

# ZIONSVILLE COMMUNITY SCHOOLS

## HANDBOOK FOR FAMILIES/STUDENTS DISTRICT SECTION

While each campus of Zionsville Community Schools, ZCS, has information for parents/guardians and students which is unique to that particular school setting, some information is the same across all schools in our district. Thus, this section presents district policies and information pertinent to student discipline, rights, technology use, and health which pertain to all ZCS students, regardless of school. This Student/Parent Handbook is based in significant part on policies adopted by the Board of School Trustees and administrative guidelines developed by the Superintendent. The policies and administrative guidelines are periodically updated in response to changes in the law and other circumstances. Therefore, there may have been changes to the documents reviewed in this handbook since it was printed/approved. If you have questions or would like more information about a specific issue, contact your school principal or access School Board policies on the district website.

### EVERYONE BELONGS HERE

Zionsville Community Schools actively supports dignity, humanity, and inclusion for all. We expect that all adults and students will contribute to creating and sustaining classroom and school cultures of dignity, community, and partnership by:

- celebrating our differences
- building relationships
- ensuring a safe school environment
- preparing youth to thrive in our global world
- understanding that hate has no home in ZCS;

EVERYONE belongs here!

### INFORMATION REGARDING RIGHTS AND PRIVACY

Each student's records will be kept in a confidential file. The information in a student's record file will be available for review only by the parents or legal guardian of a student, adult students (eighteen (18) years of age or older), and those authorized by Federal law and Corporation regulations.

A parent, legal guardian, or adult student has a right to:

1. inspect and review the student's education records within forty-five (45) days after receipt of a request. The Custodian of Records will notify the parent, legal guardian, or adult student of the time and place where the records can be inspected.
2. request amendments if the parent, legal guardian, or adult student believes it is "inaccurate, misleading, or is otherwise in violation of the student's privacy rights."
3. the right to provide written consent before the school discloses personally identifiable information (PII) from the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests.
4. challenge Corporation noncompliance with a parent's request to amend the records through a hearing. If the Custodian of Records decides not to amend the record, the parent, legal guardian, or adult student will be so notified and provided the opportunity for a hearing. Additional information concerning the hearing will be provided when notified of the opportunity for a hearing.
5. file a complaint with the U.S. Department of Education, 400 Maryland Avenue SW, Washington, D.C. 20202.
6. obtain a copy of the Corporation's Policy 8330 on student records.

Other rights granted to students and parents:

1. The right to **due process** for any disciplinary acts subject to the *Indiana Code*.
2. The right to a **smoke-free, drug-free, and weapon-free** environment subject to the *Indiana Code*.
3. The right to convene a meeting of the school's **instructional support team** to address specific learning difficulties a student may be experiencing in addition to those rights accorded by *Article 7, and Section 504, and the Americans with Disabilities Act*.
5. The right to initiate prayer and religious meetings subject to *Federal and State law*.

### FERPA (FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT)

#### DIRECTORY INFORMATION

The *Family Educational Rights and Privacy Act* (FERPA), a Federal law, requires that Zionsville Community Schools, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child's education records. However, ZCS may disclose appropriately designated "directory information" without written consent, unless you have advised the district to the contrary in accordance with ZCS procedures. The primary purpose of directory information is to allow ZCS to include information from your child's education records in certain school publications. Examples include:

- A playbill, showing your student's role in a drama production;
- Student work displayed at teacher discretion with no grade displayed;
- The annual yearbook;
- Honor roll or other recognition lists;

- Graduation programs; and
- Sports activity sheets, such as for wrestling, showing weight and height of team members.

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent's prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks. In addition, two federal laws require local educational agencies (LEAs) receiving assistance under the Elementary and Secondary Education Act of 1965, as amended (ESEA) to provide military recruiters, upon request, with the following information – names, addresses and telephone listings – unless parents have advised the LEA that they do not want their student's information disclosed without their prior written consent. [Note: These laws are Section 9528 of the ESEA (20 U.S.C. § 7908) and 10 U.S.C. § 503(c).]

If you do not want ZCS to disclose any or all of the types of information designated below as directory information from your child's education records without your prior written consent, you must notify the district in writing by the end of the first week of the school year. ZCS has designated the following information as directory information:

- Student's name
- Address
- Telephone listing
- Electronic mail address
- Photograph and videotape not used in a disciplinary matter
- Date and place of birth
- Major field of study
- Dates of attendance
- Grade level
- Participation in officially recognized activities and sports
- Weight and height of members of athletic teams
- Hair and/or Eye Color
- Degrees, honors, and awards received (and media recognition thereof)
- The most recent educational agency or institution attended
- Student ID number, user ID, or other unique personal identifier used to communicate in electronic systems but only if the identifier cannot be used to gain access to education records except when used in conjunction with one or more factors that authenticate the user's identity, such as a PIN, password, or other factor known or possessed only by the authorized user

## **School Officials**

ZCS may disclose directory information to any individual if an educational interest exists, even without a parent's prior written consent. FERPA also allows schools to disclose those records, without consent, to the following parties or under the following conditions (34 CFR § 99.31):

- School officials with legitimate educational interest; A school official is a person employed by the school as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); or a person serving on the School Board.
- A school official also may include a volunteer or contractor outside of the school who performs an institutional service of function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of PII from education records, such as a technology service provider, attorney, auditor, medical consultant, or therapist; a parent /guardian or student volunteering to serve on an official committee; or a parent, student, or other volunteer assisting another school official in performing their tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill their professional responsibilities.
- Other schools to which a student is transferring;
- Specified officials for audit or evaluation purposes or appropriate parties in connection with financial aid to a student;
- Organizations conducting certain studies for or on behalf of the school;
- Accrediting organizations;
- To comply with a judicial order or lawfully issued subpoena after reasonable efforts to notify the student and/or parents/guardians as appropriate;
- Appropriate officials in cases of health and safety emergencies; and
- State and local authorities, within a juvenile justice system, pursuant to specific state law.

Parents may refuse to allow the Corporation to disclose any or all directory information upon written notification to the school district by the end of the first week of the school year. For more information about the items included within the category of directory information and instructions on how to prohibit its release you may consult any building principal or the Board's directory information policy 8330.

Federal law requires public school districts, upon request, to release the name, address and telephone number of secondary school students to a recruiting officer of any branch of the United States Armed Forces or an institution of higher education who requests such information. A secondary school student or the parent/guardian may request, by informing the school in writing by the end of the first week of the school year, not to include this contact information (name, address, or phone) without prior consent of the parent/guardian.

## **NON-DISCRIMINATION, ANTI-HARRASMENT AND TITLE IX**

Zionsville Community School Corporation does not discriminate or tolerate harassment on the basis of a protected class including but not limited to race, color, national origin, sex, gender, age, religion, genetic information or disability in the programs or activities which it operates or the employment therein or admission thereto. This commitment applies to all School Corporation operations, programs, and activities. All students, administrators, teachers, staff, and all other school personnel share responsibility for avoiding, discouraging, and reporting any form of unlawful harassment. This policy applies to unlawful conduct occurring on school grounds immediately before, during, or immediately after school hours; in any school program or activity taking place in school facilities, on school transportation, or at other off-campus locations, such as at school-sponsored field trips or a training program; or using property or equipment provided by the school, including school-owned computers and the school's computer network.

The School Corporation has designated several staff members as coordinators of nondiscrimination and anti-harassment. The identity and contact information for these staff members are listed below. The coordinators are responsible for monitoring and ensuring compliance with all nondiscrimination and anti-harassment law. The coordinators shall document all reports of discrimination or harassment and establish a protocol for recordkeeping. Nothing in this procedure shall supersede or substitute an employee's other mandatory reporting obligations including, but not limited to, reporting suspected child abuse and neglect and bullying.

Title VI Coordinator (Race, color, national origin)

Christine Squier  
csquier@zcs.k12.in.us  
(317)873-2858  
ext. 11265

Section 504 Coordinator (Disability)

Casey Allen  
callen@zcs.k12.in.us  
(317)873-2858  
ext. 11950

Title IX Coordinator (Sex, including sexual harassment/sexual assault, gender discrimination)

Dr. Nicole Chisley  
nchisley@zcs.k12.in.us  
(317)873-2858 ext.11263

Non-discrimination Coordinator (All other forms)

Dr. Nicole Chisley  
nchisley@zcs.k12.in.us  
(317)873-2858 ext.11263

In addition, each school building shall have a designated building-level coordinator who will work in conjunction with the appropriate coordinator listed above to respond to allegations of discrimination.

More information regarding the ZCS School Board of Trustees Policy on Non-Discrimination, Anti-Harassment, and Title XI (2260) can be found [here](#).

## **USDA NON-DISCRIMINATION STATEMENT**

Zionsville Community Schools participates in the Federal School Lunch Program.

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, religion, sex, disability, age, marital status, family/parental status, income derived from a public assistance program, political beliefs, or reprisal or retaliation for prior civil rights activity, in any program or activity conducted or funded by USDA (not all bases apply to all programs). Remedies and complaint filing deadlines vary by program or incident.

Persons with disabilities who require alternative means of communication for program information (e.g., Braille, large print, audiotope, American Sign Language, etc.) should contact the responsible Agency or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program discrimination complaint, complete the USDA Program Discrimination Complaint Form, AD-3027, found online at [How to File a Program Discrimination Complaint](#) and at any USDA office or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by: (1) mail: U.S. Department of Agriculture, Office of the Assistant Secretary for Civil Rights, 1400 Independence Avenue, SW, Washington, D.C. 20250-9410; (2) fax: (202) 690-7442; or (3) email: [program.intake@usda.gov](mailto:program.intake@usda.gov).

USDA is an equal opportunity provider, employer, and lender.

## **ZIONSVILLE COMMUNITY SCHOOLS NOTIFICATION OF RIGHTS: UNDER THE PROTECTION OF PUPIL RIGHTS AMENDMENT (PPRA) FEB, 2003**

PPRA affords parents and students who are 18 or emancipated minors ("eligible students") certain rights regarding our conduct of surveys, collection, and use of information for marketing purposes, and certain physical exams. These include the right to:

- Consent before students are required to submit to a survey that concerns one or more of the following protected areas ("protected information survey") if the survey is funded in whole or in part by a program of the U.S. Department of Education (ED):
  1. Political affiliations or beliefs of the student or student's parent;
  2. Mental or psychological problems of the student or student's family;
  3. Sex behavior or attitudes;
  4. Illegal, antisocial, self-incriminating, or demeaning behavior;
  5. Critical appraisals of others with whom respondents have close family relationships;
  6. Legally recognized privileged relationships, such as with lawyers, doctors, or ministers;
  7. Religious practices, affiliations, or beliefs of the student or parents or ministers;
  8. Income, other than as required by law to determine program eligibility.
- Receive notice and an opportunity to opt a student out of –
  1. Any other protected information survey, regardless of funding;
  2. Any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by school or its agent, and not necessary to protect the immediate health and safety of a student, except for hearing, vision, scoliosis screenings, or any physical exam or screening permitted or required under State law; and
  3. Activities involving collection, disclosure, or use of personal information obtained from students for marketing or to sell or otherwise distribute the information to others.
- Inspect, upon request and before administration or use –
  1. Protected information surveys of students;
  2. Instruments used to collect personal information from students for any of the above marketing, sales, or other distribution purposes; and
  3. Instructional material used as part of the educational curriculum.

Zionsville Community Schools has adopted policies, in consultation with parents/guardians, regarding these rights, as well as arrangements to protect student privacy in the administration of protected surveys and collection, disclosure, or use of personal information for marketing, sales, or other distribution purposes. ZCS will also directly notify parents/guardians and eligible students through annual registration, at the start of each school year of the specific or approximate dates of the following activities and provide an opportunity to opt a student out of participating in:

- Collection, disclosure, or use of personal information for marketing, sales, or distribution.
- Administration of any protected information survey not funded in whole or part by ED.
- Any non-emergency, invasive physical examination or screening as described above.

Parents/Eligible students who believe their rights have been violated may file a complaint with Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue SW, Washington, D.C. 20202-4605.

### **CHILD FIND AND STUDENTS WITH DISABILITIES**

If you suspect your student may have a disability interfering with their learning, please contact the Unified Student Services Department of Zionsville Community Schools for more information.

#### **Child Find**

Child Find is the process for locating, identifying, and evaluating individuals with suspected disabilities who may need special education services, regardless of the severity of their disabilities. This is the responsibility of ZCS regardless of whether a parent/guardian affirmatively requests an evaluation. ZCS provides a Free Appropriate Public Education to any child who qualifies as having a disability, in accordance with federal and state laws. ZCS is responsible for locating all children ages 3 through 22 years of age with a suspected disability who reside within the boundaries of its district. With early identification and intervention, frustration and academic failure can be prevented, which in turn creates a positive learning experience for students. Multi-Tiered Systems of Support (MTSS), which encompasses academics, speech, language, and/or social and emotional learning, is an essential component of the child find process. Utilizing screening assessments, the ZCS team members identify students in need of intervention, implement action plans, and monitor the response to the targeted interventions. In addition, the evaluation referral procedures in ZCS provide the framework to refer students with suspected disabilities for evaluation.

### **ASBESTOS**

An asbestos statement of compliance is on file in the district office. For an additional copy, please contact the Director of Operations.

### **INDOOR AIR QUALITY**

The School Board recognizes its responsibility relative to student, employee, and visitor health and safety, and the need for development of a comprehensive program designed to provide a healthy, safe, and secure environment on Corporation property and at Corporation-sponsored activities. To achieve this, it is the intent of the Board that the Corporation will avail itself of the most current, proven technologies in the fields of health, safety, and environmental sciences. Any questions regarding environmental safety should be directed to Director of Operations who serves as the Indoor Air Quality Coordinator for ZCS.

## USE OF PESTICIDES

ZCS is committed to providing a safe environment. 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. For information regarding pest control, please contact the main office, and the name and phone number of a specific contact person will be provided. ZCS will provide notice of planned pesticide applications to parents/guardians who have requested advanced notice during the student registration process. Unless an emergency is declared, ZCS will give notice at least forty-eight (48) hours prior to the date and time the pesticide application is to occur. The notice will include the date and time of the pesticide application, the general area where the pesticide is to be applied and the telephone number to contact for more information. In case of emergency pesticide applications, because of immediate threat to the public health, the school shall give written notice as soon as possible.

## CHILD ABUSE/NEGLECT REPORTING

Employees of the school corporation are **required by law** to immediately report all relevant information concerning suspected child abuse/neglect to the Department of Child Services or local law enforcement. Employees will thereafter also notify building principals of all reports of suspected child abuse or neglect.

Zionsville Community Schools fosters safe environments for learners, and in so doing, we provide information upon hiring/induction and annually regarding sexual exploitation/abuse of children. These timely reminders, videos, awareness efforts, and strong admonitions to already background vetted individuals supports ongoing efforts to continuously improve protections for our vulnerable youth. More information about our practices in this regard may be found at the "School Safety" tab of our main school district webpage.

## CRIMINAL BACKGROUND CHECKS FOR VOLUNTEERS

We value partnerships with our families and welcome parents and guardians to serve as volunteers in our schools. Each ZCS building offers a wide variety of volunteer opportunities.

Examples include:

- Field Trip Chaperones
- Out of Town/Overnight Chaperones
- Tutors
- Volunteer Coaches
- Classroom Helpers (PTO parties/room parents)
- Library Helpers
- After Prom Workers
- Field Day/Jog-A-Thon Volunteers
- Book Fair Sales/Athletic Ticket Sales

During the school day, all volunteers are expected to sign in at the front office. Prior to the volunteer opportunity, all volunteers must sign a Non-disclosure Acknowledgement Form and have successfully completed a **Full Criminal History Background Check**. Necessary background check paperwork is available on the ZCS website at the Volunteer link and should be submitted at least 10 days prior to the intended volunteer date. A state mandated confidentiality and bullying video, which volunteers must view, is integrated into the website which volunteers will access when applying for background checks. The volunteer will pay the fee for the full background check which will expire after 5 years. The link to apply for the full background check can be accessed on the Volunteer link on the ZCS main webpage. For more information, contact the Volunteer Coordinator.

\*ZCS thanks all volunteers for generous support of our youth and schools. Thank you, too, for supporting assurance of student and staff safety by completing and paying for a volunteer background check.

## CRIMINAL BACKGROUND CHECKS FOR VISITORS

During the school day, all visitors must enter via the front door and sign-in at the front office. Visitors need to be prepared to present a government issued photo ID which will be scanned against the National Sex Offender Registry. A building administrator has the authority to prohibit the entry of any person to a school of this Corporation or to expel any person when there is reason to believe that the presence of such person would be detrimental to the good order of the school. If an individual refuses to leave the school grounds or creates a disturbance, the building administrator is authorized to request assistance from the local law enforcement agency to remove the individual. All visitors will be issued a visitor badge/tag to be worn inside the building at all times.

Visitor Examples Include:

- Lunch Guests
- Classroom Guest Speakers
- Classroom Special Events (Grandparent Day/Famous Hoosiers/etc.)
- Parent/Teacher Conferences

We ask that all visitors schedule an appointment to meet with teachers, counselors, administrators, and all other staff members so that we may best serve everyone. Visitors other than parents/guardians must be prearranged and organized through the main office.

## ATTENDANCE

The State of Indiana's attendance target for students in grades K-12 is ninety-four percent (94%). This means students should miss no more than ten (10) school days each school year.

The Board of Trustees believes that presence in the classroom enables the student to participate in instruction, class discussions, and other related activities. As such, regular attendance and classroom participation are integral for the student to excel. Students are bound by the requirements of Indiana's compulsory attendance law.

Attendance shall mean to be physically present in a school or at another location where the school's educational program is being conducted during regular school hours on a day in which the educational program in which the student is enrolled is being offered.

Attendance need not always be within the school facilities, but a student will be considered to be in attendance if present at any place where school is in session by authority of the Board. An unexcused absence is any absence not covered under the definition of excused absence or an exception to compulsory attendance. An out-of-school suspension shall not be considered an unexcused absence.

### Excused Absences

Excused absences are established in IC20-33-2 and shall be recognized by the Corporation. For any of these exceptions a student shall be recorded as excused absent from school. At a minimum, in accordance with Indiana law, the Board considers the following as exceptions to compulsory attendance, and may not be recorded as absences or penalized by the school in any manner:

- H. Service as a page for or as an honoree of the general assembly (not recorded as absence) (I.C. 20-33-2-14)
- I. Service on a precinct election board or as a helper to a political candidate or to a political party on the date of each general, city, or town, special, and primary election at which the student works. (I.C. 20-33-2-15)
- J. Subpoena to appear in court as a witness in a judicial proceeding (I.C. 20-33-2-16)
- K. Ordered to active duty with the Indiana National Guard for not more than ten (10) days (I.C. 20-33-2-17)
- L. Participating as a member of the Indiana wing of the Civil Air Patrol for not more than five (5) days in a school year. (I.C. 20-33-2-17.2)
- M. Participation in an "educationally related non-classroom activity" as defined in I.C. 20-33-2-17.5.
- N. Student or member of student's household participates or exhibits in the Indiana State Fair for educational purposes, for not more than five (5) days in a school year, if student is in good academic standing, as determined by the school corporation. (I.C. 20-33-2-17.7)

Additionally, the principal shall allow a student to attend a school for religious instruction that is conducted by a church, an association of churches, or an association that is organized for religious instruction and incorporation under Indiana law for not more than 120 minutes per week for the students to receive religious instruction if the student's parent makes a written request for such absence. A student who is receiving religious instruction as indicated herein shall not be recorded as absent from school. (I.C. 20.33.2-19)

The Superintendent shall require, from the parent of each student, or from an adult or emancipated student, who has been absent for any reason, a written statement of the cause for such absence. A phone call to the school is also accepted, should this be designated by the principal. The Superintendent reserves the right to verify such statements and to investigate the cause of each:

- D. prolonged absence;
- E. absence of more than three (3) days duration;
- F. repeated unexplained absence and tardiness.

In addition to the excused absences listed in State statutes, the Board considers the following for excused absences:

- J. illness verified by a note from the parent
- K. illness verified by a note from a physician
- L. recovery from accident verified by a note from a physician or documented by medical records

- M. required court attendance by subpoena or court order
- N. professional appointments – Parents are encouraged to schedule medical, dental, legal, and other necessary appointments other than during school hours. When appointments are necessary during the school day, the student shall report back to school immediately after the appointment with a signed statement from the doctor, dentist, lawyer, counselor, etc.
- O. death in the immediate family or of a relative
- P. observation or celebration of a bona fide religious holiday in accordance with Policy 5223
- Q. maternity
- R. military connected families' absences related to deployment and return

such other good cause as may be acceptable to the Superintendent or permitted by law.

#### **Unexcused Absences**

Unexcused absence shall mean any absence not covered under either the definition of excused absence or listed as an exception to compulsory attendance.

Repeated instances of unexcused absences may result in disciplinary action .

#### **Tuancy and Habitual Truants**

Tuancy is defined as a student absence from the school campus without knowledge of the parent and school.

Or

Tuancy shall mean an absence from school that is not an excused absence as stated above or that is not an absence under a parent request that has been filed with the school.

Habitual truant are students absent ten (10) days or more from school within a school year without being excused or without being absent under a parental request filed with the school.

A habitually truant student may not participate in extracurricular or co-curricular activities, unless:

- D. at the Corporation's discretion, in accordance with a plan that meets the requirements for a Student Attendance Plan as described below (even if the student is beyond grade 6) and signed by the student and a parent, provided such participation is permitted by the association governing the activity (if applicable);
- E. after one month of attendance without any unexcused absences and provided such participation is permitted by the association governing the activity (if applicable); or
- F. in accordance with an IEP, Section 504 Plan, or other comparable plan created to meet legal duty to a student with a disability under federal or state law.

The Superintendent or an attendance officer having jurisdiction shall report a child who is habitually absent from school to an intake officer of the juvenile court or the Department of Child Services.

The Superintendent shall ensure that the guidelines on attendance properly address the matter of truancy by including a process which:

- G. identifies the habitual truant;
- H. investigates the cause(s) of the student's truant behavior;
- I. considers, when appropriate, modification of the student's educational program to meet particular needs which may be causing the truancy;
- J. ensures that truant students are disciplined in accordance with the Corporation's policies and administrative guidelines on student discipline;
- K. provides for the reporting to the Bureau of Motor Vehicles those students who have been suspended for the second time during a school year, expelled, or excluded for misconduct;

- L. The superintendent or designee shall report a student who is habitually absent from school in violation of the compulsory school attendance law to the juvenile court or the Indiana Department of Child Services (DCS).

### **Truancy Prevention Policy: Grades K-6 Only**

Changes in state law passed in 2024 have led to important changes in ZCS Board Policy related to attendance for students in grades K-6. Indiana Code 20-33-2.5 states that a student in grades K-6 who has had five (5) unexcused absences in ten (10) week period is considered an “absent student.” When a student has been identified as an “absent student,” parents/guardians will be notified in writing and the school is required to set a meeting within five (5) instructional days of the child’s fifth (5<sup>th</sup>) unexcused absence during the ten (10) week period. At this meeting, the parent/guardian and school team will discuss a truancy prevention plan, which includes supports designed to help improve the student’s attendance.

#### **Notifications and Support**

Parents/Guardians will be notified when their child has missed five (5) full or partial school days in a given semester. For middle and high school students, notification may be given when there are excessive absences in a particular class period. Parents/Guardians will receive a second notification when their child has missed eight (8) full or partial days in a semester. After ten (10) missed days- full or partial- a meeting will be required to create a plan to support student attendance. This meeting may take place regardless of if the absences are considered excused or unexcused. (This is independent of the K-6 Truancy Prevention policy required by Indiana law).

#### **Prearranged Absences**

Some absences may be known to students and their families in advance (example: vacation travel, etc). In the case of such absences, please refer to communication provided by your child’s school regarding procedures for notifying the school of a pre-arranged absence. In some cases, students may be asked to complete a form and communicate with teachers regarding expectations for make-up work. Teachers are NOT expected to prepare work in advance for students to complete during such an absence. Pre-arranged absences may be considered excused, provided that a student is considered in good standing which includes not requiring a supportive attendance plan.

For pre-arranged absences exceeding ten (10) consecutive school days per semester, students may be asked to withdraw from school and re-enroll upon their return.

## **PARTIAL ENROLLMENT OF PRIVATE OR HOME-SCHOOLED STUDENTS**

The Board of School Trustees encourages the enrollment of all school-age children resident in this Corporation in public schools or in approved parochial or private schools so that they may enjoy the benefits of a well-planned, educational program and the socialization possible in a group environment.

The Superintendent may allow a student who is being educated at home or at a non-corporation school to enroll in academic courses. Such enrollments must include subjects appropriate for state-wide accountability testing and the prerequisites for its readiness. Such enrollments must be eligible for state funding. Once partially enrolled in ZCS, a student may participate in one or more of the Corporation’s co-curricular or extra-curricular activities that do not involve interscholastic competitions. To compete in co-curricular interscholastic competitions, a student must be fully enrolled.

## **MISSING CHILD REPORTING**

Students enrolling in Zionsville Community Schools must have reliable proof of age such as, but not limited to, a birth certificate, driver’s license, or passport. A report will be filed with the Indiana Clearing House for missing children if such evidence is not presented to school authorities within 30 days.

## **RESTRAINT AND SECLUSION POLICY**

Every effort should be made to prevent the need to restrain or to place students in seclusion. Zionsville Community Schools recognizes restraints and/or seclusion may become necessary when there is imminent risk of harm to the student or others but should never be used as a means of punishment or convenience. A supportive school environment can greatly reduce, and in many cases eliminate, the need for restraint or seclusion. In compliance with Indiana law (I.C. 20-20-40), ZCS has developed a plan for restraint and seclusion. The ZCS Restraint and Seclusion Plan applies to all students, not only students with disabilities. All behavioral interventions used must ensure the right of all students to be treated with dignity and respect.

The school will use prevention, positive behavior intervention and support, and conflict de-escalation strategies to eliminate or minimize the need for the use of restraint or seclusion. School teams should promote and teach students appropriate behavior and model appropriate behavior with their own conduct. Any behavioral intervention, including physical restraint or seclusion, must be consistent with any applicable behavioral intervention plan (BIP) or individualized education plan (IEP), as well as with the restraint and seclusion plan. The plan does not apply to Zionsville Police Partners who are not employed by the school.

## **STUDENT ASSESSMENT**

The Board of School Trustees, in compliance with law and rules of the State Board of Education, shall implement all required State assessments to assess student achievement and needs in English/language arts, mathematics, social studies, science, and other designated subjects in order to determine the progress of students, meet high school graduation requirements, and to assist them in attaining Corporation and State Department goals.

The Superintendent shall develop and implement a plan which complies with guidelines established by the Department of Education.

## **POLICIES RELATED TO USE OF DRUGS, ALCOHOL, AND TOBACCO**

The ZCS school administration believes maintaining an environment that is safe, free from substance use/abuse, and conducive to learning is an important goal for the school and the community. Students are not permitted to possess, use, or sell drugs, alcohol, vaping, or tobacco products on the school premises at any time, at any school-sponsored activity, or when a student is travelling to and from school. Students violating this policy are subject to suspension or expulsion from school in accordance with due process.

Employees of the school corporation must report to the building principal any drug violations of which they have personal knowledge, and which occur on school property or within 1000 feet of school property. The principal will report the violation to the proper law enforcement agency.

In order to protect students, the Board prohibits the use and/or possession of tobacco or vaping devices by administrators, professional and support staff, visitors, and students at all times within any facility owned or leased or contracted for by the Board. For purposes of this policy, use of tobacco shall mean all uses of tobacco, including cigar, cigarette, pipe, snuff, or any other matter or substance that contains tobacco, as well as electronic, "vapor," or other substitute forms of cigarettes. The Board also prohibits the use and/or possession of tobacco or vaping devices anywhere on the campus of any facility owned or leased or contracted for by the Board, including, but not limited to, practice fields, playgrounds, football fields, baseball fields, softball fields, pool areas, soccer fields, tennis courts, and all open areas and will remain in effect at all times. Furthermore, the Board prohibits the use and/or possession of tobacco or vaping devices in all vehicles owned or operated by the Corporation, including, but not limited to, school buses, special purpose buses, vans, trucks, and cars.

We recognize our responsibility to address drug and alcohol problems in the school. We believe that parent(s), guardian(s), and the school must work together to educate, encourage, and support students in an attempt to prevent their illegal use of drugs and alcohol. As part of our attempt to achieve the above, the schools will use the following policies:

### Students Suspected Of Being Under The Influence Of Drugs Or Alcohol

Students believed to be under the influence of drugs or alcohol may be requested to submit to a drug and/or alcohol test at the expense of the student. Refusal to submit to a drug or alcohol test, or refusal to provide a valid specimen will be considered an admission of a violation of school rules pertaining to the use of drugs or alcohol. A student's alleged or actual use of low THC hemp extract or "CBD oil" will not form a basis upon which the Corporation will overturn a student's positive drug test until verification can be obtained.

As used in this policy "reasonable suspicion" includes: specific observation concerning appearance, behavior, body odor, or speech of a student; information received by the principal or designee from teachers, parents/guardians, students, employees or detection devices; an accident involving a motor vehicle before, during, or after school hours at school. This rule also applies on or off school property at any school sponsored or school approved activity, event or function, where students are under the jurisdiction of the school district, or any time students are under the direct supervision of employees who are working on behalf of the district.

### Extracurricular Events:

Students participating in extracurricular events or attending extracurricular events may be asked to submit to a breathalyzer test.

## **DISCIPLINARY PROCEDURES AND STUDENT DUE PROCESS**

### Introduction:

It is the policy of the Board of Education to provide Zionsville Community School Corporation with graduated, relevant learning experiences that will enable students to develop to their full potential. It is necessary to establish a total environment for this learning to occur. Self-discipline is a major aspect of that learning environment. Self-discipline is best defined as the control exhibited in an individual's behavior, both action, reaction, and physical/verbal, so that the civil rights and dignity of others are protected. Situations when the behavior of any student disrupts, in some way, the learning environment for others, require discipline procedures initiated by classroom teachers and/or administrative personnel. These discipline procedures will be employed throughout the Corporation by school personnel in order to maintain the educational environment as set forth in the philosophy of this corporation. Discipline procedures shall be administered fairly, with respect for the dignity of all persons involved, and without anger, malice, or prejudice. Rules or guidelines pertaining to student conduct are intended as a basis for the development of positive attitudes and appropriate behavior on the part of students interacting with parents/guardians, teachers, administrators, and others and are not meant to be punitive measures.

### Delegation of Authority:

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. Students must follow responsible directions of school personnel in all educational settings and refrain from disruptive behavior that interferes with the educational environment. In carrying out the educational function and school purposes of the school corporation the following grants of authority are hereby made:

- A. The superintendent, principal, administrative personnel, and teacher are authorized, when students are under their charge, to take any action in connection with student behavior reasonably desirable or necessary to help any student, to further school purposes, or to prevent any interference with an educational function, including such actions as:
  - counseling with a student or group of students
  - conferencing with a parent or group of parents or guardians
  - assigning additional school work
  - rearranging class schedules
  - requiring a student to remain in school after regular school hours to do additional school work or counseling
  - restricting extracurricular activities
  - removal from school-sponsored transportation
  - removal from a class to complete additional school work in another setting

- assignment by the principal or designee to a special course of study, alternative program, alternative school
- changing seating assignments
- confiscation of disruptive or banned items
- establishing behavior contracts
- denial of privileges
- referral to special personnel (both within and outside the normal school environment)
- required apology, payment of damages, work detail to repair damage, or other compensatory restitution
- verbal reprimand
- exclusion from school (health reason, and general danger or threat to well-being)
- expulsion
- in-school suspension
- other appropriate, reasonable, and legal measures

B. According to Indiana law, a high school or middle school teacher has the right to remove a student from their class or activity for a period of up to five class periods and an elementary teacher has the right to remove a student from their class for one school day if the student is assigned regular or additional work to be completed in another school setting. Per ZCS School Board policy, separation of a student from any educational function within the supervision of teacher or other school personnel, other than the principal or their designee, shall not be considered a removal but rather a referral to the office for counseling and/or disciplinary intervention. Building-level procedures and guidelines will be followed in these cases.

- NOTE: Subject to limitations applicable to students governed by special education requirements under federal law, a student may be removed from a class under the supervision of an individual (and not returned to that class pending a parent or family conference and development of a behavior plan) when the student is an imminent threat to the health or safety of the supervising staff member or other individuals in the supervised class.

C. The terms “superintendent” and “principal” shall include their respective designees, which shall include, but not be limited to, the assistant principal, athletic director, guidance counselors and administrative assistants.

### **Conduct Constituting an Interference with School Purposes or Educational Functions**

Conduct constituting an interference with school purposes or educational functions shall mean any conduct which causes, or which can reasonably be foreseen to cause, a substantial disruption or distraction from, or material interference in, the carrying out of a school purpose or an educational function. Undifferentiated fear or apprehension of disturbance, disruption, and interference do not alone constitute grounds to support a determination that such conduct exists.

### **Personal Search Procedures:**

The principal or their designee may search the person of a student during a school activity if the principal or their designee has a reasonable suspicion for a search of that student. Searches of the person of a student shall be limited to:

1. Searches of the pockets of the student.
2. Any object in the possession of the student such as, but not limited to, a purse, briefcase, book bag, wallet, music case.
3. A “pat down” of the exterior of the student’s clothing. Searches of the person of a student, which require removal of clothing other than a coat, jacket, shoes, or socks, should be referred to a law enforcement officer in accordance with this policy.

A person of the same sex as the person being searched shall conduct searches of the person of a student in a private room with at least one other adult present who shall witness, but not participate in, the search.

### **Canine Searches:**

Drugs are not allowed in Zionsville Community Schools. The Zionsville Community School administration will conduct canine drug searches at a time and date of their discretion with the assistance of the law enforcement. Such searches can include parking lots, lockers, hallways, common areas, and student book bags and purses. In the event of reasonable suspicion as indicated by the canine or other sources, further search of a particular student’s book bag, possessions and/or person will be made. Before that further search is conducted, a reasonable effort will be made to notify parents/guardians. When possible, the student be offered the opportunity to be present.

### **Locker Searches**

A student who uses a locker that is the property of ZCS has no expectation of privacy in the locker or the contents of the locker. Accordingly, a principal may search a student’s locker and the locker’s content at any time. Further, a law enforcement agency with appropriate jurisdiction may assist a school administrator in searching a student’s locker and the locker’s content at the request of the school principal or in accordance with the rules of the governing body.

### **Metal Detectors**

Metal detectors may be used to detect firearms, knives, and other weapons. Metal detector screenings of students and their possessions shall be conducted in an orderly and safe manner, consistent with industry standards for use of the detectors, and consistent with minimizing intrusion into students’ privacy rights. Students and their personal possessions shall be screened by Corporation employees using a hand-held metal detector wand owned by the Corporation. In instances of health and safety emergencies, local law enforcement may assist School employees in metal detector screenings.

## **Disciplinary Consequences:**

Prior to the exercise of discipline procedures, due consideration shall be given to individual and unique differences, exceptional circumstances and sanctions imposed by others; and said discipline shall be remedial in content and shall be progressive if repeated behavior problems have occurred. Prior to any decision involving removal from school, involvement from the parent or legal guardian in the decision-making process shall be solicited.

Some behavior is much more serious than other behavior and requires different approaches and clearly defined actions. Some discipline procedures, which may be utilized to improve discipline problems, include but are not limited to the following actions:

### **A. Suspension and Expulsion**

- a. Suspension: A school principal (or designee) may deny a student the right to attend school or take part in any school function for a period of up to ten school days. Suspension shall mean any disciplinary action whereby a student is separated from school attendance for a period of ten (10) days or less which does not constitute an expulsion. Suspension shall not include situations in which a student is removed from school for failure to comply with immunization requirements.
- b. Expulsion: In accordance with the due process procedures defined in this policy, a student may be expelled from school for a period of no longer than the remainder of the current semester plus the following semester. In cases when the student is being expelled for possession of a firearm, destructive device, or deadly weapon, the maximum length of the expulsion period is listed under Indiana Code 20-33-8-3.

Expulsion shall mean a disciplinary action whereby a student:

1. Is separated from school attendance for a period in excess of ten (10) days.
2. Is separated from school attendance for up to two semesters.
3. May have the loss of all credits as a result.
4. Is separated from school attendance for up to two semesters which may include an assignment to attend an alternative school, an alternative education program, or a homebound education program.

Students suspended or recommended for expulsion from school have the right of due process including but not limited to the right to be informed of the charges leading to the suspension or the recommendation for expulsion. The student also has the right to be informed of the charges, to be provided a summary of evidence against the student, and to be provided the opportunity to explain their conduct.

It is the policy of Zionsville Community School Corporation that a notation will be made on the student's permanent record and transcript when a student is expelled from school.

The principal or designee may require that a student who is at least 16 years of age and wishes to re-enroll after an expulsion attend one or more of the following:

- A. An alternative school or an alternative education program.
- B. Evening classes.
- C. Classes established for students who are at least 16 years of age.

A reciprocal agreement in regard to expulsion or suspension shall be in effect with all extension schools and/or cooperative programs that enroll students from the school corporation.

NOTE: All of the discipline procedures are subject to rights and procedures afforded to students and their parents or legal guardians under the Individuals with Disability Education Act (IDEA.) Copies of the school's procedures for actions to be taken pursuant to the IDEA may be obtained from the Director of Unified Student Services.

### **B. Suspension Procedures:**

When the 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 with the student. At this meeting the student will be entitled to:
  - a). A written or oral statement of the charges;
  - b). If the student denies the charges, a summary of the evidence against the student will be presented; and
  - c). The student will be provided an opportunity to explain their 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 suspension.
3. Following the suspension, the parent or guardian of the suspended student will be notified in writing. The notification will include the dates of suspension, description of the student's misconduct, and the action taken by the principal.

### **C. Expulsion Procedures:**

When the 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; or
  - 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/guardian is given notice of their right to appear at an expulsion meeting conducted by the superintendent or the person designated above. Failure by a student or a student's parent to request and 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 appear at the expulsion meeting will be in writing, delivered by certified mail or by personal delivery and will contain the reasons for the expulsion and the procedure for requesting an expulsion meeting.

4. At the expulsion meeting, the principal (or designee) will present evidence to support the charges against the student. The student or parent/guardian will have the opportunity to answer the charges against the student, and to present evidence to support the student's position. An attorney may not represent the student at the expulsion meeting, but the attorney may be available for consultation outside the meeting room during the course of the expulsion meeting.

5. If an expulsion meeting is held, the person conducting the expulsion meeting will make a written summary of the evidence heard at the meeting, take an action found to be appropriate and give notice of the action taken to the student and the student's parent/guardian.

#### RIGHT TO APPEAL

The student or parent/guardian has the right to appeal an expulsion decision to the school board within 10 days of the receipt of notice of the action taken. The student or parent/guardian appeal to the school board must be in writing. If an appeal is properly made, the board at the appeal hearing will consider the written summary of the expulsion meeting and the arguments of the school administration and the student and/or the student's parent/guardian. The board may then take any action deemed appropriate.

#### LEGAL REFERENCE:

I.C. 20-33-8-18

I.C. 20-33-8-19

### **GROUND FOR SUSPENSION OR EXPULSION**

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

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

#### **A. STUDENT MISCONDUCT AND/OR SUBSTANTIAL DISOBEDIENCE**

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

1. Using violence, force, noise, coercion, threat, intimidation, fear, passive resistance, or other conduct constituting an interference with school purposes, or urging other students to engage in such conduct. The following enumeration is only illustrative and not limited to the type of conduct prohibited by this rule:
  - a. Occupying any school building, school grounds, or part thereof with intent to deprive others of its use.
  - b. Blocking the entrance or exits of any school building or corridor or room therein with intent to deprive others of lawful access to or from, or use of the building, corridor, or room.
  - c. Setting fire to or damaging any school building or property.
  - d. Prevention of or attempting to prevent by physical act the convening or continued functioning of any school or education function, or of any meeting or assembly on school property.
  - e. Intentionally making noise or acting in any manner so as to interfere with the ability of any teacher or any other person to conduct or participate in an education function.
2. Engaging in any kind of aggressive behavior that does physical or psychological harm to another person or urging of other students to engage in such conduct. Prohibited conduct includes coercion, harassment, bullying, hazing, or other comparable conduct.
3. Engaging in violence and/or threat of violence against any student, staff member, and/or other persons. Prohibited violent or threatening conduct includes threatening, planning, or conspiring with others to engage in a violent activity.
4. Causing or attempting to cause damage to school property, stealing or attempting to steal school property.
5. Causing or attempting to cause damage to private property, stealing or attempting to steal private property.
6. Causing or attempting to cause physical injury or behaving in such a way as could reasonably cause physical injury to any person. Self-defense or reasonable action undertaken on the reasonable belief that it was necessary to protect oneself and/or another person is not a violation of this rule.
7. Threatening or intimidating any person for any purpose, including obtaining money or anything of value.
8. Threatening (whether specific or general in nature) injury to persons or damage to property, regardless of whether there is a present ability to commit the act.
9. Failing to report the actions or plans of another person to a teacher or administrator where those actions or plans, if carried out, could result in harm to another person or persons or damage property when the student has information about such actions or plans.
10. Possessing, handling, or transmitting a knife or any object that can reasonably be considered a weapon, is represented to be a weapon, or looks like a weapon.
11. Possessing, using, transmitting, or being affected by any controlled substance, prescription drug, narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage, intoxicant or depressant of any kind, or any paraphernalia used in connection with the listed substances. Also prohibited is the consumption of any of the stated substances immediately before attending school or a school function or event.

- a. Exception to Rule 11: a student with a chronic disease or medical condition may possess and self-administer prescribed medication for the disease or condition if the student's parent/guardian has filed a written authorization with the building principal. The written authorization must be filed annually. The written authorization must be done by a physician and must include the following information:
1. That the student has an acute or chronic disease or medical condition for which the physician had prescribed medication.
  2. The nature of the disease or medical condition requires emergency administration of the prescribed medication.
  3. The student has been instructed in how to self-administer the prescribed medication.
  4. The student is authorized to possess and self-administer the prescribed medication.
12. Possessing, using, or transmitting any substance which is represented to be or looks like a narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage, stimulant, depressant, or intoxicant of any kind, including such substances that contain chemicals which produce the same effect of illegal substances including but not limited to Spice and K-2.
  13. Possessing, using, transmitting, or being affected by caffeine-based substances other than beverages, substances containing phenylpropanolamine (PPA), stimulants of any kind, or any other similar over-the-counter products.
  14. Possessing, using, distributing, purchasing, or selling tobacco or nicotine-containing products of any kind or in any form. The possession of an electronic cigarette (generally known as "e-cigarette") is prohibited which also includes any item that looks like or is represented to be an electronic cigarette.
  15. Offering to sell or agreeing to purchase a controlled substance or alcoholic beverages.
  16. Failing to comply with directions of teachers or other school personnel during any period of time when the student is properly under their supervision, where the failure constitutes an interference with school purposes or an educational function.
  17. Failing to completely and truthfully respond to questions from a staff member regarding school-related matters including potential violations of the student conduct rules or state or federal law.
  18. Falsely accusing any person of sexual harassment, or of violating a school rule, and/or a state or federal law.
  19. Engaging in any activity forbidden by the laws of Indiana that constitutes an interference with school purposes or an educational function.
  20. Aiding, assisting, agreeing or conspiring with another person to violate these student conduct rules or state or federal law.
  21. Engaging in academic dishonesty, including cheating, intentionally plagiarizing, wrongfully giving or receiving help during an academic examination, and wrongfully obtaining test copies or scores.
  22. Taking, recording, displaying and/or distributing pictures (digital or otherwise), video or audio recordings without the consent of the student or staff member in a situation not related to a school purpose or educational function.
  23. Possessing sexually-related materials which include images displaying uncovered breasts, genitals, or buttocks.
  24. "Sexting" or using a cell phone or other personal communication device to send text or email messages or possessing text or email messages containing images reasonably interpreted as indecent or sexually suggestive while at school or at a school related function. In addition to taking any disciplinary action, phones will be confiscated, and students should be aware that any images suspected to violate criminal laws will be referred to law enforcement authorities.
  25. Engaging in pranks or other similar activity that could result in harm to another person.
  26. Using or possessing gunpowder, ammunition, or an inflammable substance.
  27. Violating any rules that are reasonably necessary in carrying out school purposes or an educational function, including, but not limited to:
    - a. engaging in sexual behavior on school property;
    - b. engaging in sexual harassment of a student or staff member;
    - c. disobedience of administrative authority;
    - d. willful absence or tardiness of students;
    - e. engaging in speech or conduct, including clothing, jewelry, or hair style, that is profane, indecent, lewd, vulgar, or refers to drugs, tobacco, alcohol, sex, or illegal activity, or is plainly offensive to school purposes;
    - f. violation of the school corporation's acceptable use of technology policy or rules;
    - g. violation of the school corporation's administration of medication policy or rules;
    - h. possessing or using a laser pointer or similar device.
  28. Possessing or using on school grounds during school hours an electronic device, a cellular telephone, or any other telecommunication device, including a look-a-like device, in a situation not related to a school purpose or educational function or using such device to engage in an activity that violates school rules. This rule is not violated when the student has been given clear permission from a school administrator or a designated staff member to possess or use one of the devices listed in this rule.

29. Any student conduct rule the school building principal establishes and gives notice to students and parents/guardians.

## **B. BULLYING**

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

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

Bullying behaviors based on the targeted individual's race, color, national origin, sex, gender, religion, or disability may be investigated and processed according to the Nondiscrimination/Anti-Harassment Policy.

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

Every student is encouraged, and every staff member is required, to report any situation they believe to be bullying behavior directed toward a student. Reports may be made to those identified above.

All complaints about bullying behavior that may violate this policy shall be promptly investigated. The investigation should be facilitated by the building principal or designee. Information relating to the investigation will be gathered using means including, but not limited to: witness interview, request for written witness statements, record identification and review, and an assessment of whether bullying occurred. The investigation will be initiated within one (1) school day of the report to the building principal or designee and will ordinarily be completed within ten (10) school days.

If the investigation finds an instance of bullying behavior has occurred, it will result in prompt and appropriate disciplinary action, up to and including, expulsion for students, discharge for employees, exclusion for parents, guests, volunteers, and contractors, and removal from any official position and/or a request to resign for Board members. Bullying acts may be reported to law enforcement officials or the Department of Child Services.

The complainant shall be notified of the findings of the investigation, and as appropriate, any remedial action that has been taken to the extent disclosure is permitted by law. The school principal or designee will be responsible for follow-up with students involved, counselor, and parents.

Parents are encouraged to be involved in the process of minimizing bullying. Parents should report suspected acts of bullying to an appropriate school official. In addition, parents of students suspected of bullying will be notified with a phone call or through other appropriated means of communication. Conversely, parents of students suspected of being the target of acts of bullying will also be notified with a phone call or through other means of appropriate communication. Parent notifications will occur in an expedited manner within two (2) school days after the designated school administrator receives the report of suspected bullying. Parents of students who are disciplined for acts of bullying will be involved in the disciplinary process consistent with the law and Corporation policy.

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

Additional Information regarding the ZCS Board of School Trustees Policy on Bullying (5517) can be found [here](#).

## **C. WEAPONS**

The Board prohibits students from possessing, storing, making, or using a weapon in any setting that is under the control and supervision of the Corporation for the purpose of school activities approved and authorized by the Corporation including, but not limited to, property leased, owned, or contracted for by the Corporation, a school-sponsored event, or in a Corporation vehicle. The Superintendent or designee administrator will report any student who violates this policy to the student's parents or guardians and to the law enforcement agency having jurisdiction over the property where the offense occurs. The student also may be subject to disciplinary action, up to and including expulsion.

Generally, the possession of a firearm in or on school property, in or on property that is being used by a school for a school function, or on a school bus is a felony (I.C. 35-47-9-2) and is prohibited by Board policy. However, State law permits a person who may legally possess a firearm to maintain that firearm if it is locked in the person's trunk, kept in the glove compartment of the person's locked vehicle, or stored out of plain sight in the person's locked vehicle. This exception does not apply to students unless it is a high school student who is a member of a shooting sports team and the principal has approved the student keeping a firearm concealed in the student's motor vehicle on days the student is competing or practicing as a member of a shooting sports team. This exception also does not apply to former students if the person is no longer enrolled in school due to a disciplinary action within the previous twenty-four (24) months.

For purposes of this rule, the term "weapon" means any object which, in the manner in which it is used, intended to be used, or represented, is capable of inflicting serious bodily harm or property damage, as well as endangering the health or safety of persons. Weapons include, but are not limited to, tasers, stun guns, air and gas-powered guns (whether loaded or unloaded), knives, razors, clubs, electric weapons, chemical weapons, metallic knuckles, and martial arts weapons. A "knife" is defined by I.C. 35-47-5-2.5(a) as "an instrument that: 1) consists of a sharp edge or sharp pointed blade capable of inflicting cutting, stabbing, or tearing wounds; and 2) is intended to be used as a weapon."

Exceptions to this policy include items approved by a principal as part of a class or individual presentation under adult supervision, if used for the purpose of and in the manner approved; (Working firearms and ammunition shall never be approved.) Other exceptions include theatrical props used in appropriate settings and starter pistols used in appropriate school related sporting events.

This rule will also encompass such actions as possession of look-alike items, false fire alarms, bomb threats, or intentional calls to falsely report a dangerous condition. Students should immediately report knowledge of weapons and threats of violence by students, staff, or visitors to the building principal. Failure to report such knowledge may subject the student to immediate suspension and potential expulsion from school.

#### **D. POSSESSING A FIREARM OR A DESTRUCTIVE DEVICE**

1. No student shall possess, handle or transmit any firearm (as defined in I.C. 35-47-1-5) or a destructive device (as defined in I.C. 35-47.5-2-4) on school property or at a school-related event. Firearm means any weapon that is capable of expelling, designed to expel, or may readily be converted to expel a projectile by means of an explosion.
2. For purposes of this rule, a destructive device is:
  - an explosive, incendiary, or overpressure device that is configured as a bomb, a grenade, a rocket with a propellant charge of more than four ounces, a missile having an explosive or incendiary charge of more than one-quarter ounce, a mine, a Molotov cocktail or a device that is substantially similar to an item described above,
  - a type of weapon that may be readily converted to expel a projectile by the action of an explosive or other propellant through a barrel that has a bore diameter of more than one-half inch, or
  - a combination of parts designed or intended for use in the conversion of a device into a destructive device. A destructive device is NOT a device that although originally designed for use as a weapon, is redesigned for use as a signaling, pyrotechnic, line throwing, safety, or similar device.
3. The penalty for possession of a firearm or a destructive device: suspension up to 10 days and expulsion from school for at least one calendar year with the return of the student to be at the beginning of the first semester after the one year period. The superintendent may reduce the length of the expulsion if the circumstances warrant such reduction.
4. The superintendent shall immediately notify the appropriate law enforcement agency when a student engages in behavior described in this rule.

#### **E. POSSESSING A DEADLY WEAPON**

1. No student shall possess, handle, or transmit any deadly weapon (as defined in I.C. 35-31.5-2-86) on school property or at a school-related event. The following devices are considered to be deadly weapons as defined in I.C. 35-31.5-2-86:
  - a weapon, taser or electronic stun weapon, equipment, chemical substance, or other material that in the manner it is used, or could ordinarily be used, or is intended to be used, is readily capable of causing serious bodily injury.
  - an animal readily capable of causing serious bodily injury and used in the commission or attempted commission of a crime.
  - a biological disease, virus, or organism that is capable of causing serious bodily injury.
2. The penalty for possession of a deadly weapon: up to 10 days suspension and expulsion from school for a period of up to one calendar year.
3. The superintendent shall notify the appropriate law enforcement agency designated by the Prosecuting Attorney immediately when a student engages in behavior described in this rule (possessing a deadly weapon) on school property or at a school-related event.

#### **F. UNLAWFUL ACTIVITY**

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

#### **G. CRIMINAL ORGANIZATIONS AND ACTIVITY**

As outlined in Board Policy 5840, Zionsville Community Schools prohibits criminal organization activity and similar destructive or illegal group behavior on school property, or school buses, or at school-sponsored functions. Per IC 35-45-9-1, "Criminal Organization" means a formal or informal group with at least three members that specifically either:

- promotes, sponsors, or assists in;
- requires as a condition of membership or continued membership; or
- the commission of a felony or an act that would be a felony if committed by an adult, or a battery offense (IC 35-42-2).

Zionsville Community Schools prohibits reprisal or retaliation against individuals who report criminal organization activity and similar destructive or illegal group behavior or who are victims, witnesses, bystanders, or others with reliable information about criminal organization activity and similar destructive or illegal group behavior. Please refer to the board policy for specific procedures on reporting and investigating this activity as well as the consequences and support services available to students and their families.

#### **H. LEGAL SETTLEMENT**

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

LEGAL REFERENCES FOR THE PRECEDING SECTIONS:

I.C. 20-33-8 et seq. I.C. 35-31.5-2-86

I.C. 35-47.5-2-4

I.C. 35-47-1-5

## STUDENTS WITH ALLERGIES

Students may have food or environmental allergies (including chemical sensitivities) which adversely affect their ability to learn. Students with allergies who require accommodations in school or school-related activities should be provided accommodations pursuant to an individual health plan (IHP), a Section 504 Plan, or an individualized education program (IEP). While ZCS staff will attempt to identify students with life-threatening allergies, parents and guardians of students with allergies should alert the upon enrollment or diagnosis. A student may be eligible for a Section 504 Plan if the allergy substantially limits a major life activity, such as breathing, respiratory function, immune system function, or learning. In addition, a student may be eligible for special education and related services pursuant to an IEP if the allergy adversely affects the student's educational performance. If the student's allergy(ies) are the only concern impacting the student's ability to receive a free and appropriate public education (FAPE), it will most likely be appropriate to have a Section 504 Plan. A care plan, including an emergency action plan, may be developed for students with allergies that do not rise to the level of a disability.

Appropriate accommodations are determined by the student's case conference committee or Section 504 team based on the unique needs of the individual student to receive FAPE. This committee or team may include school representatives, the student's parent(s) or guardian(s), and/or the student's private medical provider. If the student's medical provider indicates that a specific accommodation should be provided, the committee or team will determine if that accommodation is needed for the student to receive FAPE.

The committee or team's determination is a highly individualized process and no "standard" accommodation shall be mandatory for all students (e.g., it may not be appropriate for all students with a peanut allergy to sit at a "peanut-free" lunch table). Reasonable accommodations may include, but are not limited to:

- Allowing the student to carry an epinephrine auto-injector pen with physician approval
- Posting notices via parent-teacher groups about ensuring that snacks sent to school by parents/guardians are allergen-free
- Designating zones as allergen-free, such as an "allergen safe" table in the cafeteria and/or "allergen aware" classroom) with well-posted signs
- Using specialized cleaning procedures for designated classrooms, zones, or tables, which may include separate supplies to clean allergen-free areas
- Publishing school breakfast/lunch menus with allergens specified
- Using specialized food preparation procedures which include separating utensils, surfaces, dishes, etc.
- Enforcing "no eating" policies on bus, unless there is a legitimate medical need.

Confidentiality and the storage of medications will be implemented in accordance with ZCS policy and federal and state law. Staff will respond to allegations of harassment or bullying on the basis of an allergy in accordance with ZCS policy and federal and state law.

In general, a school district is not legally required to create a policy or ban products from a building in order to respond to an individual student's allergy(ies). No accommodation can create an entirely risk-free environment, but ZCS is committed to providing FAPE and a reasonably safe environment for all students.

## HEALTH CLINIC, MEDICATION, AND MEDICAL EMERGENCIES

Students who are injured or become ill are to report their condition to a teacher and then with the permission of the teacher may go to the school clinic. We are fortunate to have a licensed health care professional on duty or on call throughout the school day. Any student who visits the health care center for emergent problems, chronic health issues or daily prescription medications will not be required to have a pass.

Occasionally, the need arises for the health care professional to request a parent/guardian to pick up a child who has become ill. Parents/guardians will be notified if their child has a fever, vomiting, diarrhea, a significant illness, or injury, or is in need of emergency treatment. If a student is too ill to remain at school, the parent/guardian or emergency contact shall be notified, and arrangements made for transportation before the student is released. If a child is sent home ill during the school day, we request that parents not return the child to school later on that same school day. The school may require clearance from a licensed physician for a student to return to school whenever it is deemed necessary in order to protect the health of the student or other students.

In case of medical emergencies, every effort will be made first to contact the parent/guardian of the student. If the parent/guardian cannot be reached, or if in the opinion of school officials, immediate action is required, emergency ambulance services will be called. The cost of such emergency ambulance service shall be the responsibility of the parent/guardian. An accident or injury requiring treatment is followed up with a report to the Superintendent. Parents/Guardians will be notified of each clinic visit by a yellow treatment pass. All visits to the health care professional's office are documented in the school's electronic system, allowing parents/guardians to view the frequency and reasons for visits if requested.

### **ADMINISTRATION OF MEDICATION**

Our school health care professionals are always willing to give your child medication when needed. They are bound by Indiana State Law to follow certain regulations regarding these medications. The health care professionals are not permitted to exceed the recommended dosages as stated on the original label without a physician note. Emergency medications may be carried by the student with physician and parent/guardian permission notes on file in the health care professional's office. Emergency medications may include: Epinephrine auto-injectors, rescue inhalers, diabetic emergency medications (glucagon and Baqsimi), or emergency seizure medications (Dialstat or Versed). Some older students will carry these medications with them as they travel to extracurricular programs after school. Both physician and parental written permission must be updated every school year for the use of any emergency medications. All other medication (besides emergency medications) must be kept in the health care professional's office. Only the school health care professional or designee shall administer medications to students.

The administration of medications and/or treatments for students on a field trip will involve a concerted effort between the nursing and school staff, along with the parents/guardians and student. A school health care professional will rarely, if ever, accompany students on field trips.

In the interest of student safety, it is preferred that all medication, both prescription and non-prescription, be transported to and from the school health care professional's office by a parent or guardian. If transported to/from school by a student, the parent/guardian must provide written permission to do so. This written permission only authorizes to/from school transportation. During school hours, the medication must be kept in the school health care professional's office. All medications for elementary school children must be transported by a parent or guardian. Insulin in an insulin pump is excluded from this policy. Insulin by any other delivery route is included in this policy in its entirety.

**Prescription medication: (ordered by the physician)**

1. Medication must be turned in to the clinic in the original pharmacy-labeled container with the student’s name/date/medication/dosage and the time dosage is to be administered.
2. The medication authorization form filled out by the parent/guardian must match the label on the container. In order to change the frequency or dose, a new physician order or medication container with appropriate directions must be provided.
3. Written permission from the parent/guardian giving the school authority to administer the medication must also accompany the prescription medicine. The form for this written permission may be found on the district website at this link: [https://www.zcs.k12.in.us/apps/pages/health\\_forms](https://www.zcs.k12.in.us/apps/pages/health_forms)
4. If a medication is to be stopped, the parent/guardian should notify the school health care professional of the withdrawal of consent in writing.

\*\*\*\*Please ask your pharmacist when filling the medications that require refrigeration (i.e. liquid antibiotics) to fill a separate bottle with appropriate dosage to remain at school to avoid transportation problems, temperature change, or a missed dose when transportation problems occur.

**Non-prescription medication:**

1. The school **will provide** Tylenol, Ibuprofen, and Tums or its generic equivalent in the dose appropriate for student’s age and weight as per the package instructions. When you register your student, you can request permission for one or all of these medications. Parents/guardians of elementary school students who receive any of these medications will be notified of their administration. This notification may come in the form of a phone call, email, or a note on their clinic visit pass that they should bring home. Middle school students who receive medication will receive the clinic visit pass to bring home. All other medication must be provided by parent/guardian and dispensed by the clinic.
2. Written permission from the parent/guardian must be on file before any medication can be given, including over the counter decongestants, antihistamines or cough medicines that are brought in from home per the policies stated above. The amount to be dispensed must be on file before any medication will be given. A permission form may be obtained from the health care professional any time throughout the school year. Forms are also available on the district website under the health forms section. See [https://www.zcs.k12.in.us/apps/pages/health\\_forms](https://www.zcs.k12.in.us/apps/pages/health_forms)

**Homeopathic Products:** Zionsville Community Schools, in concert with the National School Nurse Association guidelines, does not honor requests by parents/guardians to dispense over the counter herbs, minerals, and vitamins and other homeopathic products. This includes low THC hemp extract or “CBD oil.”

**Medication Disposal:** At the end of the school year ALL medications **MUST** be picked up by parents or designated adult by the last day of school for students. All unclaimed medications will be destroyed after the last day of school.

**HEALTH SCREENINGS**

As required by the state of Indiana, health screenings will be conducted with all students in the grade levels shown on the schedule below. The screenings will be conducted during the first semester of each school year. If a parent/guardian does not wish for their child to be screened, please notify the speech pathologist/health care professional at the beginning of the school year.

**Vision Screenings:** Vision screening of 1st grade (MCT testing done by an eye care professional), 3rd grade, 5<sup>th</sup> grade, and 8th grade students (as prescribed by law) will be conducted by health care professionals. New students in elementary and middle grades will also be screened. Parents/guardians will be notified of any physical discrepancies discovered by school personnel. Parents/guardians should follow up with their pediatricians or eye doctor.

**Speech & Hearing Screenings:** Students in kindergarten, 1<sup>st</sup>, 4th grade, 7th grade, 10th grade, and students receiving special services will have their speech &/or hearing screened during the fall semester of the school year by district speech-language pathologists. 511 IAC 7-41-8

**IMMUNIZATIONS**

In accordance with Indiana Law, all students enrolled in the School Corporation must be immunized against the following diseases: diphtheria, pertussis, tetanus, measles, rubella, poliomyelitis, mumps, varicella, meningitis, hepatitis A, hepatitis B. Required immunizations are shown on the chart below. All children must provide written documentation of such immunizations at the time of their first enrollment in the School Corporation. **No child will be permitted to attend school for more than twenty days beyond the date of their enrollment without such documentation of immunization.** Additional FAQ’s and information about immunization requirements for school age children can be found on the ZCS website under the Support Services menu and Student Health.

The U.S. Center for Disease Control and Prevention recommends the human papillomavirus (HPV) vaccine for routine vaccination age 11 or 12. The Indiana Department of Health recommends Influenza vaccinations for children of all ages, 2 does HPV for students in grades 6 and 7, 2/3 HPV for students in Grades 8-12, and 2 doses Men B (meningococcal) for students in Grade 12. Please talk to your health care provider regarding their recommendation for your child. Parents/guardians providing an acceptable written statement of religious or medical objections to immunization will be exempt from this policy. These statements of religious or medical objection to immunization must be submitted each school year.

**2025-2026 School Year**

**Indiana Department of Health (IDoH)--School Immunization Requirements**

Below are the number of doses and each vaccine required for school entry.

Pre-K	<ul style="list-style-type: none"> <li>• 3 Hepatitis B</li> <li>• 4DTaP (Diphtheria, Tetanus &amp; Pertussis)</li> <li>• 3 Polio</li> </ul>	<ul style="list-style-type: none"> <li>• 1 Varicella (Chickenpox)</li> <li>• 1 MMR (Measles, Mumps &amp; Rubella)</li> <li>• 2 Hepatitis A</li> </ul>
K-5 <sup>th</sup> Grade	<ul style="list-style-type: none"> <li>• 3 Hepatitis B</li> <li>• 5 DTaP (Diphtheria, Tetanus &amp; Pertussis)</li> <li>• 4 Polio</li> </ul>	<ul style="list-style-type: none"> <li>• 2 Varicella (Chickenpox)</li> <li>• 2 MMR (Measles, Mumps &amp; Rubella)</li> <li>• 2 Hepatitis A</li> </ul>
6 <sup>th</sup> - 11 <sup>th</sup> Grade	<ul style="list-style-type: none"> <li>• 3 Hepatitis B</li> <li>• 5 DTaP (Diphtheria, Tetanus &amp; Pertussis)</li> <li>• 4 Polio</li> <li>• 2 Varicella (Chicken Pox)</li> </ul>	<ul style="list-style-type: none"> <li>• 2 MMR (Measles, Mumps&amp; Rubella)</li> <li>• 2 Hepatitis A</li> <li>• 1 MCV4 (Meningococcal)</li> <li>• 1Tdap (Tetanus, Diphtheria &amp; Pertussis)</li> </ul>
12 <sup>th</sup> Grade	<ul style="list-style-type: none"> <li>• 3 Hepatitis B</li> <li>• 5 DTaP (Diphtheria, Tetanus &amp; Pertussis)</li> </ul>	<ul style="list-style-type: none"> <li>• 2 MMR (Measles, Mumps &amp; Rubella)</li> <li>• 2 Hepatitis A</li> </ul>

	<ul style="list-style-type: none"> <li>• 4 Polio</li> <li>• 2 Varicella (Chicken Pox)</li> </ul>	<ul style="list-style-type: none"> <li>• 2 MCV4 (Meningococcal)</li> <li>• 1Tdap (Tetanus, Diphtheria &amp; Pertussis)</li> </ul>
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**Hep B** The minimum age for the third dose of Hepatitis B is 24 weeks of age.

**DTaP** Four doses of DTaP/DTP/DT are acceptable if the fourth dose was administered on or after child's fourth birthday.

**Polio** Three doses of Polio are acceptable for all grade levels if the third dose was given on or after the fourth birthday and at least six months after the previous dose.

For students in grades K-12, the final dose must be administered on or after the fourth birthday and be administered at least six months after the previous dose.

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

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

**MCV4** Individuals who receive their first dose on or after their 16th birthday only need one dose of MCV4.

**Hep A** The minimum interval between first and second dose of Hepatitis A is six calendar months. Two doses are required for all grades.

Indiana Department of Health, Immunization Division 1 (800) 701-0704  
in.gov/health/immunization

**HEALTH INSURANCE**

Zionsville Community Schools does not provide medical or accident insurance for students. Parents/guardians may wish to check with their health and accident insurance carrier to assure that the policy includes coverage for injuries which may occur at school or during extracurricular activities.

**MENINGOCOCCAL DISEASE**

Indiana law requires each year that parents/guardians be informed "about meningococcal disease and its vaccine" (IC 20-30-5-18).

Meningococcal disease is a dangerous disease that can strike children and youth. The disease can progress rapidly and within hours of the first symptoms, may result in death or permanent disability including loss of hearing, brain damage, and limb amputations. Symptoms of meningococcal disease often resemble the flu and can include a fever, headache, nausea, and stiff neck, making the disease difficult to diagnose. The bacteria that causes meningococcal diseases are transmitted through air droplets and by direct contact with an infected person. Fortunately, there is an immunization available, and the U.S. Centers for Disease Control and Prevention recommends routine meningococcal immunizations at 11 to 12 years old. For teenagers, immunization is recommended at high school entry and incoming college freshman. Please talk with your child's health care provider about meningococcal disease and vaccination.

**RETURNING TO SCHOOL FROM ILLNESS**

Any student who has been absent from school because of a disease considered by the school health care professional to be infectious or contagious may be required to provide written assurance from a licensed physician that he/she is no longer in an infectious or contagious state. These illnesses may include pink eye, mononucleosis, impetigo, tuberculosis, whooping cough, measles, polio, meningitis, mumps, diphtheria, scabies, pneumonia, strep, shingles, MRSA, COVID-19, and hepatitis. If you are not sure about a particular illness, please call the school health care professional for advice before your child comes to school. In order to minimize the spread of infection, **please do not send your student to school when ill.** The following guidelines may help you determine when it is safe to return your child to school:

- A. Temperature below 100.4 degrees for 24 hours without fever-reducing medication
- B. No vomiting for 24 hours and able to tolerate a bland diet
- C. Diarrhea free for 24 hours
- D. Lessening of "acute cold symptoms" such as a persistent cough, or excessive "runny nose"
- E. If your child has a chronic medical issue which causes symptoms such as vomiting, diarrhea, cough, or increased secretions—the student may return to school with proper documentation of the medical issue.

If your child has been prescribed an antibiotic, please consult with the physician regarding when the student will no longer be contagious and is able to return to school. Normally 24-36 hours of antibiotic therapy is required to meet this criterion.

**LICE** (pediculosis): If a student is found to have live head lice while at school, the student will be sent home and can return the next day provided he/she has been treated with a special lice shampoo and has been checked by the health care professional. Data does not support the exclusion of students for the presence of nits, although continued monitoring by the parents/guardians and school health care professional for signs of reinfestation is appropriate. (This practice of not excluding is supported by the American Academy of Pediatrics, the National Association of School Nurses, and the Department of Health.) Parents/guardians have prime responsibility of assisting in the prevention and management of head lice cases through regular checks of their children's hair and immediate treatment when head lice are detected.

**BEDBUGS:** If bed bugs are found on a student, then the parents/guardians of that student will be notified. A change of clothes sealed in a plastic bag for the child may be requested. Backpacks, lunchboxes, and other items that travel back and forth to school may be inspected daily and stored in sealed plastic containers to prevent the spread of bedbugs to other school areas. Continued prevention measures may be taken until successful treatment of the home has been verified.

# **STUDENT INTERNET ACCEPTABLE USE POLICY**

## **INTRODUCTION**

The Internet is a place for the exchange of information and ideas on a wide range of subjects. With access to computers and people all over the world also comes the availability of materials that may not be considered to be of educational value in the context of the school setting. The Zionsville Community Schools' (ZCS) network is connected to the Internet. While ZCS implements Internet filtering on all ZCS sites, it is impossible to control all materials on a global network. As such, students may encounter materials that are obscene, abusive, or otherwise offensive. ZCS firmly believes that information and the interaction available utilizing the network outweighs the possibility that students may access materials that are not consistent with the educational goals of ZCS. The purpose of this policy is to identify standards that will assist in ensuring students benefit from their use of the ZCS network and the Internet.

## **USE OF ZCS NETWORK**

The use of the ZCS network is a privilege, not a right. Students who fail to comply with this policy or violate ZCS' disciplinary policies while using the ZCS network may lose the privilege to access the ZCS network. Students may also lose the privilege to use computer equipment and access to productivity tools (Office 365/Google) provided by ZCS or to bring their own computerized devices to school. Students may also be subject to other disciplinary action as appropriate based upon the nature and severity of the violation. During student registration, parents/guardians will complete and sign a Student Internet Access / Computer Use Agreement with ZCS.

## **SERVICES**

Internet provides access to:

- A. Electronic mail communications with people all over the world and access to a productivity suite (Office365/Google) and internal Learning Management System (Canvas).
- B. Information and news from government, other public agencies, as well as the opportunity to correspond with scientists, authors, and politicians from around the world.
- C. Discussion forums on a variety of topics.
- D. Library catalogs and other materials from the Library of Congress, the Smithsonian, the Indiana State Library, and many universities.

## **ACCEPTABLE USES**

Acceptable use of Internet resources is based on its original purpose, which is to provide a backbone network to support research and education in and among academic institutions in the United States by providing access to unique resources and the opportunity for collaborative work. The operation of this worldwide computer network relies upon the proper conduct of its users. As a result, individuals must adhere to appropriate use guidelines.

ZCS does not assume responsibility for individuals using the network through its facilities but does acknowledge the responsibility to the Internet community to enforce accepted standards of network protocol and the obligation to recommend the termination of a user's network capabilities if misuse of the Internet resources is discovered. Outside of school, families bear responsibility for the same guidance of Internet use as they exercise with information sources such as television, telephones, radio, movies, and other possibly offensive media.

Use of the Internet by ZCS students must be in support of education and research and must be consistent with the educational objectives of the corporation. During classroom activities, it is the responsibility of the classroom teacher to supervise student Internet use in a manner that is consistent with the educational objectives of ZCS and this policy.

## **UNACCEPTABLE USES**

Use of the ZCS network for any of the following purposes is prohibited:

- To knowingly access, upload, download, or distribute or attempt to knowingly access, upload, download or distribute pornographic, obscene, or sexually explicit materials.
- To transmit or attempt to transmit obscene, abusive, or sexually explicit language, images, or materials.
- To annoy, harass, intimidate, or threaten, or attempt to annoy, harass, intimidate, or threaten any person or organization.
- To vandalize, damage, or disable, or attempt to vandalize, damage, or disable the property of another person or organization.
- To endanger or attempt to endanger the integrity of a computer on the ZCS network or the data stored on the network, including the introduction of computer viruses or worms.
- To circumvent or attempt to circumvent ZCS's Internet security measures and/or filters.
- To log on or to attempt to log on to the network using another person or group's name and password or to otherwise misuse a name or password.
- To falsely represent or attempt to falsely represent oneself in any Internet communication.
- To access or attempt to access another person's materials, information, or files without the implied or direct permission of that person.
- To transmit or attempt to transmit, without authorization, information that is false or defamatory or violates the privacy of another person.
- To interfere with or attempt to interfere with the lawful activities of any person, business, or organization in any manner.
- To violate or attempt to violate copyright, or otherwise use another person's intellectual property without their prior approval or proper citations.
- To transmit or attempt to transmit, without authorization, copyrighted materials or materials protected by trade secret.
- To transmit or attempt to transmit unsolicited emails (e.g., chain letter emails, spamming emails) or emails to any of ZCS's distribution lists without permission of a school official.
- To download or attempt to download games, entertainment software, or copyrighted material without permission of a school official.
- To utilize peer-to-peer file-sharing applications or attempt to utilize peer-to-peer file-sharing applications without permission of a school official.
- To install or modify or attempt to install or modify any software on any ZCS computer.
- To engage in commercial activity, product advertisement, or political lobbying.

- To violate or attempt to violate any local, state or federal statute, or any rule, regulation, or policy of ZCS.

This is not an exhaustive list. Other similar behaviors are prohibited and may subject a student to the denial of privileges, disciplinary action, and/or referral to appropriate law enforcement agencies.

## **DATA PRIVACY AND PROTECTIONS**

ZCS strives to be transparent with all processes related to the collection, retention, security, and termination of data. Zionsville Community Schools' policies and procedures for securing all Personally Identified Information (PII) and student data protection are located at [http://www.zcs.k12.in.us/apps/pages/data\\_privacy](http://www.zcs.k12.in.us/apps/pages/data_privacy).

In accordance with its obligations under the Children's Internet Protection Act, ZCS implements measures to block or filter, to the extent practicable, access to material that is obscene, pornographic and/or harmful to minors while connected to the ZCS network. Because of these monitoring obligations, students have no expectation of privacy in any aspect of their use of the ZCS network or any computer equipment, software, access accounts, or other types of materials or facilities owned, controlled, or provided by ZCS. Use of the ZCS network constitutes consent to be monitored.

ZCS reserves the right to view, copy, intercept, or block the transmission of any type of material or communication which does not conform to this policy and may use any such material or communication in the investigation of any violation of this policy or in any disciplinary actions or proceedings against any student which might result from the student's violation of this policy. ZCS also reserves the right to make referral of certain types of violations to appropriate law enforcement agencies.

## **STUDENT RESPONSIBILITIES**

In accordance with its obligations under the Children's Internet Protection Act, ZCS has undertaken efforts to educate students about appropriate online behavior, including cyberbullying awareness and response and interactions with individuals on social networking websites and in chat rooms.

Students using the network and communicating with others on the Internet should exercise caution and remember the following:

- People in chat rooms on instant messaging may not be who they appear to be.
- Personal information, such as home telephone numbers, names, addresses, and photographs of students, should never be disclosed in a public forum (e.g., a chat room or on a profile).
- Students should not reveal their names or personal information to or establish relationships with strangers met through the Internet, unless a parent/guardian or school official has coordinated the communication.
- Internet security is tenuous at best. Students should refrain from sending or receiving any communications or material over the network that they would not want to be made public.
- Do not respond to unsolicited emails, advertisements, or other requests for your personal information.
- Protect your password by making it long and strong (combining upper and lowercase letters with numbers and symbols).
- If a student is uncomfortable or feels harassed, intimidated, or threatened by information that he or she receives over the Internet, he or she should tell a teacher, principal, or other school official immediately. Likewise, if a student is asked by another Internet user to stop emailing or contacting them, the student must stop all contact immediately.
- If a student receives inappropriate materials or stumbles onto inappropriate materials on the Internet while doing legitimate research, the student is expected to notify the teacher, principal, or another school official.

Network etiquette expects that the student abide by the following guidelines. These guidelines include, but are not limited to:

- Students are expected to be courteous and respectful. The use of vulgar, obscene, lewd, and otherwise inappropriate language is prohibited. Students shall not engage in cyberbullying.
- While the Internet itself has virtually boundless resources, the availability of local communication and storage resources is limited. Since list servers and mail servers can generate a significant amount of data to be stored, students are expected to "clean up" their files or mailboxes at appropriate times so as to not create a storage problem on the host server.
- All communications and information obtained via the network, or the Internet should be assumed to be intellectual property subject to federal copyright law.
- Any attempt to compromise network security is prohibited. Any student identifying a possible breach in security must notify a system administrator or the corporation's Chief Technology Officer.

## **INFORMATION AND SERVICE DISCLAIMERS**

ZCS makes no warranties of any kind, whether expressed or implied, about the information gained through the Internet, including its quality or accuracy. Use of information obtained through the Internet is at the student's own risk and ZCS cannot be held responsible for any material a student mistakenly or intentionally accesses or transmits via the ZCS network.

ZCS makes no warranties about the quality of the services provided and is not responsible for any claims, losses (including, but not limited to, the loss of data), damages, costs, or other obligations arising from a student's use of the ZCS network, or any computer equipment or software owned, controlled, or provided by ZCS.

It is the policy of ZCS that the cost of any materials to a student utilizing the Internet is the responsibility of the student, or in the case of a student under the age of 18, the person who authorizes a network account. This authorization extends to any financial obligation that may be incurred when utilizing the network. Under no circumstances will ZCS be liable for any unauthorized purchases or other financial obligations resulting from ZCS-provided access to the Internet. The signatures on the Internet Access / Computer Use Agreement are legally binding and indicate that the party (parties) who signed has (have) read the terms and conditions carefully, understand the significance of the policy, and agree to abide by the policy in all its terms and conditions.

## **USE OF WIRELESS COMMUNICATION DEVICES**

The Board of School Trustees permits students to bring personal laptops or other computing devices to school for academic purposes. Use of these devices is at the discretion of the teacher and administration. The purpose of this policy is to ensure that students and their parents/guardians understand the obligations and limitations

associated with the use of personal laptops or other devices. These guidelines are a supplement to the school's Internet Acceptable Use Policy, which applies to the use of any computing device in school, including personal laptops and other devices.

## **GUIDELINES FOR USE**

- Use of a personal laptop or other computing device is at the discretion of the administration and teacher. Students must obtain permission before using such a device in class.
- Use of a personal laptop or other device must support instructional activities.
- Students must agree to disable audio/video functions and to put away a personal laptop or other device, if asked.
- Students may only use personal laptops or other devices in accordance with Zionsville Community Schools' Internet Acceptable Use Policy.
- A violation of any of these guidelines may result in the revocation of privileges regarding the use of a personal laptop or computing device and appropriate disciplinary and/or legal action.

A "wireless communication device" is a device that emits an audible signal, vibrates, displays a message, or otherwise summons or delivers a communication to the possessor. The following devices are examples of WCDs: cellular and wireless telephones/smartphones, personal digital assistants (PDAs), Wi-Fi-enabled or broadband access devices, two-way radios or video broadcasting devices, laptops, and other devices that allow a person to record and/or transmit, on either a real time or delayed basis, sound, video or still images, text, or other information. Students may not use WCDs on school property or at a school-sponsored activity to access and/or view Internet websites that are disruptive to the school activity. Students may use WCDs while riding to and from school on a school bus at the discretion of the bus driver. Distracting behavior that creates an unsafe environment will not be tolerated.

Using a WCD to take or transmit audio and/or pictures/video of an individual without their consent may be considered an invasion of privacy. Students who use a WCD to violate the privacy rights of another person may have their WCD confiscated and held.

WCDs, including but not limited to those with cameras, may not be possessed, activated, or utilized at any time in any school situation where a reasonable expectation of personal privacy exists. These locations and circumstances include but are not limited to locker rooms, shower facilities, restrooms, classrooms, and any other areas where students or others may change clothes or be in any stage or degree of disrobing or changing clothes. The building principal has authority to make determinations as to other specific locations and situations where possession of a WCD is absolutely prohibited.

No expectation of confidentiality will exist in the use of WCDs on school premises/property.

Students are prohibited from using a WCD in any way that might reasonably create in the mind of another person an impression of being threatened, humiliated, harassed, embarrassed or intimidated. See Policy 5517.01 – Bullying and Other Forms of Aggressive Behavior.

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

Possession of a WCD by a student is a privilege that may be forfeited by any student who fails to abide by the terms of this policy, or otherwise engages in misuse of this privilege.

Violations of this policy may result in disciplinary action and/or confiscation of the WCD. The building principal may also refer the matter to law enforcement if the violation involves an illegal activity (e.g. child pornography). Discipline will be imposed on an escalating scale ranging from a warning to an expulsion based on the number of previous violations and/or the nature of or circumstances surrounding a particular violation. Any search of a WCD will be conducted in accordance with Policy 5771 – Search and Seizure. If multiple offenses occur, a student may lose his/her their privilege to bring a WCD to school for a designated length of time or on a permanent basis.

## **RESTRICTIONS AND DISCLAIMERS**

- The Corporation accepts no responsibility or financial liability for personal laptops or other computing devices that are brought to school by students.
- Laptops or other devices that are lost, stolen, or damaged are the responsibility of the student and their parents/guardians, regardless of how the loss, theft, or damage occurs.
- Students are advised to take steps to guard against damage, loss, or theft.
- ZCS' technology department will not provide technical support for any personal laptop or other computing device.

## **TECHNICAL REQUIREMENTS FOR ACCESS**

Personal laptops or other computing devices must conform to ZCS technical requirements, which are accessible through the ZCS website, and which may be amended from time to time. All machines will also be required to install a network inspection certification (SecureW2) before connection to the ZCS network.

## **EMERGENCY CLOSING**

As inclement weather sets in, it brings with it the possibility of hazardous roads caused by snow, ice or fog. Such weather conditions can necessitate last-minute decisions to close school. Zionsville Community Schools utilizes electronic means to simultaneously phone, text, and/or email all parents/guardians when an emergency announcement is necessary. The usefulness of this software is only as good as the telephone and email emergency contact information parents/guardians supply to our schools. School delay/cancellation information is also provided to local media outlets. In combination, these modes of communication serve to keep parents/guardians informed when weather or other emergencies cause schedule or calendar alterations.

As a general principle of operation, when the schools remain open during inclement weather, the Zionsville Community School Corporation recognizes the basic right

of parents and guardians to decide whether or not to send their children to school under these conditions. Such absences will be considered excused. Also, parents/guardians and students must remember the students' responsibility to "make up" school work missed through any absence. In these situations parental decisions about school attendance are respected. In some situations, if the weather improves, a scheduled extra-curricular activity may not be canceled even though school is canceled for the day. A parent/guardian may use discretion as to their student's participation in the activity. No penalty will be assessed if a student chooses not to participate.

## **RESIDENCY AND EDUCATIONAL RIGHTS**

Students determined to be in a homeless living situation have the following rights:

- Enrollment in the school they last attended or the school in whose attendance are they are currently staying even if they do not have all of the documents normally required at the time of enrollment;
- Access to free meals and textbooks, Title I and other educational programs, and other comparable services including transportation where applicable;
- To attend the same classes and activities that students in other living situations also participate without fear of being separated or treated differently due to their housing situations.

Any questions about these rights can be directed to the Program Director of Student Services.

## **WELLNESS**

The Corporation promotes student wellness by supporting healthy choices, good nutrition, and physical activity as part of the total learning environment. For more details, the Corporation's Student Wellness Policy is available online at the ZCS website under Board Policy.

## **POSTING OF MATERIALS**

Any ZCS-sponsored or affiliated organization or activity, and Parent-Teacher Organizations may post communications such as flyers, posters, announcements, advertisements, coursework, photographs, or similar items on designated bulletin boards. A posting may only be displayed with the permission and approval of the teacher, coach, club sponsor, or administrator who oversees the advertised activity. Posted items should not block or limit other postings due to quantity or size. All posted communications must be related to a school purpose, function, or activity. For more details, The Corporation's policy on such materials is available online at the ZCS website under Board Policy.

## **RIGHT TO FILE A COMPLAINT WITH THE U.S. DEPARTMENT OF EDUCATION**

Parents/guardians and eligible students have the right to file a complaint with the United States Department of Education if they believe their rights have been violated. The mailing address is:

U.S. Department of Education  
400 Maryland Avenue SW  
Washington, D.C. 20202