCES

Most absences from school will be counted as part of the eight (8) allowable days. However, certain types of absences will make a difference as to credit for work in the classroom and possible hearing committee recommendations.

A. Excused Absences

An excused absence means that a student may receive credit for any missed work that is completed. The allotted time for make-up is the number of days absent plus one. Teachers may extend the time at their discretion. There shall be no penalty for excused absences provided make-up work is fully completed in a timely manner. A student will receive one day to make up work for each day of absence. Prearranged absences will require homework to be made up in advance of the absences, when possible. The following is a list of excusable absences:

1. Personal injury. A statement from the medical professional must verify ap- pointment, visit, or excusal from school.
2. Student illness, hospitalization, or surgery documented by a statement from the physician or medical professional. A statement from the medical professional must verify appointment, visit, or excusal from school.
3. Funeral in the family or funeral of a close friend
4. Doctor or dental appointments. Students must sign out to leave and pre- sent a doctor's statement upon return.
5. Religious observance: Advance approval by principal required.
6. Educational reasons: Advance approval by principal required.
7. Exhibiting at the Indiana State Fair
8. Illness or injury requiring confinement in the nurse's office
9. Prearranged absences and/or family trips. These absences must be ap- proved by the Elementary Principal no less than 48 hours in advance, be based upon educational purposes, and are limited to a maximum of 5 days.
10. Emergency illness in the family
11. Quarantine and communicable disease

B. Other types of excused absences. Students may be absent but count present under the following conditions:

1. Serving as a page or honoree of the Indiana General Assembly—Verifica- tion by Secretary of State or Chief Clerk of the House of Representatives.
2. Appearing in a court as a witness in a judicial proceeding—Verification by subpoena. This includes any required court appearance such as for
3. probation hearings.
4. Confined by high water—Verification by school bus driver.

C. Unexcused Absences

Unexcused absences indicate the student is absent from school for an unknown reason or for a reason that is not acceptable to the school even if they

have parental consent. Even though students are entitled to make up any missed work, the student will not receive credit. The following is a list of unexcused absences:

1. Truancy (willfully absent from school or no verification in writing of the absence is given)
2. No excusable reason
3. Absences due to:
 - a. "Personal Reasons"
 - b. Car Trouble
 - c. Oversleeping
 - d. Missed the bus
4. Out of school suspension
5. Any other reason not recognized by the state as an excused absence or otherwise excused by the principal as listed above.

EMERGENCY SCHOOL CLOSINGS

In the event that schools have been closed, parents will be notified by SchoolReach via current phone numbers filed with the school, Facebook posts, and radio and television stations which are listed below. Parents should turn their radio or television to one of these stations on days when the weather is questionable for school closing information. To avoid tied up phone lines and miscommunication, parents should not call the school or any school official. Parents should always assume that school will be in session until they hear otherwise. Secondly, parents should anticipate weather-related problems and plan accordingly. Thirdly, they should be ready for a possible phone call and/or tune in to one of the stations listed. The Shoals Schools will call these stations before 6:00 A.M. if at all possible; however, sometimes weather dictates that emergency decisions are made even after 6:00 A.M. If school is cancelled due to weather, all school activities are cancelled for that evening. The only possible exception are varsity athletic events. Playing a varsity athletic contest will still depend on road and weather conditions at the time of the event. If school is dismissed early due to weather, all school activities are cancelled for that evening.

Radio Stations

Bedford	WBIW	AM	1340
Bedford	WWEG	FM	102.5
Bedford	WQRK	FM	105.5
French Lick	WFLQ	FM	100.1
Huntingburg	WBDC	FM	100.9
Jasper	WITZ	FM	104.7
Loogootee	WRZR	FM	94.5
Paoli	WUME	FM	95.3
Washington	WAOV	AM	1450
Washington	WZDM	FM	92.1
Washington	WWBL	FM	106.5
Washington	WAMW	FM	107.9

Television Stations

Terre Haute	WTHI	Channel 10
Terre Haute	WTWO	Channel 2

Parents should make arrangements ahead of time with their children in the case of an emergency closing and/or early dismissal of school.

ACADEMIC GRADES

Classroom Academics

Grades K-5 will use A, B, C, D, and F with the appropriate + or -.

Conduct

Grades 1-5 will use letter grades A, B, C, D, and F.

Kindergarten will use A, B, C, D, and F.

Special Ed will use the checklist specified on the report card adopted by OLJMG Joint Services.

Personal Growth

Special Ed will use the checklist specified on the report card adopted by OLJMG Joint Services.

5th Grade Band, Music, and P.E.

All Grades will use A, B, C, D, and F.

Students will have the opportunity to drop and add 5th grade band within the first two consecutive weeks of school. If a student drops 5th grade band after the drop and add time frame, it will be considered an F on the student's gradebook.

ACADEMIC HONOR ROLL AND HIGH HONORS POLICY

Students who achieve honors will be recognized by having their names published in articles in the local newspaper unless the parent(s) or guardian(s) of a student request otherwise in writing. The span of this program will cover grades three through five.

Third, Fourth, and Fifth Grades

High Honors - All A's (+ and -) in all subject areas excluding Writing, Music, and P.E.

Honor Roll - All B's (+ and -) or higher in all subject areas excluding Writing, Music, and P.E.

All Grades

A minimum conduct grade of B must be earned in order for a student to be eligible for inclusion on either the High Honors list or the Honor Roll list.

GRADES AND GRADING SYSTEM

The school year is divided into four (4) grading periods. Report cards are issued at the earliest possible date following each nine-week grading period. In order to create uniformity with grading practices, the following will be used by the school to represent the values of our letter grades when contacted by outside agencies, and all teachers will use the following scale:

Excellent or superior	A+	98-100
	A	93-97
	A-	90-92

Above average	B+	88-89
	B	83-87
	B-	80-82
Average	C+	78-79
	C	73-77
	C-	70-72
Below average	D+	68-69
	D	63-67
	D-	60-62
Failure	F	Below 60
Withdrawn	WD	
Withdrawn Failure	WF	(Withdrawn after the drop/add period has passed or withdrawn because of behavior problems)
Incomplete	INC	

GRADE AND ELIGIBILITY REQUIREMENTS FOR ELEMENTARY EXTRACURRICULAR

Including: Basketball, Cheerleading, Cross-Country, Track and Field, Math and Spell Bowl Team

This policy reflects the belief that academic achievement in school must be emphasized over athletic accomplishment. In order to prepare student-athletes for grade and eligibility requirements at the junior-senior high school level, elementary students participating in a school sports program must work to achieve passing grades and acceptable school behavior. Students shall not be allowed to participate in games or sports contests upon receiving an F grade in a subject area (including conduct) at the nine week grade report. Students will regain their eligibility when a failing grade (F) becomes a passing grade (D- or above) at the next nine week grade report. Eligibility will be determined by grades at the end of each 9-week grading period except at the end of the first and second semester at which time semester grades will be used to determine eligibility.

Students may regain their eligibility before the next nine week grade report if they meet the following condition: At mid-term of the following grading period, the student has earned a grade of C- or above in the failed subject. This grade average must be confirmed by the classroom teacher, school counselor or principal, and coach. It is the responsibility of the student athlete to request the confirmation of a grade of C- or above at mid-term. It is the responsibility of elementary coaches to check on their student-athletes' eligibility at the end of each grading period.

PROMOTION STANDARDS

Final authority in determining promotion or retention lies with the building principal. These decisions will be made based upon student achievement, academic progress, student maturity, student potential and other student needs. Input from the student's teacher concerning all areas listed above will serve as a solid base from which to make these decisions. Parent input will also be considered in all promotion/retention decisions. In any situation where retention is a possibility for a student, the teacher will hold a conference with the parent near the middle of the

school year, and another conference just prior to the year end in order to provide the parent with information concerning the possibility of retention and receive input from the parent.

The promotion standards in this handbook are to be used as a guide when promotion/retention decisions are made. These guidelines are not intended to be absolute when determining the best interest of individual students.

SECTION A.

A Student must achieve two out of three of the following standards, which will be used as a guideline for promotion:

1. The student must have a passing academic average in reading (see section B).
2. The student must have a passing academic average in math (see section B).
3. The student must not have failed in more than two academic subjects (see section B).

SECTION B.

In order to figure a yearly average for a student, the point values in the table below will be used. The total point values of the grades from each grading period will be added and divided by the number of grading periods during which grades were issued for that student. The minimum average necessary in order to be considered a passing grade is 1.0 or above (4 points for averaging four grading periods) on this eleven point scale. A student must have passing grades in at least half the grading periods used for averaging (2 out of 4 for a full year) and must have a passing grade in at least one grading periods in each semester. In the case of health and science, two one semester courses, the student must have passing grades in half the grading periods of the two courses combined as if they were a single full year course.

A+	12				
A	11	B	8	C	5
A-	10	B-	7	C-	4
B+	9	C+	6	D+	3
				D	2
				D-	1
				F	0

SECTION C. When a student has been identified in Section A of this policy as a candidate for retention, a conference will be held with the parent and, as a result, a placement will be determined for the following year. The final authority for determining the placement of a student lies with the school.

TEXTBOOK POLICY

No student charges for this school year. 2023-2024

FAMILY RIGHTS AND PRIVACY ACT OF 1974

The Shoals Community School Corporation, in compliance with the Family Rights and Privacy Act of 1974, will release directory information, without prior written consent of the parent or student, to various associations, alumni groups, propriety and/or trade school, military recruiters, etc.

Directory information includes the following kinds of information:

1. Name of student
2. Address
3. Telephone Number(s)
4. Date of Birth
5. Photograph
6. Videotape NOT Used in Disciplinary Matter
7. Hair and Eye Color
8. Participation in Officially Recognized Activities or Sports
9. Height and Weight of Members of Athletic Teams
10. Degrees and Awards Received
11. Major Field of Study
12. Dates of Attendance ("from and to" dates of enrollment)
13. Most Recent/Previous School Attended
14. Student Work for Display at the Discretion of the Teacher (NO grade displayed)

Parents or students who object to the release of directory information may sign a statement to prevent the release of directory information. These statements are available in the Superintendent's Office or in the Principal's Office. Transcripts will be released to schools and institutions requesting transcripts.

STUDENT CUSTODY INFORMATION

Any school-pertinent child custody information should be presented to the building principal. This presentation must be in the written form of a court document or divorce decree. Any court order, restraining order or other court document pertinent to the

child, and normal functioning of the school, should also be presented in written form to the principal. It is the responsibility of the custodial parent to inform the principal in writing of all pertinent information, special concerns and restrictions in respect to child custody matters. It is also the responsibility of the parent to notify the principal of updates, changes and modifications concerning court documents and child custody information important for normal operation of the school and welfare of the child. Federal and State law stipulates that non-custodial parents have unlimited access to all student records and information concerning the education of their child.

DRESS CODE

- All clothing, as well as the child, should be clean and free from odor.
- Clothing that is distracting to students in the classroom is not acceptable, nor is clothing that is distractingly uncomfortable to the wearer. EX: Shorts that are either too short or too tight for the wearer to sit comfortably, or are distracting to others are not allowable. EX: Tops (shirts or blouses) that are distracting to other students in the classroom are not allowable. Strapless tops, tube tops, tank tops, mesh tops, tops with spaghetti straps, and tops exposing the mid-section are not suitable for this reason.
- Clothing which is lewd, indecent, or suggestive, disruptive to others, or harmful to student's health and/or school property may not be worn. **No article of clothing may be worn that promotes the sale or use of alcohol, drugs, or tobacco.**
- Students should be dressed in clothing that allows them to participate safely in all phases of his/her educational program. No student shall be excused from an educational activity for unusual dress. Tennis shoes must be worn during physical education classes.
- Clothing should be appropriate to protect the health of the child. EX: Dress children warmly in winter, as cool as allowable in hot weather. No shorts will be allowed from Fall Break through Spring Break. Students wearing shorts between these two time periods and don't have necessary outerwear (sweatpants, break-away pants, etc.) will either be sent home or will have a parent called to bring warmer clothing.
- Hats are to be taken off when a student enters the school. Also, hats are to be kept in the lockers rather than carried from class to class. Sunglasses and bandanas should not be worn inside the building unless a specific activity has been proclaimed, or a child has medical reasons for wearing them. A headband is permitted if it is worn above the forehead as a part of a hairstyle.
- Any article of clothing, jewelry, or method of dress that corresponds to gang-related activity will not be allowed.
- The midriff should not be exposed, and any article of clothing worn in a manner which allows underwear to be exposed is inappropriate for school and cannot be worn. This includes but is not limited to baggy pants with the shirt worn outside the pants to cover the exposed underwear.
- Duster Coats cannot be worn to school.
- Body piercing, except for the ears, is not permitted.
- Clothing containing holes in inappropriate areas is strictly prohibited.
- No shoes with wheels will be worn to school.
- No flip-flops or shoes without a heel covering/heel strap.
- Leggings must have a shirt, sweater, shorts, skirt or other article of clothing worn over them. The outer clothing must come down to the student's mid-thigh or to end of fingertips.

- No pajamas.

RECESS

Since supervision cannot always be guaranteed, all students will participate in recess unless they have a note from a doctor specifically indicating recess is not allowed. The note must specifically indicate the child by name and the length of time for recess retention.

BREAKFAST/LUNCH PROGRAM

All Student Breakfast and Lunches are free for the 2023-2024 School Year

Student breakfasts and lunches are available in the cafeteria. The cost of breakfast is \$1.35 per meal. The cost of lunch for a primary student (PreK-3) is \$1.90 per meal, and the cost of lunch for an intermediate student (4-5) is \$1.95 per meal. Milk prices stay the same at 40 cents per carton. Preprinted envelopes will be provided for the parents' use for breakfast/lunch money collection. Baskets are in each classroom for students to deposit their envelopes. The envelopes will be collected in the classroom by cafeteria personnel. Extra envelopes are available in the classroom, elementary office, and cafeteria office. Money for extra milk available in the classroom should also be sent in these envelopes. Please make sure envelopes are filled out completely. If you have any questions, please contact cafeteria personnel at 247-2060.

Free and reduced-priced meals are also available to families who meet certain income guidelines for low-income families. The meals served for free or reduced-priced meals are exactly the same as the paid meals. Applications for free or reduced lunches are available in the Superintendent's Office in the Jr. High School.

Many students carry their lunches to school. These students will also eat in the cafeteria. Extra milk can be purchased for 40 cents per carton. Money for this extra milk for lunch must be paid in the cafeteria.

Students are not allowed to bring carbonated soft drinks for consumption into the cafeteria for breakfast or lunch. Students are not allowed to bring glass containers into the cafeteria for breakfast or lunch. The requirements within this paragraph are in regard to student health and safety.

BREAKFAST/LUNCH CHARGE POLICY

Students at the Shoals Elementary School will be allowed to charge their lunch/breakfast cost for up to 6 school days. On the 7th school day that a student charges their lunch/breakfast, the cafeteria office will notify the parent/guardian of the student's status.

CAFETERIA POLICIES

Shoals Community Schools participates in the National School Breakfast Program and National School lunch program. These Programs require the school corporation to establish written administrative guidelines and procedures for purchasing meals.

Student Accounts

Student accounts are prepaid debit accounts, not charge accounts. There are envelopes available in the Elementary, Middle, High School Offices, and the cafeteria

for breakfast and lunch money. Each office has a deposit money box available for students to turn in breakfast and lunch money. Funds will also be accepted at the serving lines in the cafeteria. Please write the students' full name and grade on the envelope.

Free and Reduced Meals

Free and reduced price meals are available to those families who meet the income guidelines. Applications are available at your school office. You may also contact the

cafeteria treasurer for questions concerning the lunch program application process at 812-247-2060 ext.#706.

Milk / A la Cart

Each breakfast/lunch tray contains all items that are required by state standards, including one milk. Extra milk is purchased separately as an a la carte item. Those students who bring a lunch supply their own drink, or purchase a milk. Free milk is only included with a reimbursable tray.

A la Carte items are available to students in grades 3-12. Each student must have funds in their account to purchase extra items.

Allergies

If your student has food allergies please contact the cafeteria manager at 812-247-2060 ext. 711.

Returned Check Policy

Any check that returns Non-Sufficient Funds, (NSF), to the cafeteria will be handled in the following manner.

1. A letter informing the issuer that they will have two weeks to return payment in the form of a cashier's check, money order or cash, designated to cover the returned check plus any fees.
2. If the money is not returned within the two week time period, the amount of the original deposit will be debited from the students lunch account.
3. If the money is returned in a two week period, the account remains credited.

Food Balances

All cafeteria purchases are to be prepaid. A student or staff member may charge up to \$12.00 as long as they establish and maintain a history of making payments on their food service account. Students with a negative balance may not charge a la carte items, including extra entrees. There is an automated email system that will notify parents/guardians for low or negative balances. Letters may also be sent to remind parents/guardians of negative balances. The parents/guardians need to make arrangements with the cafeteria treasurer to resolve unpaid meal charges.

Graduate or Withdrawal

Students who graduate or withdraw that have \$20.00 or more left in their meal food service account will be notified by food services and given the option to transfer the funds to another student or to receive a refund.

Please note: students who withdraw or graduate, and have less than \$20.00 will NOT be issued a refund. The household can contact food services to transfer the funds to another student. Students who withdraw will have 30 days to transfer the funds to another student. After 30 days the money will automatically go to the cafeteria donation account.

Students who graduate will have until June 1 of that current year to notify food service of a refund or transfer the funds to another student. Graduating students that notify food service will be refunded after all school fees are paid and the account has

\$20.00 or more. After June 1 money will automatically be transferred to the cafeteria donation fund account.

PRE-SCHOOL CHARGE POLICY

Students enrolled in the Shoals Elementary Pre-School will be charged full time or part time per day per week. Payment schedules will be distributed to parent/guardian. If the charges are not paid in full at the end of the

2-weeks, the parent/guardian will be notified, and the student will not be allowed to attend school until the charges are paid in full.

FIELD TRIPS

Student trips of significant educational value are encouraged and permitted under rules established by the Superintendent. Student safety, supervision, and proper operation of school vehicles shall be primary considerations. Approved field trips are recognized as a part of the elementary school curriculum and therefore an extension of the regular classroom instruction. All students will be expected to attend all approved field trips. A student's parent or guardian may request prior approval for their child not to attend an approved field trip. This request must be made in writing or in person to the elementary principal no less than 48 hours prior to the day of the trip. All students whose parent or guardian do not gain prior approval to be excused from an approved field trip will be expected to attend. Any student excused from a field trip will be given an alternative assignment by the teacher.

FIELD TRIP/SPECIAL ACTIVITY CHAPERONE, VOLUNTEER, OR GUEST

Any adult, volunteer, or guest wishing to accompany a student on or attend a Shoals Special Activity or field trip must have a completed and approved limited criminal history form on file with the Shoals Community School Central Office no less than 7 days before the activity or field trip. Limited criminal history forms must be completed each school year. Approved forms on file are valid for the current school year. Limited criminal history forms are available in the Elementary Office or the Central Office.

FIELD TRIP CHAPERONES

Each grade level may be accompanied on field trips by chaperones. Eligible riders on the bus include team members, coaches, and appointed chaperones. Adults, who are not employees of the school corporation or not included above, are not eligible to ride the bus transporting students on trips. The number of chaperones for an elementary trip should be at least one for every five students in K-2 and one for every ten students for grades 3-5. All chaperones must have a limited criminal history completed for the year. Any parent not approved to be a chaperone is discouraged from attending a field trip. Field trips are about student interaction and education outside the classroom in a unique learning environment. If a large amount of parents are present, that unique learning opportunity may get lost in the number of people distracting a student.

STUDENT BUS CHANGES

If a student needs to ride a bus other than his/her regularly assigned bus, the:

1. Parent must phone the bus driver to determine if room is available; and
2. The student must present the bus driver with a written note from the parent giving the student permission to ride that bus.

Parents who wish to have their children ride another bus during the course of the school day, should make every attempt to inform the child, and write a note to the bus driver prior to the student leaving for school. To avoid any possible confusion to your child, school personnel, or the bus driver, bus changes for students during the

school

day should be limited as much as possible.

If an emergency occurs, and a bus change must be made after the student has arrived at school, parents must request the change by calling to notify the Elementary Office no later than 2:00pm.

School Bus Conduct and Safety

Rules

Shoals Community School Corporation

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

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

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

TO PROMOTE A SAFE, ORDERLY, EFFICIENT AND ENJOYABLE BUS RIDE TO AND FROM SCHOOL, THESE RULES MUST BE FOLLOWED.

At the Bus Stop

1. **Be on time.** Board and leave the bus only at your regularly assigned stop, unless you have received special permission in advance.
2. **Stay out of the street and away from the road.**
3. **Help protect surrounding property while waiting for the bus.**
4. **Wait to enter until the bus comes to a full stop** and the door has been opened by the driver. Take your turn and do not push when entering or leaving the bus.

On the Bus

1. **Always obey the driver promptly and respectfully.**
2. **Be seated promptly and stay in assigned seat.**
3. **Keep all books and materials on your lap** or contained in a back pack or sack.
4. **Be courteous and use no profane language.**
5. **Speak in low tones.**
6. **Never push, shove, scuffle or horseplay;** that is always unacceptable and a serious safety hazard.
7. **Keep your head, hair, hands, feet and all belongings inside the bus and to yourself.**
8. **Never possess or use tobacco products or possess anything used for the consumption of a tobacco product such as a lighter, matches or rolling papers.**
9. **Never fight,** it is unacceptable and a serious safety hazard.
10. **Never throw objects** inside or outside the bus.
11. **Do not eat or drink** on the bus.

12. **Treat bus seats and equipment with care and respect.**
13. **Keep the bus clean and orderly.** Deposit trash in the containers at the front of the bus upon leaving.

Leaving the Bus

- 1. Students are to stay on the bus until the 8:00 AM bell rings.** Only students with medical exceptions are exempt from this rule. If there is an early morning school activity that requires a student to get off the bus early, the drivers will be notified by a school official through the radio.
- 2. Take your turn and do not push** when leaving the bus.
- 3. Once off, clear the area immediately.** If crossing the street, wait for a signal from the bus driver before crossing in front of the bus. Walk quickly across.

THANK YOU FOR DOING YOUR PART FOR SAFETY'S SAKE

When you obey the rules:

- you keep the privilege of riding the bus and
- it is a safer ride for everyone

When you disobey the rules:

- you could cause an accident
- you could be denied the privilege of riding the school bus

HAVE A SAFE TRIP

Shoals Community School Corporation

Elementary Office
Audrey Gibson
247-2085

High School Office
Josh Mullis
247-2090

BUS DRIVER

School Bus Behavior Policies and Procedures

Clearly explain the Rules and Consequences

- Stress "Safety Is the Issue"
- Explain the Consequences for choosing to misbehave

4 STEP PLAN

For Minor Safety Violations

Step One

The students will be given a verbal warning. If the student continues to choose to misbehave...

Step Two

The driver will take one of the following actions: change the student's seat, conference with the student, have the student do a written acknowledgment and apology, have the student clean up the mess or take other appropriate action. If the student still does not stop the inappropriate behavior...

Step Three

Two actions will be taken: 1) the driver will have his/her log verified by the Principal's Office, and 2) a letter will be mailed to the student's home; the Principal and driver will contact the parents. If the student still chooses to misbehave...

Step Four

The driver will submit an Incident Report to the Building Level Administrative Office.

For Major Safety Violations

Step Four

The driver will submit an Incident Report to the school office. STEPS ONE

THROUGH THREE will be by-passed. Incident Reports for major safety violations will be kept on file.

General Procedures

Three copies of the Incident Report will be distributed by the bus driver in the following manner: 1) Keep one for driver's records; 2) submit one to the parents; and 3) submit one to the Principal.

BUS DRIVER ROUTE AND CONTACT INFORMATION

The Shoals Community School Corporation will be operating 13 school bus routes for the 2018-19 school year. Listed below is an abbreviated description of the areas each bus route will cover as well as the name of the contracted bus driver and a contact telephone number for each driver. For a complete description of any school bus route, please contact Amanda Heckard, Corporation Secretary by phone at 812-247-2060 ext. 700 or by email at amanda.heckard@shoals.k12.in.us.

Route # 1	Kimberly Albright	(812-709-9233)	Huron, West Shoals, Circle Drive, State Forest, Red School Rd.
Route # 2	Earl Tedrow	(812-247-3288)	Weisbach, Willow Valley, Deep Cut Lake Rd, Ironton Rd.
Route # 3	Paul George	(812-653-2771)	Trinity Springs, Mt. Olive, County Farm Rd, Hickory Ridge Rd.
Route # 4	John Gore	(812-388-5612)	Indian Springs, Cale, Hwy 450, Dover Hill, DH Gate Rd.
Route # 5	Keith Emmons	(812-936-2393)	Emmons Ridge, Rusk, Windom, Ridge Rd, Spencer Hollow
Route # 6	Ted Emmons	(812-936-7558)	Hwy 150, Rusk, Powell Valley, Coal Hollow, Butler Bridge, Peggy Hollow, Anderson Rd.
Route # 7	Miranda Albright	(812-276-6106)	Frogeye, Boyd Hollow, Progress School, Simmons Creek
Route # 8	Todd Wininger	(812-296-0431)	Waggoner Chapel, Pleasant Valley, Abel Hill, Jackman Hill, West Shoals East of Hwy. 50
Route # 9	Bethann Hembree	(812-296-7212)	Rama Dye Rd, Hwy 50 West, McCormick Hill, Capitol Ave, Mobly Rd, Killion Mill Rd. Gun Shop Rd, Poplar Grove Rd, Tedrow Ln, Hwy 550, Wininger Rd, Gibson Rd, Hindostan, Water St. in Shoals
Route # 11	Gerald Montgomery	(812-247-2810)	Fairview Church, Doe Run, Nachez, Roland
Route # 12	Cecil Ragsdale	(812-709-0182)	East River Rd, Chicken Farm Rd, Hwy 50 East, Lil-Critters Daycare

Route # 13 Eva George

(812-388-5698) Pandanaram Village, Graded Rd, Kent Farm Rd,
Low Gap Rd, West River Rd.,
A&J Kiddie Barn Daycare

Repeater Control

Melvin Albright

709-0332/247-2560 – 11244 Old Paths Lane, Shoals, IN 47581

SCHOOL BUS EVACUATION PROGRAM

Sudden, unanticipated emergencies may occur at any time while children are being transported in school buses thereby necessitating calm, quick, and orderly student evacuation of the vehicle. In order to prepare for those situations, a well-planned and practical school bus evacuation program should be initiated by each school system in the State of Indiana.

The military agencies have determined that there is no substitute for drills if people are to act instinctively and quickly in emergency situations. Periodic school bus evacuation drills would develop student behavior patterns and thereby contribute to automatic response and intelligent reaction in emergencies. Panic can be avoided and injuries reduced if students are informed and well-trained in all aspects of school bus evacuation procedures.

The Evacuation Plan has been divided into the following categories:

1. Student Helper Selection
2. Student Helper Training
3. School Bus
4. Evacuation Procedure With Driver and Without Driver
5. Evacuation Drills

TELEPHONE POLICY

The school telephone is intended for business use. Students are allowed to ask permission to use it for emergency situations; however, they are encouraged to keep the use of the school phone to a minimum. The same is true for parents. Arrangements for bus changes, for example, can easily be done before a child leaves for school in the morning. Otherwise the parent should plan to be home when the child arrives. Again, the parents and students are encouraged to keep the use of the school phone to a minimum by limiting its use to emergency situations.

STUDENT BOOK ORDER PROCEDURE

Students ordering books for personal use through companies such as Troll, Carnival, Scholastic and Weekly Reader, must be paid for in the following manner:

1. Personal check written for the exact amount of the purchase and made payable to the book club or company involved; or
2. A money order for the exact amount of the purchase made payable to the book club or company involved.

No cash or personal checks payable to the school may be accepted.

Students should turn their money order or personal check payable to the company in to their teacher upon arrival at the beginning of the school day.

STUDENT DEVICE EXPECTATIONS AND ELECTRONIC RESOURCES/COMPUTER SYSTEM USAGE POLICY

Are students and families responsible for the device?

Our students are competent and worthy of our trust; we trust that they will act responsibly and maturely with such important personal learning devices. Students will be responsible for the care, security, and safety of the devices. When being trans-

ported, devices are required to be carried in a student's school-provided bag or other administrator approved bag to and from all classes and secured in lockers when not in use.

As with any other instructional material, the student is responsible for his or her device. Teachers will work with students on responsible use and safekeeping of their device. Each device comes with a protective bag for safekeeping. Students are required to report a lost or stolen device immediately to the office.

Can I remove the provided hard shell or remove the device from the bag?

No, doing so will void the accidental insurance. For the safety and protection of the device, only the technology director may remove the device from the bag and remove the shell from the device.

While the device is at home, may the parent or other family members also use it?

It is our intention the device is to be used solely by the assigned student, however, parents/guardians are free to monitor the device and assist when needed.

May students install software or apps on the device?

Students must request and receive permission for the software application they wish to install on their device. The district is not responsible for programs purchased by students or parents/guardians. Should the device malfunction or become infected with a virus, all existing programs and files will be wiped completely off the device, and original settings will be installed.

If students lose their device due to disciplinary actions, where will they be kept?

Those devices are kept in the office and the students pick them up in the morning before school begins and return their device before leaving.

Who is responsible for loss, theft, or damage?

We ask our students to treat the device with care and respect. Parents/guardians and students will be held fiscally responsible for damage or loss of the device both on and off school grounds.

All physical damage to the device must be reported as soon as possible, but no later than the next school day. Damages will be evaluated by the technology department to determine whether or not they can be repaired. A Loaner or new device will be issued as needed. The parent/guardian/student is responsible for all accidental damages to the district issued device and subject to the cost of the repair or replacement. If parents/guardians pay the insurance fee, damage to their device will be covered. If parents/guardians choose not to pay the school provided insurance fee, the parent/guardian will take sole responsibility of the device repair/replacement cost.

Loss and theft that occurs will be the responsibility of the student and parent/guardian. In cases of legitimate theft, students and parents/guardians must report the theft to the police and provide a police report of the incident.

Will the district provide support and maintenance for the devices?

The Corporation provides technology support and maintenance on all school issued student devices. If a device needs to be repaired, the corporation may loan students a device to use until it's returned. Under no circumstances should anyone take the device to a third party for repair or assistance. Corporation personnel are the only individuals who should attempt repair on the devices.

What if a student moves or transfers during the school year?

Each device is the property of the Corporation.

If a student changes schools, withdraws from school officially, or is absent (unexcused) for 10 days in a row, they must return the device, charger, and bag to the Corporation. If the device and accessories are not returned, the Corporation will contact appropriate law enforcement authorities to recover the district device.

All devices are returned to the school at the end of each school year.

VISITATION

Parents/Guardians are encouraged to visit our school; however, identification may be required. Parents/Guardians should contact the school office or the teacher of the class to make certain that a visit would not disturb a classroom activity. Though parents are always welcome in our school, actual classroom and hallway occupation is subject to the approval and authorization of the principal. Parents/Guardians are not allowed to accompany their children to recess. If any parent or guardian wishes to enter a classroom, a Limited Criminal History Check **MUST** be completed and verified 48 hours before the event. If the Limited Criminal History Check is NOT completed and verified, admittance and participation in a classroom will not be allowed under any circumstances. When entering the building between the hours of 7:45 a.m. - 3:30 p.m., all visitors are required to report to the Elementary Office and obtain a visitor's pass that must be worn and visible at all times. The pass should be returned to the elementary office before leaving the building.

Parents/Guardians wishing to eat with their children need to make arrangements no later than two (2) school days prior to the visit to ensure adequate seating in the cafeteria for visitors. During a lunch visit, a student may select one (1) friend to sit with them and their parent/guardian.

STUDENTS ARE NOT TO INVITE OR BRING GUESTS TO SCHOOL

PARTICIPATING IN A CLASSROOM

We welcome all parents/guardians of our kids to be involved in classrooms. Though participation is limited, there are many opportunities to visit. If any parent or guardian wishes to enter a classroom, a Limited Criminal History Check **MUST** be completed and verified. If the Limited Criminal History Check is NOT completed and verified, admittance and participation in a classroom will not be allowed under any circumstances.

ANIMALS BROUGHT TO SCHOOL

Animals may be brought into the school for educational purposes after receiving prior permission from the teacher and/or Principal. However, they must be appropriately housed, humanely cared for, and properly handled. Persons bringing animals into the school should be certain the animals are not contaminated or dangerous, and also be considerate of the feelings of those who have an allergy to, aversion to, or fear of animals.

LOST AND FOUND

Lost and found articles are to be turned in to the Elementary Office. It will be beneficial to each student if a few basic rules are followed to avoid the loss of an article:

1. Have apparel marked with the name of the student.
2. Students should put their names in their textbooks.
3. Students should leave money or articles of extreme value at home.

4. If a student must bring an article of value or large sums of money to school and it should become lost, he/she should check in the office to see if it has been turned in.

TOYS AND OTHER PERSONAL ITEMS brought by students

Any toy, or toy-like item must adhere to these rules:

1. They are brought at your own risk (which means that they could be broken, stolen, or lost).
2. They must be able to fit in a backpack along with normal school supplies.
3. Administration and Teachers reserve the right to dictate when and where and if they are allowed to be used.
 - Each item should have the child's name written on it somewhere.
 - Advise your child not to trade or sell their item.
 - *Carefully consider whether or not to allow your child to bring any kind of electronic device/toy. iPads, iPods, GameBoys, remote control cars, and other forms of handheld electronics are expensive and easily broken and/or stolen.*

MISSING ASSIGNMENTS POLICY

Missing or late work can seriously impact the education of our students. If a child is even one assignment behind, it could hinder the progressive process of learning. Therefore, our school will be strict on completion of any assignment a teacher deems late or missing.

All assignment due dates are set by classroom teachers.

- If a student misses the deadline because of negligence or refusal, the assignment is due the following day with a 25% point reduction penalty. If the deadline passes again without submission, the student receives a zero (0) on the assignment. The classroom teacher may decide that the assignment should be completed by the student regardless of points.
- If a student is absent on the day the assignment is assigned or due, the student will receive an additional 24 hours for each missed day to complete the assignment. If the assignment is not complete upon absence deadline the previous rules will apply.

Shoals Elementary General Education Preschool and Daycare Discipline Policy

At Shoals Elementary General Education Preschool and Daycare one of our primary goals is to provide a safe, nurturing, and pleasant environment for all the children we serve. We understand that preschoolers may use misguided behavior because they have not yet learned what is acceptable behavior. However, at times a child's behavior may endanger themselves or others. We want to ensure parents that we will address such behavior immediately following these guidelines:

When redirection and positive reinforcement are not effective, the child's behavior presents a continued risk to self/others and repeatedly interfere with other students learning environment the plan of action is as follows:

Step 1: The first incident will be communicated through a communication binder/note home. The child will be temporarily removed from the situation. Should injuries occur the child will be evaluated by the nurse, treated, and the incident reported to the parent/guardian and elementary principal.

Step 2: A second incident will result in a parent-teacher Behavior Plan Conference to develop an action plan/strategy for prevention of behavior.

Step 3: A third incident will result in parents being called and the child removed from the classroom for the day.

Step 4: Referral for evaluation will be suggested by our school psychologist.

Step 5: Based on that evaluation, a behavior plan will be established

Step 6: Meeting with parent/guardian, teacher(s), psychologist, and principal to re- view and agree on the behavior plan.

Step 7: If the plan is not followed by the child and/or parent (s)/guardian and/or there is no measurable improvement in child's behavior. Shoals Elementary School will dismiss the student from the general education preschool and/or daycare programs.

Shoals Elementary Preschool and Daycare reserves the right to terminate any child's enrollment if any further incident occurs, or we feel that any of the following conditions exists:

1. The school cannot meet the child's needs in general education preschool and/or daycare.
2. The parent(s)/guardian are not able to work with the school to find an accept- able solution
3. The behavior endangers the well-being of other children and/or the child engaging in the behavior or harms a teacher(s).
4. An excessive amount of the teacher's time is needed to attend to a particular child's special situation, to the extent that it is depriving the other children in the classroom the level of care and concern which they are entitled to receive.
5. In such a situation, the child may have to leave the school temporarily for safety's sake. Repeated uncontrollable behavior can lead to a discontinuation of preschool and/or daycare services. In that case, a two-week notice may be given before termination of services. In order to allow parent(s)/guardians to find alternate childcare. It should be noted: however, that in extreme cases where a child must be removed from our school, the two-week notice will be waived.
6. The child's special needs are beyond the scope of the general education pre- school and/or daycare.

Cell Phone Policy

Students in grades Preschool -5th grade **may not** bring a cell phone to school. If a student phone or any other personal electronic device is discovered turned "on," it will be confiscated by the staff member and sent to the office. The following disciplinary actions will be implemented:

First Offense: A parent/guardian will be contacted and be required to come pick up the cell phone/personal device. The student will receive a warning.

Second Offense: A parent/guardian will be contacted and be required to come pick up the cell phone/personal device. The student will serve a Thursday School for violating cell phone policy.

Third Offense: A parent/guardian will be contacted and be required to come pick up the cell phone/personal device. This offense constitutes grounds for suspension and loss of cell phone privileges for the remainder of the school year.

Shoals Elementary School is not responsible for lost, stolen, or damaged cell phones/personal devices.

BEHAVIOR PLAN

Shoals Elementary School has adopted the following consequence chain for unde-

sirable and impermissible action.

Actions of Aggression

Push or similar action

- 1) Warning
- 2) Quiet Room for one day
- 3) Thursday School for one day
- 4) Suspension

Punch or similar action

- 1) Thursday School for one day
- 2) Suspension

Kick or similar action

- 1) Thursday School for one day
- 2) Suspension

Bite

- 1) Thursday School for one day
- 2) Suspension

Threat

- 1) Office Referral and Parent Contact/Conference
1-5 days ISS/OSS
- 2) Office Referral and Parent Conference/ Counselors/Administration
5-10 days ISS/OSS Student Behavior Plan Implemented
- 3) Office Referral and Parent Conference/ Counselors/Administration
10 days OSS Possible Recommendation for Expulsion

Attendance-Related

Tardy

- 3=Quiet Room
- 5=Thursday School
- 6=Child Protective Services (CPS) Referral
- 7=In-School Suspension for each day thereafter

Absences

- 3=Quiet Room (one Quiet Room attendance for every three absences)
- 5=Thursday School and Notification Letter to Parents
- 8=Thursday School and Letter to Parents requesting conference
- 9=Thursday School and Child Protective Services (CPS) Referral

Absences (Excused/Certified)

*Every three absences mandate one Quiet Room visit. This is not a punishment, but is simply a time set aside to make up valuable missed assignments. If the student has already submitted the missed work, a teacher may excuse the student from Quiet Room attendance.

Cheating

On Assignment:

- 1) Quiet Room to make up assignment
- 2) Thursday School
- 3) Suspension

On Test (or other high-stakes assessment):

- 1) Thursday School
- 2) Suspension

Class Time

Disruption During:

- 1) Warning
- 2) Quiet Room the Following Day
- 3) Thursday School

Disrespectful Speech or Action to Faculty/Staff

- 1) Warning and Constructive Conversation with Teacher/Principal
- 2) Quiet Room
- 3) Thursday School
- 4) Suspension

Destruction of School Property

*Letter from principal and head of maintenance with cost of replacement. Every \$25.00 equals an additional Thursday School.

- 1) Immediate Principal Meeting to determine severity and whether or not a move to step 2 is necessary.
- 2) Thursday School
- 3) Suspension

Dress Code

**Depending on severity, student may be forced to change or modify existing clothing.*

- 1) Warning with phone call to parents/guardians.
- 2) Quiet Room
- 3) Thursday School
- 4) Suspension

Insubordination

- 1) Quiet Room
- 2) Thursday School
- 3) Suspension

Missing Assignments

- 1) Warning/Reminder to submit missed work with stated deadline
- 2) (Second offense or missed deadline) Quiet Room until work is submitted to teacher's satisfaction
- 3) Refusal results in Thursday School
- 4) Further refusal after Thursday School results in Suspension

Obscenities (Inappropriate Speech or Action)

- 1) Warning and Constructive Conversation with Teacher/Principal
- 2) Quiet Room
- 3) Thursday School
- 4) Suspension

Quiet Room

Disruption During:

- 1) Warning
- 2) Quiet Room the Following Day
- 3) Thursday School

Late To:

- 1) Quiet Room the Following Day
- 2) Thursday School

Absent From (Knowingly or Accidental)

- 1) Quiet Room the Following Day AND Thursday School

Thursday School

Disruption During:

- 1) Warning

- 2) Thursday School the Following Week or Designated Time
- 3) Thursday School the Following Week or Designated Time AND Suspension

Late To:

- 1) Quiet Thursday School the Following Week or Designated Time
- 2) Thursday School the Following Week or Designated Time AND Suspension Absent From (Knowingly or Accidental) Thursday School the Following Week or Designated Time AND Suspension

** If a parent calls by 12:00 pm on the day the student has been assigned Thursday School, attendance may be moved to the following week. Exceptions can be made by the principal as needed.*

STUDENT BEHAVIOR:

The Shoals Community School Corp. Board of School Trustees recognizes that certain standards of behavior are necessary to insure that an environment conducive to learning can be maintained. This environment should first come from self-discipline and consideration of the rights of others. If self-discipline fails, regulations for school behavior must be outlined by those responsible for the operation of the school.

The Indiana Legislature has established rules which regulate the school's rights and responsibilities in dealing with student behavior in school, at school activities, and the school's rights and responsibilities in dealing with out-of-school activities which affect a student's right to participate in school and school related activities.

I.C. 20-33-8-8

- a) Student supervision and the desirable behavior of the students in carrying out school purposes are the responsibility of a school corporation and the students of a school corporation.
- b) In all matters relating to the discipline and conduct of students, school corporation personnel stand in the relation of parents and guardians to the students of the school corporation. Therefore, school corporation personnel have the right, subject to this chapter, to take any disciplinary action necessary to promote student conduct that conforms with an orderly and effective educational system.
- c) Students must follow responsible directions of school personnel in all educational settings and refrain from disruptive behavior that interferes with the educational environment.

The Board of School Trustees of the Shoals Community School Corporation has this legal responsibility. The Board, in turn, has set policies and authorizes administrators and staff members to take the following actions:

1. **REMOVAL FROM CLASS OR ACTIVITY-TEACHER:** An elementary school teacher will have the right to remove a student from his/her class or activity for a period of up to one school day if the student is assigned regular or additional work to be completed in another school setting.
2. **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 10 school days.
3. **EXPULSION:** In accordance with the due process procedures defined in this policy, a student may be expelled from school for a period no longer than the remainder of the current semester plus the following semester, with the exception of a violation of rule 13 under the grounds for Suspension and Expulsion in this policy.

GROUNDS FOR SUSPENSION OR EXPULSION (I.C.

20–33–8–14):

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 comparable 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, of 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, or attempting to set fire or cause damage. This includes the use or attempted use of pipe bombs, “Molotov cocktails,” or other explosive or incendiary devices.
 - d. Prevention of or attempting to prevent by physical act the convening or continued functioning of any school or educational function, or of any meeting or assembly on school property or at a school-related activity, including the making of a false report of a bomb, fire, or uncommon disease-producing organism, as well as triggering a false fire alarm and delivering or sending an actual or look-alike uncommon disease-producing substance to any school property, vehicle, or activity.
 - e. Continuously and intentionally making noise or acting in any manner so as to interfere seriously with the ability of any teacher or any of the other school personnel to conduct the educational function under their supervision.
 - f. Through any means of communication including gestures, symbols, or signals, placing any student, teacher, employee, or other person in fear of harm to one’s self, a family member, or personal property. This includes by way of example such conduct as threatening “to get” the person, creating a “hit list” of persons who are to be put in fear of harm, and warning the person that a family member could get hurt or one’s car could be damaged.
2. Causing or attempting to cause damage to school property, stealing or attempting to steal school property
3. Causing or attempting to cause damage to private property, stealing or attempting to steal private property.
4. Intentionally causing or attempting to cause physical injury or intentionally behaving in such a way as could reasonably cause physical injury to any person. Self defense or reasonable action undertaken on the reasonable belief that it was necessary to protect some other person does not, however, constitute a violation of this provision.
5. Threatening or intimidating any student for the purpose of, or with the intent of, obtaining money or anything of value from the student.
6. Possessing, handling, or transmitting a knife or any other object that can reasonably be considered a weapon. “Any object” includes any item that is

con- sidered a weapon but is not a firearm.

7. Possessing, using, transmitting, or being under the influence of any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage, caffeine based pill, methcathinone, tobacco product or nicotine de-

livening product such as electronic cigarettes, intoxicant or stimulant of any kind. Use of a drug authorized by a medical prescription from a physician is not a violation of this subdivision.

8. Engaging in the unlawful selling of a controlled substance in a criminal law violation that constitutes a danger to other students or constitutes an interference with school purposes or an educational function.
9. Failing in a substantial number of instances to comply with 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.
10. Engaging in any activity forbidden by the laws of Indiana that constitutes an interference with school purposes or an educational function.
11. Violating or repeatedly violating any rules that are reasonably necessary in carrying out school purposes or an educational function and are established under Indiana law, including but not limited to:
 - a. engaging in sexual behavior on school property;
 - b. disobedience of administrative authority;
 - c. willful absence or tardiness of students;
 - d. 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, including synthetic drugs or bath salts. I.C. 35-48-4-10;
 - e. possessing, using, transmitting, selling or being under the influence of caffeine-based substances, substances containing phenylpropanolamine (PPA), or stimulants of any kind, be they available with or without a prescription.
 - f. engaging in speech or conduct, including clothing, jewelry or hair style, which is profane, indecent, lewd, vulgar or offensive to school purposes.
 - g. 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 laws.
 - h. what is not protected freedom of speech under the first amendment is threats of harm to persons, their relatives, or their property, as well as deliberately or recklessly false statements that damage reputation – IC 20-33-8-15. A student may be suspended or expelled for engaging in unlawful activity on or off school grounds if:
 1. The unlawful activity may reasonably be considered to be an interference with school purposes or an educational function; or
 2. The student's removal is necessary to restore order or protect persons on school property; including an unlawful activity during weekends, holidays, other school breaks, and the summer period when a student may or may not be attending classes or other school functions.
12. **POSSESSING A FIREARM**
 - a. No student shall possess, handle or transmit any firearm on school property.
 - b. The following devices are considered to be a firearm as defined in Section 921 of Title 18 of the United States Code:
 - any weapon which will or is designed to or may readily be converted to expel a projectile by the action of an explosive
 - the frame or receiver of any weapon described above

- any firearm muffler or firearm silencer
- 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

- 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 of more than one-half inch in diameter
 - 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
 - an antique firearm
 - a rifle or a shotgun which the owner intends to use solely for sporting, recreational or cultural purposes
- c. The penalty for possession of a firearm: 10 days suspension and expulsion from school for one calendar year with the return of the student to be at the beginning of the first semester after the one year period. The length of the expulsion may be reduced by the superintendent if the circumstances warrant such reduction.
- d. The superintendent shall notify the county prosecuting attorney's office when a student is expelled under this rule.

Grounds for expulsion. (I.C. 20–33–8–15) Any student may be expelled from school in the following circumstances, subject to the procedural provisions of this chapter:

1. If the student's immediate removal is necessary to restore order or to protect persons on school corporation property. This includes conduct off school property if the student's presence in school would constitute an interference with an educational function or school purposes.
2. If the student's legal settlement is not in the attendance area of the excluding school corporation, if no transfer has been granted by the school corporation or has been ordered by the state board of education, if no agreement has been made to pay cash tuition or no tuition has been paid under an agreement, and if no other governmental entity is obligated to pay transfer tuition to the excluding school corporation.

In addition to the grounds listed above, 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 which takes place during weekends, holidays, other school breaks, and the summer period when a student may not be attending classes or other school functions. (I.C. 20–33–8–15)

The grounds for suspension or expulsion apply when a student is:

- a. On school grounds immediately before, during, and immediately after school hours, and at any other time when a school group is using the school;
- b. Off school grounds at a school activity, function, or event or,
- c. Traveling to or from school or a school activity, function or event.

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 will be pre-

- sented; 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.

Regarding credit for suspended students, I.C. 20-33-8-18 was amended and is reflected in the bolded language below. Effective July 1, 2020, all school principals or the principal's designee shall ensure that while a student is suspended from school the student will receive:

- 1) notice of any assignments or school work due; 2) teacher contact information in the event the student has questions regarding the assignments or school work; and 3) credit, in the same manner that a student who is not suspended would receive, for any assignments or school work assigned during the period of the student's suspension that the student completes.

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 during the current school year 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 or guardian 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 or guardian to request and 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 notice of the right to an expulsion meeting will be in writing, delivered by certified mail or personal delivery, and contain the reasons for the expulsion and the procedure for requesting the meeting.
4. At the expulsion meeting, the principal (or designee) will present evidence to support the charges against the student. The student or parent will have the opportunity to answer the charges against the student, and to present evidence to support the student's position.
5. If an expulsion meeting is held, the person conducting the expulsion meeting will make a written summary of the evidence heard at the meeting, take any action found to be appropriate, and give notice of the action taken to the student and the student's parent.

The student or parent has the right to appeal the decision of the person conducting the expulsion meeting to the school board within 10 days of the receipt of the 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 must consider the appeal unless the board votes not to hear the appeal. If the board hears the appeal, it will consider the written summary of the expulsion meeting and the arguments of both the school administration and the student and/or the student's parent. The

board will then take any action deemed appropriate.

Legal reference: 20 U.S.C. 8001 20 U.S.C. 8002 I.C. 20-8.1-5.1-1 et seq.

STUDENT DUE PROCESS CODE

In order to clarify the State Code and School Board Policy it is a violation of this student handbook if any conduct interferes with school purposes. This conduct includes but is not limited to the following: I.C. 20-33-8-1

1. insubordination-(failure to follow teacher request, defiant attitude, being disruptive, failure to come to class prepared by not bringing books, paper, pencil, and other necessary items, not doing class work)
2. hallway disruptions
3. possession or use of any tobacco, alcohol product, or drug-this includes glue sniffing and anything used for the consumption of a tobacco product such as a lighter, matches, or rolling papers
4. leaving school or class without permission
5. threats to or intimidation of another student or staff member
6. fighting
7. cafeteria disruptions
8. throwing snowballs or other objects while in class or on school grounds
9. improper attire
10. reckless driving
11. cheating
12. water pistols-having possession or use
13. vandalism-negligence
14. vandalism-intentional
 - including staff members' property during or after school hours
 - defacing or damaging school property
15. threat, use, or possession of a weapon-including but not limited to any type of knife, gun, or any object represented to be a knife or gun; or any other object that could be used to injure another person
16. physical or verbal attack of a staff member
17. theft
18. public displays of affection
19. possession or use of fireworks
20. setting off a false alarm
21. false reporting
22. forgery
23. inciting others to violence or disobedience
24. tardiness to class or school
25. possession or use of a remote control device or laser pointer to disrupt class
26. engaging in speech or conduct, including clothing, jewelry, or hair style, which is profane, indecent, lewd, obscene, vulgar, or offensive to school purposes
27. engaging in voluntary or consensual sexually related contact with another person
28. harassment-including verbal, physical, or sexual to any student or staff member
29. any unlawful conduct off of school grounds that interferes with school purposes including but not limited to: telephone harassment, damage to staff member's property or harassment of any kind

30. gambling—possession of dice or other gambling materials
31. leaving school or skipping school
32. any gang related activity

33. racial slurs
34. knowingly possessing or using on school grounds during school hours and electronic paging device
35. selling or trading of personal items at school
36. entering or being in the building at any time school is not in session without the presence of a faculty member who is responsible for that student
37. bringing or possessing any item contributing to horseplay
38. bringing or possessing radios, or tape or CD players, video games, cards, re- mote controlled vehicles
39. entering the teacher's work rooms
40. leaving the building at an extracurricular event without the permission of the teacher in charge (once a student leaves a game, he/she may not return)
41. selling or sharing over the counter medication
42. bullying
43. using during school hours a cell phone or having a cell phone turned on during school hours (while in a student's locker or in possession of a student) in a sit- uation not related to a school purpose or an educational function without the permission of a teacher or school official.
Consequences of violating the cell phone policy:
 1. First Offense – parent must come to school and pick up the phone.
 2. Second Offense – parent notified, student suspended in-school one day.
 3. Third Offense – parent called to school for conference and student sus- pended in-school two days.
44. If within the first ten (10) minutes of the school day, a student realizes he/she has a prohibited article on their possession, they may ask their teacher to be excused to come to the office to self-report the situation to an administrator. Self-reporting can greatly reduce the punishment for possession of prohibited articles.

CONSEQUENCES FOR VIOLATION OF THE SHOALS ELEMENTARY STUDENT BEHAVIOR POLICY

If students choose to violate the Shoals Elementary School Student Behavior Pol- icy, one or all of the following actions could be used to reinforce the reasonable be- havioral expectations of all students.

1. Student conference
2. Loss of recess
3. Student–parent conference
4. Detention – during lunch, during recess, after school, or Thursday School
5. Removal from class
6. In-school detention
7. Out of school suspension
8. Expelled from school for remainder of semester
9. Expelled from school for the remainder of year

The administration reserves the right to handle each discipline problem indi- vidualy and make punishment more or less severe as deemed to be in the best interest of the student and the educational purpose.

Regarding discipline records, each public school, charter school, and nonpublic school with at least one employee shall provide, upon request of another school, a copy of a particular student's disciplinary records that are relevant to the safety of stu- dents, if the particular student currently attends the requesting school and is currently enrolled in the requesting school. Schools should consult with local

counsel to deter-

mine how to best satisfy this statutory requirement, while maintaining compliance with any applicable state and federal privacy laws.

IMPORTANT NOTICE TO STUDENTS AND PARENTS REGARDING CELL PHONE CONTENT AND DISPLAY

- The Child Abuse/Neglect Law requires school personnel to report to law enforcement or child protective services whenever there is reason to believe that any person/student is involved with “child exploitation” or “child pornography” as defined by Indiana Criminal Statutes.
- It is “child exploitation,” a Class C felony under I.C. 35-42-4-4(b), for any person/student (1) to exhibit, photograph or create a digitized image of any incident that includes “sexual conduct” by a child under the age of 18; or (2) to disseminate, exhibit to another person, or offer to so disseminate or exhibit, matter that depicts or describes “sexual conduct” by a child under the age of 18.
- It is “child pornography,” a Class D felony under I.C. 35-42-4-4(c), for any person/student to possess a photograph, motion picture, digitalized image, or any pictorial representation that depicts or describes “sexual conduct” by a child who the person knows is less than 16 years of age or who appears less than age 16.
- “Sexual conduct” is defined by I.C. 35-42-4-4(a) to include sexual intercourse, exhibition of the uncovered genitals intended to satisfy or arouse the sexual desires of any person, or any fondling or touching of a child by another person or of another person by a child intended to arouse or satisfy the sexual desires of the child or other person.
- The Indiana Sex Offender Registration Statute at I.C. 11-8-8-7 and the Sex Offender Registry Offense Statute at I.C. 35-42-4-11, as of May 2009, require persons convicted of or adjudicated as a juvenile delinquent for violating the Child Exploitation Statute at I.C. 35-42-4-4(b) to register as a sex offender.
- Because student cell phones have been found in a number of Indiana school districts to have contained evidence of “sexual conduct” as defined above, it is important for parents and students to be aware of the legal consequences should this occur in our school system.
- “Sexting” is defined as the taking, disseminating, transferring or sharing of obscene, pornographic, lewd, or illegal images or photographs, whether by electronic data transfer or otherwise (commonly called texting, emailing or sexting). Such conduct may constitute a crime under federal and/or state law. Any student taking, disseminating or sharing obscene, pornographic, lewd or illegal images or photographs will be disciplined under the student discipline code of conduct and will be reported to law enforcement and/or other appropriate state or federal agencies if required by law. Such conduct engaged in by a student may result in arrest, criminal prosecution and inclusion on sex offender registries.

SEARCH AND SEIZURE – PROCEDURE – USE OF EVIDENCE

- A. As used in this section, “reasonable grounds” means circumstances which would cause a reasonable person to believe that a search of a particular person, place, or thing will lead to the discovery of:
1. Evidence of a violation of the student conduct standards contained in the student handbook.

2. Anything which, because of its presence, presents an immediate danger of physical harm or illness to any person.

3. Evidence of violation of Indiana Statute.
- B. All lockers and other storage areas provided for student use on school premises remain the property of the school corporation and are provided for use of the students subject to inspection, access for maintenance and search. (I.C. 20-33-8-32) Lockers shall not be used for the storage of the following items:
1. Any controlled substance, including any narcotic or hallucinogenic drug, amphetamine, barbiturate, or marijuana; the possession, use or sale of which is prohibited by the laws of the State of Indiana or of the United States.
 2. Tobacco or tobacco related products.
 3. Firearms or other weapons or ammunition.
 4. Firecrackers or other explosives.
 5. Stolen property.
 6. Any other materials which may constitute a health or safety hazard or which in any way disrupts the orderly conduct of school business.
 7. Pin-up posters that could be considered lewd, obscene or offensive in nature.
- C. No student shall lock or otherwise impede access to any locker or storage area except with a lock provided by, or approved by, the principal of the school in which the locker or storage area is located. Unapproved locks will be removed and destroyed.
1. The principal, or his designee, may search a locker and its contents when they have reasonable grounds of the locker of the locker and its contents. When the locker is being searched, the student who is assigned to that locker shall be notified, if possible, and given the option to be present at the search.
 2. The principal, a member of the administrative staff, or a teacher may search a desk or other storage area on school premises other than a locker when the person conducting the search has reasonable grounds.
- D. The principal, or his designee, acting at the direction of the principal, may search the person of a student during school or a school activity if the principal, or his designee, has reasonable grounds of that student. Persons doing the search shall be limited to:
1. Searches of the pockets of a student
 2. Searches of any object in the possession of the student such as a purse or briefcase
 3. A "pat down" of the exterior of the student's clothing

The search of a student which require removal of clothing other than a coat or jacket shall be referred to a law enforcement officer. A person of the same sex as the student being searched shall conduct the search of a student in a private room. At least one, but not more than three, additional persons of the same sex as the student being searched, shall witness but not participate in the search.

At the request of the student to be searched, an additional person of the same sex as the student, designated by the student, and reasonably available on school premises, shall witness the search. The parent or guardian of any student searched shall be notified of the search as soon as reasonably possible.

The privilege of bringing a student-operated motor vehicle onto school premises is hereby conditioned on written consent by the student driver, the owner of the motor vehicle, and the parent/guardian to allow the search of the vehicle when there is reasonable grounds of that motor vehicle. Refusal by any of the parties to provide or allow access to a vehicle on school premises at the time of the request to search the vehicle shall be cause for termination without further hearing of the privilege of bringing a vehicle on school premises. The principal, or his designee, may request a law enforcement officer to search a vehicle on school premises.

E. Anything found in the course of a search conducted in accordance with this section which is evidence of a violation of the student conduct standards or state statute contained in the student handbook may be:

1. Seized and admitted as evidence in any suspension or expulsion proceeding if it is tagged for identification at the time it is seized and kept in a secure place by the principal or his designee until it is presented at the hearing,
2. Returned to the parent/guardian of the student from whom it was seized,
3. Destroyed if it has no significant value, or
4. Turned over to any law enforcement officer.

F. Anything found in the course of a search conducted in accordance with this section which by its presence presents an immediate danger of physical harm or illness to any person may be seized and:

1. Returned to the parent/guardian of the student from whom it was seized
2. Destroyed or turned over to any law enforcement office

G. The Principal or his designee may request the assistance of a law enforcement officer to:

1. Search any area of the school premises, any student, or any vehicle on school premises.
2. Identify or dispose of anything found in the course of a search conducted in accordance with this section.
3. School officials can conduct random unannounced school searches using the assistance of K9's from law enforcement agencies.

VIOLATIONS OR ABUSE OF DRUGS/ALCOHOL/TOBACCO

It is a violation of the student behavior policy to:

1. Possess, provide or transmit to another person, use, receive, be under the influence of and/or purchase: any item which contains or is represented to be a tobacco product, alcohol, marijuana, stimulant, steroid, intoxicant, narcotic, depressant, anti-depressant, hallucinogen, amyl or butyl nitrate, barbiturate, phenylpropanolamine (PPA), caffeine based product, methcathinone, or controlled substance whether prescription or sold without a prescription or any substance represented by the provider to be any of the listed substances
 - a. on school grounds at any time
 - b. at any school sponsored activity at any location including the school bus
2. Possess, receive from any person or provide to any person anything used or designed to be used primarily for the storage, processing, delivery or consumption of alcohol, marijuana, stimulant, steroid, intoxicant, narcotic, depressant, anti-depressant, hallucinogen, amyl or butyl nitrate or phenylpropanolamine (PPA), tobacco products, caffeine based pills, methcathinone or any controlled substance

- a. on school grounds at any time
 - b. at any school sponsored activity at any location including the school bus
 - c. examples of items not to be possessed or provided to another person include but are not limited to: pipes, rolling papers, clips, or any device deemed inappropriate for school purposes
3. Glue sniffing (IC 35-46-6-1)

BULLYING

(1C 20-33-8-0.2)

A safe and civil environment in school is necessary for students to learn and achieve high standards; harassment, intimidation or bullying like other disruptive behavior has no place in the school environment.

As used in this handbook “bullying” means overt, repeated acts or gestures, including:

1. verbal or written communications transmitted;
2. physical acts committed; or
3. 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. (1C 20-33-8-.02)

This rule 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. (1C 20-33-8-.02)

Reporting: Students should report bullying to the classroom teacher or teacher on duty. If no teacher is immediately available, the report should be made to a counselor or a member of the administration. All school employees are required to report alleged violations of this policy to the principal or the principal’s designee. All other members of the school community including students, parents, and volunteers are encouraged to report any action that may be a violation of this policy.

Investigation: The teacher or counselor will be responsible for the initial investigation. A written report will be made to the principal’s office. The principal will or his/her designee shall conduct a complete investigation of the alleged incident. The principal or the principal’s designee is responsible for determining whether an alleged act constitutes a violation of this policy.

Intervention: Some acts of harassment, intimidation or bullying may be isolated incidents requiring that the school responds appropriately to the individuals committing the acts. Other acts may be so serious or parts of a larger pattern of harassment, intimidation or bullying that they require a response either at the classroom, school building, or by a law enforcement officials.

Consequences and appropriate remedial actions for students involved in harassment, intimidation, or bullying range from behavioral interventions in interpersonal relations and social skill development up to and including suspensions and expulsions. In considering a response the administrator should consider the nature and circumstances of the act, the level of harm, and the nature of the behavior, past incidences or past continuing patterns of behavior and the context of the alleged incident.

Parental Involvement—The school will contact parents whose children are involved in continuing acts of harassment, intimidation, or bullying. A conference will be called so the parent, school, and the child can discuss the problems and possible

solutions that will be positive for the student, the parent, and the school.

Staff Professional Development—Staff member will be encouraged to become

trained in skills and strategies for positive behavioral interventions. All staff members will receive training covering identifying bullying, research on bullying, characteristics of bullies, where does bullying happen, and the results of bullying on the victim.

Follow Up—A follow up conference will be held with any student who has made a bullying report. The conference will take place after ten school days to ensure that the problem has been corrected. This conference will be held by the principal, principal designee, or school counselor.

CRIMINAL GANGS AND CRIMINAL GANG ACTIVITY IN SCHOOLS

The Board of School Trustees of the Shoals Community School Corporation prohibits gang activity and similar destructive or illegal group behavior on school property, on school buses, and/or at school-sponsored functions and prohibits reprisal or retaliation against individuals who report gang activity and similar destructive or illegal group behavior or who are victims, witnesses, bystanders, or other people with reliable information about an act of gang activity and similar destructive or illegal group behavior. The following definitions apply to this policy: Criminal Gang means a group with at least three (3) members that specifically:

1. either:
 - a. promotes, sponsors, or assists in; or
 - b. participates in; or
2. requires as a condition of membership or continued membership; the commission of a felony or an act that would be a felony if committed by an adult or the offense of battery.

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

Per state law, a school employee shall report any incidence of suspected criminal gang activity, criminal gang intimidation, or criminal gang recruitment to the principal, superintendent, or other authorized administrator. The principal, superintendent, or authorized administrator may take appropriate action to maintain a safe and secure school environment, including providing appropriate intervention services. Appropriate consequences and remedial actions are those that take into consideration the severity of the offenses and consider both the developmental ages of the student offenders and the students' histories of inappropriate behaviors per the code of conduct.

Any corporation and school employee who promptly reports an incident of suspected gang activity and who makes this report in compliance with the school corporation procedures is immune from a cause of action for damages arising from any failure to remedy the reported incident. The principal or designee shall conduct a thorough and complete investigation for each report of suspected gang activity. The investigation shall be initiated by the principal or the principal's designee within one school day of the report of the incident. The principal may appoint additional personnel and request the assistance of law enforcement to assist in the investigation. The investigation shall be completed and the written findings submitted to the principal as soon as possible, but not later than five school days from the date of the report of the alleged incident of criminal gang activity. The principal shall take any appropriate disciplinary actions based upon the findings of the investigation, in accordance with the code of conduct. The superintendent of the school corporation is authorized to define the range of ways in which school staff

and the principal or the principal's designee shall

respond once an incident of criminal gang activity is confirmed, according to the code of conduct. Consequences for a student who engages in gang activity may range from positive behavioral interventions up to and including suspension or expulsion. The principal shall provide the parents of the students who were investigated with information about the investigation. The information to be provided to parents includes the nature of the investigation, whether the corporation found evidence of criminal gang activity, and whether consequences were imposed or services provided to address the activity. This information is to be provided in an expedited manner. As appropriate to the investigation findings, the principal also shall provide intervention and/or relevant support services. The principal shall inform the parents of all students involved in alleged incidents and discuss the availability of counseling and other intervention services.

The principal shall submit the report to the superintendent of the school corporation within ten (10) school days of the completion of the investigation. Each school within the school corporation shall record the number of investigations disposed of internally and the number of cases referred to local law enforcement, desegregated by race, ethnicity, age, and gender. Each school shall report this information to the school corporation superintendent who shall submit a written report to the Indiana Department of Education by June 2 of each year. This policy shall be annually disseminated to all parents who have children enrolled in a school within the school corporation. Notice of this policy must be published in the student handbooks and all other publications of the school corporation that set forth the rules and procedures for schools within the school corporation. School officials are encouraged to collaborate with stakeholders to provide gang prevention and intervention services and programs. LEGAL REFERENCE: IC 20-26-18 IC 20-33-9-10.5 IC 35-45-9-1

AFTER-SCHOOL DETENTION

The Board of School Trustees of the Shoals Community Schools adopted an after-school detention policy during the 1986-87 school year which is as follows:

1. A teacher has the option to recommend after-school detention to the principal, but the principal will be the person who assigns the detention.
2. Detention will be assigned only after other steps have been used as an attempt to correct the misbehavior, one of which will either be contacting the parents by phone, by conference, or in writing informing them that detention will be used if the behavior is not corrected.
3. Detention can only be assigned after 48 hours notice so that parents can arrange for transportation.
4. Parents must be responsible for the child's transportation. The school will not accept parental reluctance to provide transportation.
5. Only a situation where the parent can absolutely not pick the child up will be accepted.

QUIET ROOM

Any Elementary student may be assigned attendance to the Quiet Room at the discretion of the Elementary School faculty or Principal in accordance with the appropriate school discipline policies. Students that have been assigned to the Quiet Room will adhere to the following rules and procedures.

- Teachers will assign work for the Quiet Room and will deliver the assignments to the Quiet Room monitor via email or hard copy. Student will also receive a copy

of their work. If a student comes to the Quiet Room without proper materials they

will be required to make up the detention at a later time or be assigned Thursday School if the action is repeated.

- The Quiet Room takes place during the student's recess. Students who refuse to report to their Quiet Room assignment will receive Thursday School.
- The Quiet Room begins immediately after a student's lunch. A restroom break will be granted at the Quiet Room monitor's discretion.
- Students must bring books, materials, study guides, etc. that are needed to complete assignments. If the teacher-directed assignments have been completed, then the students may read materials at the discretion of the teacher in charge.
- Additional rules that must be followed include but are not limited to the following:
 1. There will be no talking.
 2. There will be no sleeping or even resting heads on desks.
 3. Students will quietly work or read for the duration of the Quiet Room assignment.

THURSDAY SCHOOL

Any Elementary student may be assigned attendance to Thursday school at the discretion of the Elementary School Principal in accordance with the appropriate school discipline policies. Parents will be responsible for transporting the child to and from any Thursday detention school day. Parents will receive no less than two (2) days' notice before the student is placed in Thursday school. If the school is unable to notify a parent before the two (2) days' notice, the student will be assigned to Thursday school the following week in which school is in session. The rules and procedures are enumerated in the following section. Students that have been assigned Thursday detention will adhere to the following rules and procedures.

- Teachers will assign work for Thursday school and will deliver the assignments to the Thursday school monitor via email or hard copy. Student will also receive a copy of their work. Thursday school assignment sheets will be available for students to pick up before the end of the day on the Wednesday before their assigned Thursday School. If a student comes to Thursday school without proper materials, they will be required to make up the detention at a later time.
- Thursday School is 3:05pm–4:30pm. Students that refuse to report to their Thursday detention will receive out of school suspension.
- Students must bring books, materials, study guides, etc. that are needed to complete assignments. If the teacher-directed assignments have been completed then the students may read materials at the discretion of the teacher in charge.
- Dismissal will be at 4:30pm under normal circumstances.
- Additional rules that must be followed include but are not limited to the following:
 1. There will be no talking.
 2. The student will sit in the seat assigned to them by the teacher in charge.
 3. The student cannot leave the building.
 4. The student cannot have visitors.
 5. The student cannot have snacks.
 6. The student cannot have a cell phone.
 7. The student must be in the room by 3:05pm or an additional detention will be added.

RIGHT TO INSPECT CERTAIN INSTRUCTIONAL MATERIALS

The parent or guardian of a child enrolled in a school within the Shoals School Corporation shall be entitled to inspect any instructional materials which will be used in connection with a survey, a personal analysis, or an evaluation, which is not a direct part of the academic instruction. Instructional materials include teachers' manuals, student texts, films, other video materials, or tapes. Any complaints arising under this policy may be submitted in accordance with the policy for parental [public] complaints.

STUDENT SUBMISSION TO SURVEYS, PERSONAL ANALYSIS, OR EVALUATIONS OF SCHOOL CURRICULUM

No student shall be required, without prior written consent of the student's parent or guardian or prior consent of the student if the student is an adult or is emancipated, to submit a survey, a personal analysis, or an evaluation not directly related to the academic instruction which reveals information concerning:

1. political affiliations;
2. religious beliefs or practices;
3. mental or psychological conditions that may embarrass the student or his/her family;
4. sexual behavior and attitudes;
5. illegal, anti-social, self-incriminating or demeaning behavior;
6. critical appraisals of other individuals with whom the student has a close family relationship;
7. legally recognized privileged or confidential relationships, including a relationship with a lawyer, physician, or minister; or
8. income (except as required by law to determine the eligibility for participation in a program or for receiving financial assistance under a program).

Any consent form used in compliance with this policy must state the contents and nature of the personal analysis, survey, or evaluation. I.C. 20-10.1-4-15

SEXUAL HARASSMENT POLICY

Sexual harassment is a kind of discrimination. It means that someone is treated differently because of his or her sex. It is behavior or words that: 1) are directed at a person because of his or her sex, 2) are uninvited, unwanted or unwelcome, 3) cause a person to feel uncomfortable or offended, 4) create an environment that makes learning difficult, 5) may be repeated or may be very offensive on a one-time basis. This would include physical, verbal and non-verbal sexual harassment.

SCHOOL-SPONSORED ACTIVITY PARTICIPATION

Students wishing to participate or tryout for positions on a school sponsored team/club/activity must be enrolled and attending Shoals Community Schools at the time of tryouts or participation. This rule applies to all ECA clubs, sports, and activities.

DISCRIMINATION POLICY

It is the policy of Shoals Community School Corporation not to discriminate on

the basis of race, color, religion, national origin, age, or disability in its programs or employment policies as required by the Indiana Civil Rights Act (I.C.22-9.1), Title VI and VII (Civil Rights Act of 1964), the Equal Pay Act of 1973, Title IX (Educational Amendments), and Section 504 (Rehabilitation Act of 1973).

Anyone who feels that their rights have been violated under this policy should contact the Title IX coordinator, Shoals Community School Superintendent, Candace Roush at 812-247-2060, 11741 Ironton Road, Shoals, IN 47581.

UNWANTED TEXTBOOK POLICY

In accordance with I.C. 20-10.1-10-3, prior to destruction of outdated textbooks and library books, the school will provide one copy of each book to any parent of a child enrolled at Shoals at no cost. The requests for these books will be addressed on a first come, first serve basis, and will be subject to availability of the books. If any books remain, they can be requested by any resident of the school corporation. These requests should be made at the elementary school office.

PEST CONTROL POLICY

The Shoals Community School Corporation is committed to providing students a safe environment. It seeks to prevent children from being exposed to pests and pesticides. While pesticides protect children from pests that may be found in the school and its surrounding grounds, under some circumstances they may pose a hazard to children. Therefore, pest control practices may involve a variety of chemical and non-chemical methods that are designed to control pests effectively while minimizing potential pesticide exposure to children.

Pesticides will be applied by certified pesticide applicators and when students and staff members are not present such as during non-instructional time or school vacation periods.

The corporation will:

1. Inform annually parents and staff members of the corporation's pest control policy as a provision in the student handbook.
2. Provide the name and phone number of the person to contact for information regarding pest control.
3. Establish a registry of parents and staff members who want to receive advance notice of all pesticide use and provide such notice.
4. Provide notice of planned pesticide applications to parents and employees who have requested advanced notice.
5. Provide notice of all pesticide applications to school nurses.
6. Maintain written record for at least two years of any pesticide applications. The corporation will provide notice at least two school days prior to the date and time the pesticide application is to occur. The notice will include name or address of the school, applicator information, the date and time of the pesticide application, pests being targeted, the general area where the pesticide is to be applied, pesticide (s), and the amount of pesticide.

Advanced notice is not required for the following pesticide applications: 1) When used in normal cleaning activities: germ killers, disinfectants, sanitizing agents, and swimming pool chemicals; 2) personal insect repellants when self-applied; and 3) gel baits or manufactured enclosed insecticides when used where students and staff members do not have access to the insecticides; 4) immediate student health threat situations (i.e. stinging wasps and bees); 5) areas completely away from student-occupied buildings and areas; 6) those made more than 48 hours before a scheduled school day.

In case of emergency pesticide applications because of immediate threat to the public health, the school shall give written notice as soon as possible.

The corporation may provide for training of school employees to become certified pesticide applicators. Financial support for such training may be provided by the corporation subject to budgetary constraints of the corporation.

The Superintendent shall prepare and disseminate regulations for the implementation of this policy. To be included in the notification registry, contact the Superintendent's Office at 812-247-2060.

NOTIFICATION OF AVAILABILITY OF ASBESTOS MANAGEMENT PLAN

The 1987 Asbestos Hazard Emergency Response Act (AHERA) required asbestos inspections of all public and private schools (K-12 grades) to identify asbestos containing building materials. After the inspection, an Asbestos Management Plan was developed to safely manage the identified asbestos in each school facility.

To ensure that the identified asbestos containing materials are maintained in a safe condition, AHERA also requires that the asbestos materials be checked every six months by trained school personnel and that these materials be reinspected by an IDEM accredited inspector every three (3) years for as long as the materials remain in the building.

The six month periodic surveillance inspections are routinely being conducted and the second triennial asbestos reinspection of all school facilities has just been completed. The surveillance and reinspection reports can be found in the Record keeping Section of the Asbestos Management Plan.

Anyone wishing to view a copy of the Management Plan for an individual school will find it available in the Principal's office of each school. The Management Plan for all of the schools in the School Corporation is available for your viewing in the Superintendent's Office. The Management Plan may be copied at a nominal fee of \$0.10 per page, during regular business hours by notifying the school in advance to prevent scheduling difficulties.

If you have any questions concerning the AHERA Program please contact your building Principal.

Kindra Hovis
Superintendent of Schools

ELECTRONIC RESOURCES/COMPUTER SYSTEM USAGE POLICY

1. Policy Statement

It is the objective of the Board of School Trustees of the Shoals Community School Corporation to provide electronic and communication resources to its school community for the purpose of promoting student achievement and the efficient operation of the School Corporation, while protecting confidential information from disclosure to unauthorized persons.

In the pursuit of this objective, the Board expects school community members permitted to utilize the School Corporation's electronic and communication resources to do so in a manner consistent with this policy.

2. Scope of this Policy:

This policy applies to all users of wired and wireless telephone service, internet access, voice mail, e-mail, truck mail, facsimile transmission and receipt ("fax") and wired or wireless computer based research and communication provided by the School Corporation.

3. Definition of Terms Used in this Policy:

"Communications Resources" as used in this policy means "electronic resources" as defined below and "truck mail" services provided by the School Corporation.

"Confidential Information" as used in this policy means information that is declared confidential by state or federal law or Board Policy on access to public records.

"Electronic Resources" as used in this policy includes wired and cellular telephone, two-way radio, voice mail, e-mail, internet access, wired or wireless computer access, facsimile transmission and receipt, and other computer resources whether used for research or communication.

"Network Administrator" as used in this policy means the School Corporation employee assigned by the Superintendent to oversee the operation of the School Corporation computer network.

"Proprietary information" as used in this policy means information in which a person or entity has recognized interest such as a registered copyright.

"School Corporation" as used in this policy means the Shoals Community School Corporation.

"Board" means the governing body of this School Corporation.

"Truck Mail" as used in this policy means paper and package intra-school corporation routing and delivery services provided by the School Corporation without U.S. postage affixed.

"User" as used in this policy means a person using the School Corporation's communication resources and includes but is not limited to students, employees, volunteers, and independent contractors retained by the School Corporation.

4. Penalties for Violation of this Policy:

Negligent, knowing, and intentional violations of this policy will have significant consequences such as denial of access, suspension or expulsion of a student or volunteer, and discipline including suspension without pay and discharge of an employee.

5. Ownership of School Corporation Electronic Resources & Information Stored on Them.

School Corporation Ownership. The electronic resources provided by the School Corporation and all information contained in or on them and all information transmitted on or stored on them are at all times the property of the School Corporation, subject to any proprietary interest existing before the entry of the information on the School Corporation electronic resources, such as properly identified and registered copyright interest. In no case are these electronic resources or the information stored on or in them owned, rented, loaned,

or leased by users to the exclusion of authorized School Corporation administrators. Documents and other data created or stored on School Corporation electronic resources may be protected by copyright by the author and reproduced by a duly authorized licensee, but this ownership interest shall not be utilized to

deny access to information stored or reproduced through School Corporation electronic resources.

No Expectation of Privacy. No user shall have an expectation of privacy in any information created, received, or stored on the School Corporation's electronic resources. If a user transmits or receives messages on the School Corporation's electronic resources such as e-mail, voice mail, or facsimile, the content of such a communication is subject to investigation, search, re-trieval, and review in accordance with this policy. Confidential communications shall not be transmitted on School Corporation electronic resources except where the confidential or privi- leged communication is on behalf of the School Corporation and not an individual user.

Information as Public Records. Users of School Corporation's electronic resources are on notice by this policy that messages and other information transmitted, stored, or received on the School Corporation's electronic resources may become a "public record" under the Indiana Ac- cess to Public Records Act, Indiana 5-14-3 ["APRA"]. Messages and information are subject to disclosure by the School Corporation pursuant to APRA request without further notice to the user.

No User Installed Password Barrier or Encryption. A user of the School Corporation's elec- tronic resources who makes use of a password, code or encryption device or restrict or inhibit ac- cess to a School Corporation electronic resource shall provide immediate unlimited access to this data when requested to do so by the User's supervisor, if an employee, or teacher or principal, if a student. A user's supervisor (if an employee) or principal or teacher (if a student) is authorized by this Policy to override, void, or destroy any code, password, or encryption device to access any in- formation stored on or accessible through a School Corporation electronic resource.

Disclosure of Password. Except as provided above, no person shall request or require that a user reveal a password or access code for any School Corporation electronic resource. A su- pervisor, principal, or teacher with a legitimate school need to review the electronic resource us- age of a user shall contact the administrator of the electronic resource as provided for in Section Seven [7] of this Policy for access rather than request that the user reveal the user's password or access code.

6. Procedure for Inspecting the Communication Resource Usage of a User:

In case where electronic messages, documents, files or other communication resources must be accessed or read, the person who desires access to such materials shall notify the ad- ministrator and the employee's immediate supervisor (or student's teacher and principal) ex- plaining the reason for the request. The supervisor (teacher, principal) shall submit a request to review the communication resource usage of a user in writing or by e-mail to the Network Admin- istrator. The Network Administrator shall forward each request to the Superintendent with a rec- ommended disposition and the Superintendent shall have the authority to grant or deny the request for access.

7. Appropriate & Prohibited Uses of Communication Resources:

General Rule Use. Any use of the School Corporation's communication resources must be consistent with the educational mission and objectives of the School Corporation. Misuse of communication resources may result in denial of access to those communication resources. The Network Administrator shall monitor the use of all School Corporation communication resources and shall be authorized to immediately suspend any user's access to a communication resource pending review of any alleged misuse by the appropriate supervisor. "Appropriate Supervisor" for purposes of this section means the principal of the building to which an employee or student is assigned or the Superintendent in the case of an administrator.

Student Internet Access. Students will be permitted access to the Internet through School Corporation electronic resources unless a parent/guardian has signed and returned a "Student Electronic Resources Restriction Form" for the current school year.

Examples of Unacceptable Uses. The following shall not be accessed, created, transmitted, or stored on School Corporation's communication resources:

- ✦ (b) (7) Obscene, pornographic, or sexually explicit materials.
- ✦ (b) (7) Information that enable or support the commission of a crime or an act that would endanger the user or others or damage property.
- ✦ (b) (7) A message from a person not authorized to use School Corporation communication resources. Offers to buy or sell goods or services from an individual or private business or entity.
- ✦ (b) (7) Jokes, comments, or messages that contain content that is demeaning to a group of people, defamatory, harassing, threatening, objectively offensive, or disruptive to the intended recipient. Examples of information that violate this provision include harassment in violation of board policy, sexual comments or images, pornography, and racial, ethnic, disability, or religious slurs.
- ✦ (b) (7) Information that hides or attempts to hide the identity of the sender, or misrepresents the identity of the sender.
- ✦ (b) (7) Information that would enable a user to obtain access to the information or e-mail of others without authorization.
- ✦ (b) (7) Messages or information not related to School Corporation business.
- ✦ (b) (7) A computer virus or other message that is known by the sender to have a capability to damage or impair the operation of a School Corporation electronic resource or another person or organization's communication resource.
- ✦ (b) (7) Logging into the network with another users name and password.
- ✦ (b) (7) The use of any software/hardware not networked or provided by the School Corporation (this includes but not limited to computer games, public domain software and portable devices), which has not been authorized for use by the Network Administrator.
- ✦ (b) (7) Obtaining access to any part of the computer system that is not available through your log-in. Examples include but not limited to the use of systems disks, system key shortcuts.
- ✦ (b) (7) Downloading or listening to audio and movie clips unless used for educational purpose. Examples included but not limited to MP3, Real Audio, WAV, MPEG, AVI, Etc.
- ✦ (b) (7) Electronic & Communication Resources is for school education related purpose. Game playing, shopping, surfing, etc. for personal use is not authorized for students, but is allowed for staff prior to 8:00 a.m. and after 3:30 p.m.
- ✦ (b) (7) The Electronic & Communication Resources are not to be used for economic gain. Examples include but not limited to home business, stock trading, auctions, items for sale, etc.
- ✦ (b) (7) Information in support of a candidate or group of candidates for elected office at the local, state, and national level *other than information about how to register to vote*.
- ✦ (b) (7) Downloading, uploading, possessing or using pirated or illegally software, plug-ins, etc.

It shall not be a violation of this policy for an employee to use School Corporation electronic resources to communicate concerning an organization consisting solely of employees of the School Corporation, except for the purpose of campaigning in a representation election conducted pursuant to Ind. Code 20-7.5-1-10©4.

Limited Use for Employee Personal Messages. In recognition of the desire of School Corporation employees to communicate with each other concerning issues of common interest that are not related to School Corporation business, the School Corporation has

created a separate distribution list called the "opt-in list" that includes all School Corporation employees who have indicated a willingness to receive non-school information. An employee wishing to send a personal e-mail to School Corporation employees must send the proposed e-mail to the principal for review and distribution. Messages about births, deaths, illness, marriage, relocation may be dis-

tributed by the principal using the “opt-in list”. A message that does not meet the standards for messages in the Section other than the requirement that the message be relevant to School Corporation business will not be posted by the principal.

8. Use of School Corporation Resources by Exclusive Representative of Employees:

Use for Union Business. School Corporation employees are authorized to use School Corporation Truck Mail to conduct School Corporation business. For purposes of this section “School Corporation business” does not include communication relating to the business of a “school employee organization” as defined at Ind. Code 20-7.5-1-2(k).

Limitation on Use in Representation Election Campaign. No person shall use School Corporation communication resources or permit School Corporation communication resources to be used by another person to further the interests of one employee organization in a representation election. During a representation election campaign, School Corporation communication resources may be used to communicate information about the time, manner, location, and results of voting if the content of the message is prepared or approved in advance by a representative of the Indiana Education Employment Relations Board.

9. Confidentiality & Copyright Protection:

Confidential Information Stored or Transmitted. Users of the School Corporation’s communication resources are expected to protect the integrity of proprietary and confidential information maintained by the School Corporation. “Confidential information” as used in this policy means information declared confidential by the Board’s policy on Access to Public Records or by State or Federal law. Confidential information shall never be transmitted or forwarded to a person not authorized to receive the information.

Creation & Use of Lists. Any distribution list created by a user may be reviewed by the Network Administrator for relevance to School Corporation business and compliance with this Policy. The practice of using electronic resource distribution lists to send information shall not excuse the unauthorized disclosure of confidential information by a user. Users shall determine if a distribution list is current and review each name on any list before sending confidential information including but not limited to personally identifiable student records protected by the Family Educational Rights and Privacy Act.

Monitor Protection. Messages containing confidential information should not be left visible on the monitor when a user is away from his or her computer.

Change of Passwords. E-mail, voice mail, and network sign on passwords shall be changed on a schedule established by the Network Administrator. Failure to change a password shall result in suspension of access to the communications resource until the password is changed.

Protection of Copyright Interests. Users should not copy or distribute through the e-mail system any copyrighted material of the third party (such as software, database files, articles, graphic files and downloaded information) unless the user has confirmed in a paper or electronic form in advance that the School Corporation has a license or other right to copy or distribute the material. Violation of the rights of a copyright owner will result in discipline of a student or employee.

10. Security of School Corporation Electronic Resources:

Isolation of Problems. Security on any School Corporation electronic resource is a high priority when the resource involves many users and contains proprietary and confidential information. A user shall immediately notify the Network Administrator if a security problem is identified on any School Corporation electronic resource. The problem shall not be demonstrated to other users.

Use of Another User’s Password. A user shall not attempt to obtain or use another user’s password, sign-on, or account without written permission from that user and a Network Administrator. An unauthorized attempt to log onto any electronic resource as a Network

Administrator will result in discipline including termination for employees and expulsion for students.

Denial of Access. A user identified as a security risk based upon one or more violations of this policy may be denied access to all School Corporation electronic resources.

User Notes

- + (S) (S) With the renewed interest in access to public records generated by the creation of a Public Access Counselor, this policy reminds users that their electronic communications even when deleted can be requested under the Indiana Access to Public Records Act, Ind. Code 5-14-3.
- + (S) (S) This policy supports a “search” of e-mail and other stored information by telling users that they should not have a “legitimate expectation of privacy” in any information stores on school district resources. This policy will be “Exhibit A in a disciplinary action resulting from a search of Electronic & Communication Resources.
- + (S) (S) This policy permits the use of e-mail, voice mail, and truck mail to communicate concern- ing the business of employee organizations such as a teacher union, except during a rep- resentation election campaign to determine which union will represent a group of employees. It does provide that computer resources shall not be used to store records of such an organization.
- + (S) (S) This document creates a presumption that a students parent/guardian agrees to a student having access to the Internet and other Electronic & Communication Resources. If the par- ent/guardian objects to this access, they must file a written objection annually.
- + (S) (S) By using the Shoals Community Corporation Electronic & Communication Resources you, the user, agree to and will abide by the Shoals Community Corporation Electronic & Com- munication Resources Usage Policy.

ADMINISTRATION OF MEDICATION AT SCHOOL:

A school administrator, teacher, or other school employee designated by the school administrator, who in good faith administers either:

1. A non-prescription medication in compliance with the written permission of the pupil's parents, parent or guardian: or
2. A prescription drug, in compliance with the written order of a physician; to a pupil is not liable for civil damages as a result of administration except for an act of omission amounting to gross negligence or willful and wanton misconduct. The school shall keep on file the written permission of a pupil's parent or guardian and the written order of a physician.

In compliance with the above (Indiana code 20-8.1-5.1-7.5, 34-4-16.5-3.5 as amended), it shall be the policy of The Shoals Community Schools: to wit:

1. No school employee will supply students with any internal medication.
2. A Physician's order and a parent's note explaining the exact time and means of administering the prescription and non-prescription medicines must be on file before medications will be administered.
3. All medications are to be brought in the original container. Prescription medication is to be labeled by the pharmacy or by the doctor.
4. Only enough medication for a week is to be brought to school if it is possible to divide the medication.
5. All medications must be left in the respective principal's offices or the nurse's office and shall be distributed from same.
6. In grades six (6) through twelve (12) all medications are to be maintained by the nurse or office personnel and the student is responsible for reporting to the office to take same. In grades Kindergarten (K) through five (5) all medications are to be maintained by either the nurse or the elementary office and may be distributed to the student by the nurse or office personnel.
7. A student with a chronic disease or medical condition may possess and self-administer prescribed medication for the disease or medical condition as long as the parent has filed a written authorization with the principal. The authorization must include a physician's order stating that the student has an acute or chronic condition, or medical condition that the emergency medication is prescribed for, and that the student has been instructed on self-administration of the medication. The above information must be filed annually.
8. The Board expressly recognizes that the statute allows, but does not require, the school to supervise or administer medication. Therefore medication will be administered or supervised only under the conditions herein set out. The Board also recognizes that school personnel may refuse, within their rights, to administer or supervise the medications.
9. The Board also recognizes that some students may maintain their own medication and not make school officials aware of such medication. In these cases, the students are not in compliance with school rules nor Board Policy, and neither the school nor the Board accepts any responsibility for such student. The burden of notifying the school must, of necessity, lie with the student or their parents, as it regards medication or other health problems.
10. This medication policy, in no way, limits school officials from administering emergency first aid when such is deemed necessary

MEDICATION PERMIT

Dear Parent/Guardian:

The school nurse may not be available to dispense medications on a daily basis. When possible, give your child's medication at home.

Indiana state law requires that schools observe certain regulations when administering medication to students. The following procedures must be followed:

1. *Over-the-counter* medication requires written permission from the parent or guardian, stating the student's name, amount of medication, the hours for administration, and the period of time medication is to be continued.
2. *Prescription* medications must be in the original container. The label will meet the requirement for physician's written order. The parent must either complete and sign the Student Medication Permission Slip or send in a permission note with the student's name, medical condition, medication time and the amount of medication to be given. **A physician's written order must be sent with all prescription medications.**
3. Send only a one-week supply of the medication required by student.
4. No school employee, other than the school nurse, will give injections, unless appropriate training has been given.
5. The parent/guardian shall accept the legal responsibility for the safe arrival of his/her child's medication to the child's school.

SHOALS ELEMENTARY SCHOOL

MEDICATION PERMISSION FORM

(This form must be completed, signed, and accompany all medication.)

Please use this form when sending in a prescription and/or over-the-counter medication for your child. A doctor's signature on this form or a doctor's note MUST accompany all medications. This includes both prescription medication and any over-the-counter medication (Tylenol, cough drops, etc.).

STUDENT MEDICATION PERMISSION FORM	
School: Shoals Elementary School	Grade:
Student's Name:	
Medical Condition:	
Medication:	
Time:	Amount:
Number of days medication will continue:	
Physician's Name:	
Physician's Phone Number:	
Physician's Signature:	

As parent/guardian, I have read and understand, that I accept legal responsibility for the safe arrival of my child's medication to his/her school. I authorize the designee of the above named school to administer the medication as prescribed above. I accept full responsibility of the effect that this drug may have on my child and absolve school personnel of liability regarding it. (**Note:** *A nurse is not always present in the school, therefore a secretary or other designee may be assigned to administer medication.*) The school nurse may contact my child's physician if there are any questions regarding this medication. The school nurse may consult school staff about this student and his/her medication.

PARENTS MUST SUPPLY ALL MEDICATIONS FOR THEIR CHILD, INCLUDING ALL OVER-THE-COUNTER MEDICATIONS (TYLENOL, COUGH DROPS, ETC.)

Parent/Guardian Printed Name Date:

Parent/Guardian Signature Date:

Parent/Guardian Address

Home Phone _____ Work Phone _____