

**Northeast Dubois County  
School Corporation  
Board Policy  
and  
Northeast Dubois Preschool  
and Elementary Handbook**

**Updated July 2024**



# Northeast Dubois County School Corporation Board Policy

## Basic Rules for Behavior/Student Conduct Code Policy

Every orderly group (family, club, and nation) has evolved rules for preserving the rights of the individual and for living harmoniously together. Here are the important rules of Northeast Dubois County School Corporation.

1. Conduct: The conduct of the students at Northeast Dubois is expected to be in keeping with generally accepted good student practices. Whether in school or engaged in school activities, every student is expected to conduct himself or herself as a gentleman or lady. No teacher will expect more or less.
2. Courtesy, good manners, and respect should be shown in contact with teachers, fellow students, and the general public. Observance of this rule will make a long list of minor rules unnecessary.
3. Obey your teachers promptly and without argument. If you request, your teacher will explain or discuss the situation after class or school.
4. Hands off other people and their property. This applies to:
  - a. scuffling, pushing, fighting, etc.
  - b. damaging the property of others including books, clothing, cars, etc.
  - c. boy and girl relations.
5. No smoking in the school building, on the school buses or on school grounds.
6. Boisterous conduct in the building including running, whistling or shouting is prohibited.
7. The following are prohibited on or in school unless written permission of the Principal is given in advance:
  - a. advertising or selling tickets for activities (dances, parties, lectures, etc.) not sponsored by the school;
  - b. selling merchandise, chances or tickets;
  - c. soliciting or receiving money for any non-school activity; card playing or gambling.
8. Food brought into the building should be consumed only in the cafeteria.
9. Protect school property, building furniture and equipment. Refrain from writing on or defacing walls, posters, bulletin boards, desks, tables, rented or borrowed books. Take good care of the locker that has been provided for your use. You benefit when all is in good working order.

The Board of School Trustees of the Northeast Dubois County School Corporation on 9-12-79 unanimously adopted as official board policy the "Student Due Process Law," (Burns 285369) as passed by the 1972 Indiana General Assembly. This provides that certain student misconduct will be grounds for suspension or expulsion of students from school.

Northeast Dubois utilizes a "stepped" disciplinary system. This is a process by which students are disciplined and the severity of the punishment is increased with each incidence of improper

behavior. The final step is suspension or expulsion from school.

Full details of the rules, regulations and due process procedure of the Northeast Dubois County School Corporation are available to any parent, guardian, or student in the office of the Superintendent, Northeast Dubois County School Corporation, Dubois, IN 47527.

### **Article I – Philosophy**

The entire foundation and success of public school education depends on the basic concepts of self-discipline – a self-discipline which will allow all individuals to exist in a world of change and with the individual rights afforded them by our Federal and State Constitutions. Certain standards of student conduct are necessary to assure that students seeking to express their own individual rights do not at the same time infringe upon the rights of others. The responsibility for the development and maintenance of self-discipline falls to the cooperative efforts of students, parents, teachers, administrators and community.

A portion of the responsibility for the developments and enforcement of regulations for the protection of the rights of individuals is delegated by the School Board of Education to responsible officials within the School Corporation. The purpose of discipline controls is to help create an atmosphere that promotes the best possible learning environment for all those involved in the educational process.

An environment that provides equal opportunity for all and permits the teaching-learning process to proceed in an orderly manner is the objective of all school personnel. School staff members will make every effort individually, collectively, and cooperatively, with appropriate available community resources, to help each student gain acceptable self-disciplined standards.

However, in the absence of self-discipline, the superintendent, principal and administrative personnel, or any teacher of the School Corporation is authorized to take certain actions reasonable, desirable or necessary to help any student to further school purposes, or to prevent an interference with the educational process. School officials are charged with a moral and “parental” duty to teach proper values.

Some behavior is much more serious than other behavior and requires different approaches and clearly defined actions. Reprimand, corporal punishment, probation, referral to special personnel in the schools (counselor, principal), parent conference, suspension, referral to special central office personnel and expulsion are devices available to school personnel in dealing with students involved in school discipline problems. Any or all of the techniques will be used; however, certain acts of misconduct will subject the students to suspension or expulsion from school.

Regardless of an individual's behavior or the discipline imposed, no student should be subject to ridicule or undue embarrassment as a result of the discipline process. For that reason, communication to other staff, other students or to persons outside of the School Corporation which identifies the student and which is not reasonably necessary to further a legitimate school purpose is discouraged.

## **Article II - Rules of Conduct**

Pursuant to I.C. 20-8.1-5-4, all rules of conduct, shall be applicable when a student is:

1. on school grounds immediately before, during and immediately after school hours and at any other time when the school is being used by a school group;
2. off school grounds at a school activity, function, or event;
3. traveling to or from school or a school activity, function or event;
4. at any time, regardless of the purpose of the student's presence.

## **Statutory Rules**

The rules of conduct which are specifically provided by State Statute and which constitute conduct which can result in the suspension and/or expulsion of a student are:

1. Using violence, force, noise coercion, threat, intimidation, fear, passive resistance, or other comparable conduct constituting interference with school purposes, or urging other students to engage in such conduct. The following enumeration is illustrative of the type of conduct prohibited by this subdivision:
  - a. Occupying any school building, school grounds, or parts thereof with intent to deprive others of its use.
  - b. Blocking the entrance or exit of any school building or corridor or room therein with intent to deprive others of lawful access to or from, or use of the building, corridor or room.
  - c. Setting fire to or substantially damaging any school building or property.
  - d. Firing, displaying or threatening use of firearms, explosives or other weapons on the school premises for an unlawful purpose.
  - e. Prevention of or attempting to prevent by physical act the convening or continued functioning of any school or educational function, or of any lawful meeting or assembly on school property.
  - f. Continuously and intentionally making noise or acting in any manner so as to interfere seriously with the ability of any teacher or any other school personnel to conduct the educational function under his/her supervision.
2. Causing or attempting to cause substantial damage to school property, stealing or attempting to steal school property of substantial value, or repeatedly damaging or stealing school property of small value.

3. Intentionally causing or attempting to cause substantial damage to valuable private property, stealing or attempting to steal valuable private property, or repeatedly damaging or stealing private property.
4. Intentionally causing or attempting to cause substantial damage to valuable private property, stealing or intentionally behaving in such a way as could reasonably cause physical injury to any person.
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. Knowingly possessing, handling, or transmitting a knife or any other object that can reasonably be considered a weapon.
  - a. Pocket Knife Policy
    - i. 1st Offense - signed letter by student and Principal, parent must pick the item up in order for it to be returned.
    - ii. 2nd Offense - 3 day out of school suspension
    - iii. 3rd Offense - Up to 10 day out of school suspension, expulsion process begins.
7. Knowingly possessing, using, transmitting, or being under the influence of any narcotic drug, hallucinogenic drug, alcoholic beverage or intoxicant of any kind.
8. Engaging in the unlawful selling of a controlled substance or engaging in a criminal law violation that constitutes a danger to other students or constitutes an interference with school purposes or an education 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 an activity forbidden by the laws of Indiana that constitutes an interference with school purposes or an education function.
11. Violating or repeatedly violating function and are validly adopted under sections 2 and 3 of I.C. 20-8.1-5.
12. In addition to the grounds for expulsion or suspension as set forth above, a student may be expelled or suspended for engaging in unlawful activity on or off school grounds if the unlawful activity may reasonably be considered to be an interference with school purposes or an educational function.
13. Any incidents of threats, intimidation, battery, or harassment against a school employee shall be immediately reported to the law enforcement agency.  
(IC 20-33-9-10).

### **Article III – Board Rules**

Further, pursuant to Sections 2 and 3 of I.C. 10-8.1-5, the Board of School Trustees hereby prohibits the following conduct when that conduct interferes with a legitimate school purpose or impedes an educational function, and directs that such conduct can result in the suspension or expulsion of a student. Such conduct includes the following:

1. Possession or use of any tobacco or tobacco product by a student.
2. Whether by alarm, telephone, written communication or any other form of communication, falsely reporting a fire, bomb threat, or any other form of disaster.
3. Willfully absent or truant from school without the knowledge or consent of the parent or school, or absence from school when there is an attempt to evade the School Attendance Law.
4. Violation of students driving and riding policy as established by the School Board of Education.
5. Engaging in any activity on a school bus that endangers the safety and well being of others.
6. Using obscene, profane, indecent or other inappropriate modes of expression.
7. Cheating on any test, quiz, homework assignment, or plagiarism on any project or research paper; or any other instance of dishonesty, as the same would apply to the student's academic pursuits; or assisting another to cheat or plagiarize.
8. Displaying affection for another person in an inappropriate manner.
9. Violation of a student dress code, which has been duly adopted by the principal of a school and published to the student body.
10. Repeated instances of being tardy to school or to any class or the failure to report to any class or any other place as scheduled or as directed by a teacher, aide or administrator.
11. Reported instances of belligerence and/or disrespectful behavior directed at any employee of this corporation, including contract bus drivers serving this corporation.
12. Repeated instances of failure to minimally take part in the education process. By way of example, and not by way in limitation:
  - a. sleeping in class,
  - b. failure to complete assignments or
  - c. failure to do homework.
13. Any act or communication which causes another person to engage in a fight, or which could reasonably cause another person to engage in a fight.
14. Knowingly or intentionally touching another person in a rude, insolent or angry manner.
15. Possession of Laser Light Pointers.

#### **Article IV – Corporation Drug/Alcohol Policy**

Further, pursuant to Sections 2 and 3 of I.C. 10-8.1-5, the Board of Education hereby prohibits the following conduct and directs that a violation of any of the following can result in suspension or expulsion of the student involved:

1. The possession, delivery and/or sale, or being under the influence of any substance listed in paragraph 4 below.
2. The recent or detectable consumption or use of any substance listed in paragraph 4 below.
3. The possession, delivery or sale of any object listed in paragraph 7 below.
4. For purposes of paragraphs 1 and 2 of section V of this policy, the following substances are prohibited:
  - a. Alcohol
  - b. Marijuana
  - c. Any intoxicant
  - d. Any narcotic drug
  - e. Any depressant
  - f. Any hallucinogen
  - g. Any other controlled substance as defined by state statute.
  - h. Any other substance which would be dangerous to the life or health of a person if ingested.
  - i. Any substance, which is represented by another person to be or to contain any substance, enumerated in sub-paragraphs A through H of paragraph four of the article.
5. Prescription Medicines – If a student needs to take prescription medicine during school hours, State Law and the following procedure must be followed:
  - a. State law allows students with an acute or chronic disease or medical condition to carry medication with them and self-administer it on school grounds and during any school-related function. This should assure that students with serious conditions receive quick treatment. The law will apply to students with asthma who may need to carry an inhaler with them. Students who react severely to bee stings, peanuts, or other allergens can carry an Epi Pen and self-administer their own medication. Students must have a written release from a parent and a doctor that authorizes the activity. These written statements must be kept on file at the school and re-authorized annually.
  - b. For PK-4 students, prescription medications that are not needed for acute or chronic conditions listed above should be handed by a parent/guardian/designee to a bus driver or school personnel. Medication for students in grades 5-12 should be delivered to office personnel and not kept in the student's possession.
  - c. The student shall, while in school, only take the medication in the presence of the school nurse or the school principal or designee, if the nurse is not available. No student shall keep any prescription medicine on his/her person or in his/her locker while at school. All medication shall remain with the school nurse or office personnel with exception to those medications stated in (a) above.

- d. Students may possess and self-administer medication for acute medical conditions with the written permission of their physician and parent.
6. Non-Prescription Medicines – If a student needs to take a non-prescription medicine while at school, he/she shall follow the procedures as set forth in paragraph 5 above, except that the permission slip from the parent/guardian shall also instruct the school nurse as to dosage. No student shall keep any non-prescription medication on his/her person or in his/her locker while at school. All medication shall remain with the school nurse or office personnel.
7. For purposes of paragraph 3 of Section V of this policy, the following objects are prohibited: any object used or designed to be used primarily for the storage, processing, delivery, consumption of alcohol, marijuana, a stimulant, an intoxicant, a narcotic drug, a depressant, a hallucinogen, or any other controlled substance.
8. Any student found to have violated the provisions of this article by delivering or selling a substance to another person shall be expelled from school for a period of one (1) year unless extreme extenuating circumstances are found. Any student engaged in the delivery, sale or possession of a prohibited substance shall be reported to law enforcement officials. A student expelled for this infraction will be notified of the trespass laws of the State of Indiana and informed that they will be prosecuted in the event they enter school grounds before, during, or after school hours for the full period of the expulsions. “School Grounds” is defined as property belonging to the School Corporation. If extreme extenuating circumstances are shown then the student may request the drug abuse class set forth below.

Any student who is found to have violated this article by being in possession of or under the influence, having recently consumed a prohibited substance shall be expelled for a period of one (1) year unless extenuating circumstances are presented. The student may request to enroll in a special drug abuse course of study, as an alternative to expulsion. This course will be provided as an alternative to expulsion only in the event the student is a first offender with regard to a drug and/or alcohol offense. In order to qualify for the drug abuse course of study, the student must also exhibit a sincere desire for help, and must be recommended by his counselor, dean or principal for the course of study. Parents should pay for counseling.

### **Student Smoking/Tobacco Policy**

#### **Use and/or possession of tobacco by students:**

- A. Students **may not** be in possession of tobacco products on school property during the school day.
- B. Students may not be in possession of tobacco products at any class function or school sponsored activities. This includes dances, athletic events, social functions, band performances, and etc.



C. Tobacco products are banned from buses to and from school or buses used for school sponsored activities.

**Operational Definitions:**

**TOBACCO PRODUCT:** includes cigarettes, cigars, snuff, chew, chewing tobacco, liquid nicotine, and any other substance that contains tobacco. Includes smoking paraphernalia: lighters, matches, e-cigarette/vapor pens, and etc.

**POSSESSION:** On the person, in lockers, or school bags, which belong to the person, and etc.

**SCHOOL PROPERTY:** School perimeter including entire school building, athletic facilities, and privately and corporate owned buses.

**PRIVATELY OWNED VEHICLES:** Tobacco products may not be in privately owned vehicles, which are parked on school property.

**CONSEQUENCES FOR VIOLATIONS:**

**1<sup>st</sup> offense:** 3 day suspension and notification of parents/guardians. Referral to law enforcement if under age 18

**2<sup>nd</sup> offense:** 3 day out of school suspension, and referral to law enforcement if under age 18. Notification is sent to the Bureau of Motor Vehicles.

**3<sup>rd</sup> offense:** 5 day out of school suspension pending expulsion proceedings

**Article V - Search and Seizure Policy**

Students are entitled to the guarantees of the Fourth Amendment, and they are subject to reasonable searches and seizures. School officials are empowered to conduct reasonable searches of a student and school property when there is reasonable cause to believe that the student may be in possession of drugs, weapons, alcohol, stolen goods or other materials in violation of school policy or state law. School property shall remain under the control of school officials and shall be subject to search.

1. School Property: The school owns student lockers, desks, and other such property. The school exercises exclusive control over the school property and a student should not expect privacy regarding items placed in school property because school property is subject to search at any time by school officials.
2. The Person: According to the decision of the Supreme Court of the United States “a student may be searched if there are reasonable grounds for suspecting that the search will turn up evidence that the student has violated either the law or the rules of the school.” A particular student’s effects also are subject to being searched by school officials and are subject to the same rule. Effects may include automobiles located on school property. The scope of the search must be “reasonably related to the objectives of

the search and not excessively intrusive in light of the age and sex of the student and the nature of the infraction". If school officials conclude that a more intrusive search (i.e., a full strip search) is needed, they shall call the parents of the students involved and report their suspicions to the police who shall be responsible for any such search. School officials should not conduct such searches. The principal or his designee may request law enforcement assistance in the random search process; such assistance includes an agreement with law enforcement to use trained drug dogs.

#### **Article VI – Handicapped Students**

Any handicapped child enrolled in a special education program or class may be denied the right to attend school or to take part in any school function through suspension, expulsion, or exclusion procedures as outlined in Indiana Code 20-8.1-5 and this policy. Although the procedure described under Indiana Code 20-8.1-5 does provide due process, expulsion of a handicapped student is also governed by federal regulations implementing P.L. 94-142 and by Rule S-1 of the Commission on General Education. Because of the nature of such expulsions, a case conference committee must be convened to make the change in placement. At the case conference the relationship between the misconduct and the handicap shall be determined. After making such a determination, appropriate procedures for expulsion of a handicapped student will be followed.

#### **Article VII - Bullying Policy IC 20-33-8-0.2**

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

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

Parents or students who suspect that repeated acts of bullying are taking place should report the matter to the school principal or designee. School personnel will investigate all reports of bullying.

Counseling, corrective discipline, and/or referral to law enforcement will be used to change the behavior of the perpetrator. This includes appropriate intervention(s), restoration of a positive climate, and support for victims and others impacted by the violation.

Educational outreach and training will be provided to school personnel, parents, and students concerning the identification, prevention, and intervention in bullying.

All schools in the corporation are encouraged to engage students, staff and parents in meaningful discussions about the negative aspects of bullying. The parent involvement may be through parent organizations already in place in each school.

### **Article VIII - Threats, Intimidation, Battery, Harassment**

Any incidents of threats, intimidation, battery, or harassment against a school employee shall be immediately reported to the local law enforcement agency. IC 20-33-9-10

### **Article IX - Attendance Policy**

For a child to have the greatest educational opportunity, regular school attendance is absolutely necessary. Regular and punctual school attendance enables students to derive maximum benefits from instructional programs and develop habits of self-discipline, punctuality, and responsibility.

Absences fall into three categories: certified absences, non-certified absences, and unexcused absences.

Absences are considered certified if the following conditions are met:

1. Student has seen a medical professional and a note is delivered to the school.
2. Student served as a page for the general assembly, serves on the precinct election board, or as a helper to a political candidate on election day (I.C. 20-33-2-14 & 20-33-2-15).
3. Student subpoenaed to appear in court as a witness in a judicial proceeding. (I.C. 20-33-2-16).
4. Student participated in an educationally related non-classroom activity which is consistent with and promotes educational philosophy and goals of the school corporation, facilitates the attainment of specific educational objectives, is part of the goals and objectives of an approved course or curriculum, represents a unique educational opportunity, cannot reasonably occur without interrupting the school day, and is approved in advance by the school principal (I.C. 20-33-2-17.5).
5. Any other absence approved by state law or the school principal.

All non-certified absences after 10 in a school year will be considered **unexcused**. Upon 3 unexcused absences in a school year, the school attendance officer will begin contacting the

family of the student. Multiple unexcused absences may result in a referral to Project Attend through the Juvenile Probation Office. **Per Project Attend, two tardies are counted as one day of absence.**

A student's attendance record will transfer and be enforced when transferring to another school within the county.

On the day of a student absence, his or her parent/guardian must call the school by 8:30 A.M., state their name, date, son/daughter's name and the nature of the absence. If the school does not receive a call, a phone call will be made in reference to the absence. **No contact about the absence will result in the absence marked as unexcused.**

Truancy: A "truant" is defined as a student who is willfully absent from school without the knowledge or consent of the parent and school, or absent from school when there is an attempt to evade the Indiana Compulsory Attendance Law. A "habitual truant" is defined as a student who is truant three times any semester, or is absent from school a total of 20 or more days in a school year. **Friday school will be served as consequence for truancy for grades 5-12.**

#### **Article X - Rules For Students Riding School Buses**

School bus drivers are to have control of all school children so conveyed between the homes of the children, the school building, and return. The driver shall keep order, maintain discipline among the children while in the bus along the route, treat all children in a civil manner, see that no child is imposed upon or mistreated while in his/her charge, and use every care for the safety of the children under his/her charge.

1. Each student shall be seated in the place assigned by the driver
2. No student shall stand or move from place to place during the trip.
3. Loud, boisterous, or profane language or indecent conduct shall not be tolerated.
4. Students shall not be allowed to tease or handle each other.
5. No windows or doors will be opened or closed except by permission.
6. No students shall enter or leave the bus until it has come to a full stop and the driver has opened the door.
7. No glass containers on the bus.
8. Band instruments and duffel bags are to be placed under the seat of the student. Final authority rests with the bus driver.
9. No eating on the bus.
10. The bus driver controls all discipline on the bus. He/She has, by School Board authority, the right to suspend student riding privileges. for a period of twenty-four (24) hours.

### **Bus Drivers**

#1A	Jason Braunecker	812-630-0444	# 9	John Fuhrman	812-639-0715
#2	Tony Danhafer	812-630-1471	#11	Brad Danhafer	812-630-5453
#3	Tim Danhafer	812-639-9462	#12	Tony Quinn	812-631-1459
#4	Ed Freyberger	812-309-3407	#13	Brian Terwiske	812-508-0898
#5	Brad Knies	812-639-2073	#14	Jeff Bieker	812-639-8358
#7	Sheila Bachman	812-309-4414	#15	Larry Mehringer	812-631-0146
			#16	Chris Reckelhoff	812-639-0098
Dubois Co. Public Schools #1	Jennifer Braunecker	812-630-0513			
Dubois Co. Public Schools #9	Patty Chatman	812-631-4408			
Preschool Route # J5	Scott Chatman	812-639-0246			

### **Article XI – Grounds for Exclusion**

1. If he/she has a dangerous communicable disease which poses a substantial threat to the health or safety of the school community.
2. Where his/her immediate removal is necessary to restore order to protect persons or school property where on account thereof the student's presence in school would constitute an interference with school purposes.
3. Where he/she is mentally or physically unfit for school purposes.

### **Cell Phones & Electronic Devices Policy**

Students may possess personal communication devices (cell phones, smart watches, etc.) in school, on school property, during after-school activities (e.g. extracurricular activities), and at school-related functions; however, these devices are not to be accessed during any class periods. Teachers will confiscate communication devices that are being used or are visible at any time during class periods and bring them to the office.

Personal communication devices may be accessed by the student in school before the first bell, during passing periods, during lunch, and after school. At all other times, personal communication devices should be placed in a secure location outside of the classroom. These locations are to be determined by the student and it is the responsibility of the student to place the device in a secure location.

#### **Consequences of violations:**

##### 1st offense

- The student's device is sent to the office.
- The student picks the device up at the final bell of the day.
- Office inputs the information into Skyward.

##### 2nd offense

- The student's device is sent to the office.
- The student picks the device up at the final bell of the day.
- Two lunch detentions are assigned to the student.

- Parent/guardian phone call is made.

3rd offense

- The student's device is sent to the office.
- The device is picked up by a parent/guardian.
- The student is assigned an after school detention (2 hours).
- The student's device will be brought to the office for 5 consecutive school days to be stored in a safe location at the start of the school day. Additional discipline may be issued if the student fails to bring the device to the office.
- Parent/guardian meeting will be held.

4th offense:

- The student's device is sent to the office.
- The device is picked up by a parent/guardian.
- A 2 day ISS will be assigned to the student.
- The student's device will be brought to the office for 15 consecutive school days to be stored in a safe location at the start of the school day. Additional discipline may be issued if the student fails to bring the device to the office.
- Parent/guardian meeting will be held.

5th offense:

- The student device is sent to the office.
- The device is picked up by a parent/guardian.
- A 3 day OSS will be assigned to the student.
- All phone privileges for the student will be lost at school. The student will bring the device to the office at the start of the school day.

This rule is not violated when the student has:

1. Been given permission from a teacher or administrator to use a wireless device
2. Manage the student's healthcare
3. Using a wireless device as part of the student's Individual Education Plan (IEP) or 504 Plan.

An automatic 3-day out-of-school suspension will be served to any student who refuses to give their cell phone to the staff member.

Students are not permitted to use cellular telephones to record, store, send, or transmit the spoken word or visual image of any person, including other students or staff members, or education instrument/document (e.g., test, quiz, etc.) any time while on school property. Any student who disseminates in any manner an unauthorized or misrepresented photograph, video, or recording for the purpose of embarrassing, demeaning, or discrediting the reputation of any student or staff, or that results in this or any action or activity that results in the disruption of the education process shall be subject to disciplinary action up to and including suspension and/or expulsion at the discretion of the principal. An incident of this nature could result in sexual harassment charges, other violations, and the loss of the wireless device for the remainder of the year on school grounds.

Finally, students may not use cellular telephones on school property to access and/or view

internet websites that are otherwise blocked to students at school. Doing so will result in the student being banned from the wireless network.

Ongoing and repetitive cellular device issues by a student will cause more disciplinary actions as deemed necessary by administration.

The Board is not responsible for preventing theft, loss, damage, or vandalism to cellular telephones or brought onto its property. If any infraction of this policy is serious enough to violate the Board of Education policy and procedures governing the use of communication devices, more serious consequences could result.

Parents/guardians are advised that the best way to contact a child during the school day is by calling the school office.

### **Exceptional Children's Co-op Annual Written Notification**

Accessing Public Benefits & Releasing Personally Identifiable Information to the Medicaid Program, the federal special education law, the Individuals with Disabilities Education Improvement Act 2004 (IDEA), specifies each State's obligation to develop agreements with non-educational public agencies to ensure that all services necessary to provide a free appropriate public education (FAPE) are provided to children with disabilities at no cost to the parent. This includes the State Medicaid agency. School districts are permitted to seek payment from public insurance programs (Medicaid) for some services provided at school.

Under the Family Education Rights and Privacy Act (FERPA), your consent is required for the school system to release information about your child to the Indiana Medicaid program in order to access your or your child's public benefits. You are entitled to have a copy of any information the school system releases to the state Medicaid program. If you have previously given consent for Northeast Dubois County School Corporation to access your or your child's public benefits and to release information needed to access Medicaid funding for services provided through your child's individualized education program (IEP), the school district may release:

- Your child's name and Social Security Number;
- Your child's date of birth;
- Your child's IEP documentation including evaluations;
- The dates and times services are provided to your child at school;
- Reports of your child's progress, including therapist notes, progress notes and report cards.

Your child will continue to receive all required IEP services at no cost to you. Reimbursed services provided by the Northeast Dubois County School Corporation or Exceptional Children's Co-op does not limit coverage, change eligibility, affect benefits, or count against visit or funding limits in Medicaid programs in which your child is enrolled. You may revoke your consent at any time. Revoking your parental consent does not change the school district's responsibility to

provide all required IEP services at no cost. You may ask questions about this program or revoke your consent at any time by contacting the Director of Special Education at Exceptional Children's Co-op. Date Notification Provided to Parent and Method of Delivery: This information will be located in the Student Handbook and in the Online Registration Packet.

# **Northeast Dubois Preschool and Elementary Handbook**

## **A-Z Quick Reference**

This handbook has been developed to provide you with the policies at Northeast Dubois Elementary. This also applies to our Northeast Dubois Preschool located within Northeast Dubois Elementary. Please familiarize yourself with this information before school starts and periodically review it throughout the school year. Please review the guidelines with your children, so they are aware of them also. We, the staff of students in preschool-2, believe that the best way to teach your children is to have a solid working relationship with all students and parents. If you ever have a question or concern about our schools, please do not hesitate to contact us.

All information has been categorized and listed in alphabetical order for your convenience.

## **Birthday Celebrations**

Students may choose to celebrate birthdays with their classmates. Because of food allergies we encourage healthy finger food snacks or non-food treats. We do not want to take instructional time to hold birthday parties, but recognize that each child's birthday is a big day for them. If you would like to send in or drop off a snack or treat for your child's birthday, please contact his/her teacher well in advance so they can plan accordingly. Summer birthdays may be celebrated in April or May. Please be sure to provide enough for every child in the room, as well as napkins where applicable. We wish to keep things simple, and don't want parents to feel this is mandatory. If you have questions, please contact your child's teacher.

If you wish to send birthday invitations through the school, you must include all students (all boys, all girls, or all boys and girls) in the class. If your child will only be inviting a few close friends, please handle this outside of school time to not cause hurt feelings of students not being invited. We cannot send out personal phone numbers and addresses. Please do not call the school for such information when planning parties.

## **Bus Procedure/Bus Changes**

All elementary students must either ride a bus or be transported by vehicle. Walking to school is prohibited at the elementary level. At registration, the contact forms contain a section to indicate



where children will be picked up or dropped off by the bus. This procedure will be followed unless the teacher receives a written note or phone call informing them of a change. If a parent/guardian sends a note, the note must go to the teacher. After the teacher receives the note, the student proceeds to the correct bus or person picking them up with the note they are given. The teacher will send the note to the bus driver to notify him/her of the change.

For security reasons, we must have the correct name of the person picking up any child. The staff will not let a child leave with someone different than indicated on the form. In these cases, the custodial parent will be called for confirmation. The student will not be released until the consent is given.

At the end of the day, if you wish to pick up your child, we ask that you please follow the pick-up protocol for each school. When you arrive, please follow the car line up around the back of church and stop at the upper corner of the school building. Parents of preschool students will pick up at the end of the building near the maintenance building. All other students will be dismissed from the gym. There will be several staff members assisting with getting the students to the correct cars. This plan provides better safety and convenience for parents. Please do not go to the classrooms or office. This interrupts the end-of-day procedures for everyone in the classrooms and/or office.

### **Care of School Property**

Textbooks and library books are available for all students to use during the school year. Since these books are for the whole student body, we must take care of the books that we have. We ask that they are used with care and not used in places that will harm them in any way. If a book is lost or damaged, the student is responsible for replacing the book or paying for it to be replaced.

### **Communication with School Staff**

In case of an emergency, the office must have on file a record of the parents'/guardians' names, addresses and contact information including phone numbers and email addresses. Please also supply your child's physician's name and number, as well as backup contact information in case the parents/guardians cannot be reached. Please be sure to update the office with all changes as they occur to keep our records current.

Please keep the school office staff updated on any legal issues such as changes in custody or who may/may not pick up your children. Changes in contact information must be kept current.

If you are needing to contact a staff member, please call the office. The secretary will take a message and have the teacher return your call at his/her next break. If needing to drop something off for your child, please leave it with the secretary in the office. She will deliver it to the teacher as soon as possible. We will not interrupt instructional time unless it is an emergency.

If ever a problem arises between a student and teacher, we ask that you first talk to the teacher. If a solution cannot be reached, we then ask you to consult the principal. If by chance there is still not an acceptable decision, the superintendent may be consulted.

All notes from home must include the child's name, date, and parent/guardian signature. Emailing the teachers or secretary is not recommended as they are sometimes out of the building for training or personal reasons and will not be checking email which can result in inaccurate plans at the end of the day.

### **Corporation News**

The Corporation provides a weekly bulletin of events and pertinent information. This can be found on the [www.nedubois.k12.in.us](http://www.nedubois.k12.in.us) website. Please contact the school if you do not have access to the website.

### **Daily Schedule**

The school day for students begins at 8:00 a.m. and ends at 3:00 p.m. Monday through Thursday and at 2:30 on Friday. Students should not arrive any earlier than 7:30 due to adult supervision availability.

### **Dress Code**

Students are urged to use good judgment in choosing their school clothing, which means they are expected to be well groomed and neat at all times. The responsibility for student dress and grooming is that of the student and their parents/ guardians.

The following regulations shall be used for implementation of the Student Dress Code Policy:

1. Health and Safety -- Students should not wear clothing, jewelry, or hairstyles that can be hazardous to them in their school activities.
2. Common Decency – Shirts and low riding pants that expose the midriff area, halter tops, low cut tops, muscle shirts, or any other garments which unduly or suggestively expose the upper torso or underclothing are prohibited.
3. Educational Environment – Clothing that is distracting to the educational environment in any way is prohibited.
4. All shorts, skirts, and dresses must be fingertip length. Jeans or pants may not have holes in them above the fingertips. Sunglasses, bandanas, and hats or caps will not be worn in the school building during the school day unless it is a special dress-up day.
5. The wearing of apparel that has on it any writing, printing, symbols or pictures that is judged to be immoral, lewd, vulgar, or is suggestive and/or implies and glorifies sex, drugs, alcohol, violence, or other subjects disruptive to the normal operation of the school, or which interfere with normal educational functions or school purposes, is prohibited.
6. Footwear -- All students are required to wear footwear, such as boots, shoes, or sandals with back straps. Footwear which is unsafe, inhibits movement, creates a disturbance, or which is disruptive either by appearance or by sounds, is prohibited. Flip flops should not be worn for safety reasons. We discourage wearing sandals as they are not very conducive to running on the playground.

Additional regulations may be added by school administrators if such regulations are deemed

important to an orderly implementation of this policy.

A student whose dress and grooming does not conform to the above standards, or any subsequently approved standards, will be referred to the principal or his/her designee. Students will be informed by the principal, or his/her designee, as to what adjustments must be made in order to comply with approved standards. Extra clothing is available in the office as an option for students to use as needed.

### **Recess Temperature Guidelines**

**Feels like 32 degrees or above - follow Normal Procedure for Outdoor Recess**

**Feels like 31 degrees or below - follow Shortened Outdoor Recess at discretion of staff**

We will make every attempt to get our students outdoors for fresh air. We need your help in making sure your child leaves the house with everything they need for the weather conditions. We know this will vary from child to child. The staff members at each recess will use the weather apps and their discretion when making a decision on what recess procedure will be followed. Students will have options to go out or stay in. This will vary from recess to recess during any given day. We appreciate your support.

### **Family Access for Grades & Information**

Parents can access their student's academic progress and lunch account balance by going to the Northeast Dubois website via the Skyward icon link. To set up this account please follow the 2 page online tutorial at the following link:

<http://www.nedubois.k12.in.us/content/digitaldocuments>. Then click on the Online Student Information System tutorial.

Lunch account information, daily grades, academic progress reports and quarterly report cards will be available online. Grades will be posted in Skyward Family Access as soon as possible following the term (9 weeks) and each semester. These posts show a report of attendance, as well as the grade for that grading period and previous grading periods.

### **Field Trip Chaperones**

During the school year, various field trips are planned for each classroom to enhance curriculum, provide information, and for the enjoyment of our students. When planning a field trip, sometimes parent chaperones are required for the safety of our students. The number of parent chaperones varies, depending on the details of the field trip. Although field trips are meant to be entertaining and enjoyable, they are still considered a school instructional day, and therefore, the school is responsible for the safety and supervision of the students. The following rules will be applied when choosing parent chaperones for field trips:

1. The number of parent chaperones is determined by the individual teacher, based on need.
2. A permission slip and chaperone sign-up sheet is sent home to the parents in advance of the field trip.
3. Parents interested in chaperoning return the "sign-up" to school by the designated date.
4. It is now corporation policy that all chaperones must be cleared through a Criminal History Check prior to accompanying students on field trips, field day activities, etc.

5. Parent chaperones will be responsible for a designated number of students. Parent chaperones may not bring extra children or other relatives, and may be asked to provide their own entry fees and their own transportation if there is not room on the buses.
6. All students must travel **to and from** the field trip on the buses with the other students unless prior approval is given by the teacher/administration and is documented on a sign-out sheet. Students who leave before (2:45 p.m. M-Th; 2:15 p.m. F) will be marked as leaving school early.

These guidelines have been designed to make our school field trips fun and interesting, to keep our students safe, and to maintain discipline among our student body.

### **Financial Assistance**

Applications for financial assistance for textbook fees and school lunches may be obtained in the office. Please do not hesitate to apply. All information is kept confidential.

### **Leaving School During the School Day**

Permission to leave the building during the school day is required of all students. Students must be signed in and out at the office by a parent/designee as granted by a parent in written format or by parent phone call.

### **Lunch Visitations**

We welcome family members to come eat with children during the school year. If you wish to join your child for lunch, please contact the school by 8:30 a.m. to allow the cafeteria staff to prepare meals accordingly. Please sign in and pay for your lunch at the office before proceeding to the cafeteria. Lunch is currently \$4.60 for each guest. You may certainly bring lunch for your child(ren) and yourself during a visit if you wish. **Please do not bring or send soft drinks for lunch. They will not be permitted just as we are not allowed to serve soft drinks with meals.**

### **Nondiscrimination and Access to equal educational opportunity**

Northeast Dubois does not discriminate on the basis of religion, race, color, national origin, sex, disability or age in its programs, activities or employment.

Further, it is the policy of Northeast Dubois to provide an equal opportunity for all students, regardless of race, color, creed, disability, religion, gender, ancestry age, national origin, place of residence within the boundaries of the corporation, or social or economic background, to learn through the curriculum offered.

### **Pre-arranged Absence**

The student is responsible for notifying the child's teacher and the school office. To receive credit, the student must make arrangements for making up work with the teachers prior to said absence. Pre-arranged absences will be classified as a non-certified absence. If vacations are planned for the beginning of school, then arrangements must be made in advance. It is recommended that vacations be planned outside of the school calendar year or during scheduled school breaks.

### **Removal From Class**

A student may be removed from class for any behavior that distracts from the educational process. The teacher informs the principal and parents of incidents leading up to removal from class. Three times removed per semester will result in classroom teacher, parents and principal meeting to discuss student concerns and formulate a plan of action.

### **Safety Drills**

Fire drills are held monthly as mandated by state law. When the fire alarm sounds, every student will leave the building in a quiet and orderly manner. Floor plans with primary and secondary exit routes are posted in each room. Students shall stay with the staff member responsible for them and will re-enter the building as soon as the signal for their return is sounded.

Severe weather drills and intruder drills are each held at least one time per semester. Safety areas for inclement weather are posted in each classroom. In case of an intruder drill the staff member will guide students to a safe location.

### **School Closing**

In the event of a school delay, cancellation, or early dismissal due to weather, school conditions, or a public crisis, local radio stations WITZ (104.7 FM) and WBDC (100.9 FM) will relay information to the public. If these stations are not notified there will be school; do not call the school to confirm. All parents are highly encouraged to sign up for the Parent Square notification system which will send alerts through text or email. This information is detailed in the Registration Information packets available on the Northeast Dubois County School Corporation website. Please note: **School closings are only sent through the superintendent's Parent Square messaging system.** Only building specific messages will be sent through the individual school's Parent Square system. Please sign up for both systems.

**Preschool Operations** - If the corporation is on a 1-hour delay schedule, the morning half-day sessions will also be on a 1-hour delay. If the corporation is operating on a 2-hour delay schedule, morning half-day sessions will be cancelled, all day sessions will operate on the delay. Radio and television stations do not usually specify preschool closings but we will operate as specifically stated in this paragraph. If we have a large number of make-up days that conflict with the numerous preschool schedules, an adjustment will be made regarding which sessions will be made up near the end of the school year.

### **School Meals**

Regular student breakfast price for students in grades PK-2 is \$1.50 per day. Lunch for students in Preschool is \$2.00 per day and \$2.30 for students in K-2. Money for meals will be collected on the first day of school unless prepaid at Registration. Please send payment to cover several weeks or months of meals when possible. Parents will receive an email notification if a student's account reaches a negative balance. Please assure the office of a preferred email address for receiving these notifications. The state requires that all meals be paid for in advance. Enclosed in the beginning of the year information packet is an application for free or reduced-price meals. These applications must be completed with incomes, social security numbers, and all required signatures. Reduced-price lunches are \$.40 per day, and breakfasts are \$.30 per day. Extra milk is \$.50 per carton. Students who receive free or reduced-priced meals must take the complete

breakfast as it is offered in order for the school to receive reimbursement. Students receiving free or reduced-price meals may choose to bring their lunch on occasions, but if they do they will be required to pay \$.50 for a carton of milk if they choose this for their drink.

We have several children who, for medical reasons, may not have any dairy products and therefore take juice with the noon lunch instead of milk. The state requires that we have a doctor's statement explaining the medical necessity for any child not taking milk with a school lunch. School lunch menus appear weekly in The Herald and the Weekly Corporation Bulletin. Please request an informational packet called a Diet Prescription for Meals at School if your child has any special dietary needs resulting from a medical condition. Please have your physician sign this form. Then return it to us.

### **School Safety**

The staff believes in keeping your children safe. In saying this, we keep all doors locked. If for some reason someone needs to come to the school during the day, there is a camera and doorbell outside the front entrance of the school. Please ring the doorbell and stand in front of the camera until you hear the door unlock. This is necessary so that the office personnel know who they are allowing in the building. Finally, we ask that all visitors stop and sign-in at the office where the office personnel will help you. An additional door must be unlocked for any visitor to get past the secretary's window.

### **Student Illness**

Parents are called to pick up their child if their child has a temperature of 100°F. It is also recommended that the child stays home until he/she is fever free for 24 hours without fever reducing medication.

The teacher of your child must receive a written request if your child needs to stay indoors for recess. If the stay is for an excessive time, a doctor's note may be requested.

### **Tardiness**

Punctuality, as well as attendance, plays an important part in each student's education. Students arriving late disrupt class and cause loss of instruction time. Students arriving after 8:00 or leaving before 2:45 (2:15 on Fridays) will be considered tardy/left early. Accumulated tardies will count toward absences and may lead to a report to Project Attend through the Juvenile Probation Office of Dubois County.

### **Use of Technology**

We are fortunate to have modern technology available for use by all students. We currently utilize 1:1 ipads during the school day. These are not available to take home at the elementary level. A technology agreement must be signed by each student and parent/guardian before he or she is allowed to use the computers, laptops, or ipads at school. The children must follow this agreement or their privilege will be revoked.

## NE Dubois Elementary School Disciplinary Levels and Consequences

Misconduct	Description	1st Offense	2nd Offense	3rd Offense
Continuous class disruptions that warrant being sent to the office	To be repeatedly involved in behavior that disrupts the educational process of the other students in the classroom.	1 recess lost	3 recesses are lost. *Can walk @ lunch recess Lunch in office. Student calls parents. Principal is contacted	One day ISS
Obscenity	The act of using obscene language in verbal, written form, in pictures, in actions or caricatures.	1 recess lost	3 recesses are lost. *Can walk @ lunch recess Lunch in office. Student calls parents. Principal is contacted	One day ISS
Fighting or Battery	Intentionally causing or attempting to cause physical injury or intentionally behaving in such a way as could reasonably cause physical injury to any person.	3 recesses are lost. *Walk @ lunch recess Lunch in office. Student calls parents. Principal is contacted	One day ISS	One day OSS
Property Damage	The willful or malicious or inadvertent act of destroying or damaging personal or school property.	3 recesses are lost. *Can walk @ lunch recess Lunch in office. Student calls parents. Principal is contacted	One day ISS	One day OSS
Threats	The act of physically or verbally threatening others. Statements of I will "kill" you.	3 recesses are lost. *Can walk @ lunch recess Lunch in office. Student calls parents. Principal is contacted	One day ISS	Two days OSS

\*After the third offense, develop an individual behavior plan for the student.