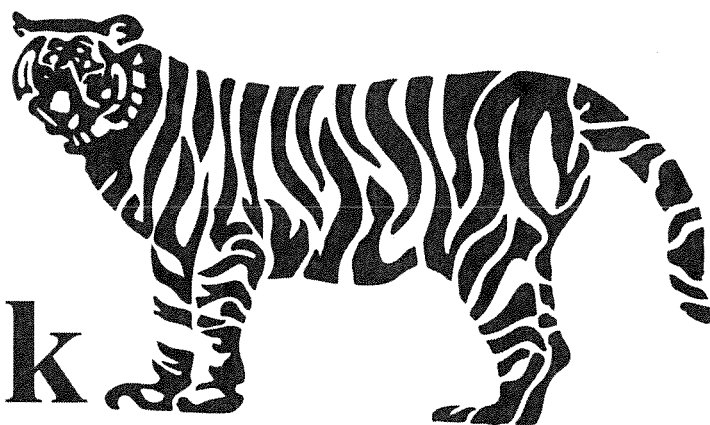


2019 - 2020

Parent

Handbook



*Mount Tabor School*

*800 Mount Tabor Road*

*New Albany, Indiana 47150*

*(812) 542-5507*

SCOTT HUGHES - PRINCIPAL

MISSY HOOKS - ASSISTANT PRINCIPAL



*New Albany-Floyd County Consolidated School Corporation*

## Attendance Policy

The New Albany Floyd County Consolidated School Corporation requires that students attend each day the school is in session. Each day of school is part of a sequential learning process; therefore missing even one day without good cause should be avoided.

- a. Absences, tardiness, illness
- b. Inclement weather-emergencies
- c. Early releases from class during school day

Children should not arrive at school before 7:40 a.m. unless special arrangements have been made with the office.

School officially begins at 8:00 a.m. All children: car riders, walkers, bus riders (regular or special) should report to the designated area in the morning. If parents are picking up students early for doctors appointments or for early release they must sign the student out by 2:00. This will be counted as an early release tardy. Dismissal time is 2:20 p.m. We realize that there will be some unusual times when parents will not be able to pick up their child at dismissal, but all children should be departed from the school grounds no later than 2:40 p.m. If there is to be an exception to this, please contact the school office.

### Release of School Children during the School Day

1. Children will not be released directly from the classroom. They must be released from the office.
2. Children are not permitted to meet their parents outside the school building. They must be picked up at the school office
3. If you designate someone to pick up your child that is not listed in INOW please give him/her written permission so we will know we have your approval. **They must provide us with a picture I.D.**
4. Children will not be released to anyone other than a parent or guardian unless we have permission from the parent or guardian.
5. If your child plans to ride a different bus or stay overnight with someone, please write your teacher and the bus driver a note (phone calls cannot be taken for this purpose unless it is an emergency.)
6. Instruct your child to refuse rides with strangers.
7. If you plan to pick up your child for lunch, please write the teacher a note, check with the office when you arrive (students must be released through the office) and observe closely the 30-minute lunch period by having your child back to school promptly.
8. If you plan to pick up your child before dismissal, it will be counted as an Unexcused Tardy. It will affect your child's attendance the same as a tardy. If the early pick up is due to a doctor or dental appointment, a written doctor's excuse is required for the unexcused early dismissal to be changed to an excused early dismissal.

Parents should try to schedule medical and dental appointments at times other than school hours.

### Reporting Absences to School

Parents are to notify the school office of a student's absence. When reporting the absence please use the attendance line (812) 542-7302 and provide complete information as to child's name, teacher, request for picking up homework, and the reason for the absence. If a phone is not available, a note should be sent to the office with a sibling or with the student on the day he/she returns to school. Failure to contact the school office with information regarding the student's absence will result in an unexcused absence.

Physician, dental and counseling appointments should be scheduled after school hours whenever possible. If unavoidable, please notify the office and have the child attend classes both before and after the scheduled appointments. A physician's statement of diagnosis may be required for an absence or extended absences. After ten days absence, a doctor's statement is required each time a student is absent for the remainder of the year. A statement from a licensed medical professional documenting an absence may allow an unexcused absence to be changed to an excused absence.

If one or more of the following occurs, your child will be sent home: temperature of 100 or higher, vomiting, severe pain in the chest or stomach, fainting, live lice is found in hair, and/or injury. Please have two current emergency contacts listed on your child's enrollment form. Please contact the school immediately if this information changes during the year.

### Excused Absence-Definition

Absences for the following reasons will be considered as excused absences:

- Illness that involves fever, vomiting, injuries, or situations when a physician recommends the students be absent from school. The reason for the absence is to be reported to the school office.
- Death of immediate family member
- Medical or dental appointments which cannot be scheduled outside the school day (a written doctor's statement is to be given to the school office)
- Religious Holidays
- Court ordered absences
- Other unusual circumstances when approved by the principal and requested in advance of the event
- Travel for a limited time period involving new educational experiences for a student, which is requested on an infrequent basis by parents or guardian at least one week in advance of the proposed absence. Letters should be submitted to the school principal, not the classroom teacher.

### Unexcused Absence-Definition

Absences for the following reasons will be considered as unexcused absences:

- "Long weekends" and vacations without prior approval
- Moving days (change of residence)
- Transportation problems
- Medical or dental appointment without a doctor's written statement
- Appointments for non-essential activities such as haircuts, shopping, etc.
- Extended absences for head lice treatment

### Tardy to School-Definition

Students who arrive at school after 8:00 a.m. are considered tardy. Those who arrive after 8:00 a.m. are to report to the office to obtain a pass that will permit them into the classroom. **The student's parent or guardian MUST bring the child to the office and sign in at the office** indicating the reason the student is tardy. The tardy will be documented in the office.

Excused tardies are those that are verified in writing by a medical professional, counselor, etc. or those that have been approved by the building principal due to extenuating circumstances.

#### Early Departure-Definition

Request to release children from school prior to 2:00 p.m. creates a disruption to the learning environment. Excused early departures are those departures that are verified in writing by a medical professional, counselor, etc. or those departures approved by the building principals for extenuating circumstances. Early departures will be recorded as tardies.

If early dismissal is unavoidable, please follow this procedure:

- Send a note to your child's teacher including the date, time, and reason for early dismissal.
- Report to the office at the designated time. Your child will be called to the office when you arrive.
- Parents must pick students up by 2:00 if signing them out early.

#### Procedure for Dealing with Excessive Absences, Tardies, or Early Departures

If a student obtains **ten** unexcused absences, tardies, or early departures, which result in a negative impact on student achievement, a referral will be submitted to Child Protective Services, per Indiana state law. Referral documentation includes:

- Evidence that the school has communicated attendance concerns to the parents
- Letter sent at 8 unexcused absences
- An academic impact statement including grades and performance concerns
- Attendance records

#### Anti-Bullying

(a) Bullying is **prohibited** by the School Corporation. Students who commit any acts of bullying are subject to discipline including but not limited to suspension, expulsion, arrest, and/or prosecution.

(b) Definition: "Bullying" is defined as overt, unwanted, repeated acts or gestures, including verbal or written communications or images transmitted in any manner (including digitally or electronically); physical acts committed; aggression; or any other behaviors committed by a student or group of students against another student with the intent to harass, ridicule, humiliate, intimidate, or harm the targeted student, creating for the targeted student an objectively hostile school environment that:

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

Bullying does **not** include:

- participating in a religious event;
- acting in an emergency involving the protection of a person or property from an imminent threat of serious bodily injury or substantial danger;
- participating in an activity consisting of the exercise of a student's freedom of speech rights;

- participating in an activity conducted by a nonprofit or governmental entity that provides recreation, education, training, or other care under the supervision of one (1) or more adults;
- participating in an activity undertaken at the prior written direction of the student's parent; or
- engaging in interstate or international travel from a location outside Indiana to another location outside Indiana.

(c) Applicability: The School Corporation prohibits bullying in all forms. This policy may be applied regardless of the physical location in which the bullying behavior occurred, whenever the individual committing the bullying behavior and any of the intended targets of the bullying behavior are students attending a school within the School Corporation and disciplinary action is reasonably necessary to avoid substantial interference with school discipline or prevent an unreasonable threat to the rights of others to a *safe and peaceful* learning environment. The School Corporation prohibits bullying through the use of data or computer software that is accessed through any computer, computer system, or computer network.

(d) Education: All students in grades K-12 will be provided age appropriate instruction focusing on bullying prevention.

(e) Reporting: Anyone who believes that a student has possibly been or is the victim of bullying is encouraged to **immediately** report the situation to an appropriate staff member such as a teacher, school counselor, or administrator (including the Superintendent). All staff who observe or receive a report of suspected bullying shall **immediately** notify a designated school administrator in charge of receiving reports of suspected bullying. If a staff member does not know who to make a report to, he or she should report directly to the building principal or Superintendent. Bullying reports to the Department of Child Services and/or law enforcement must be made as required by law, such as when a staff member believes that a student is the victim of abuse or neglect. Any person who makes a report of bullying and requests to remain anonymous will not be personally identified as the reporter or complainant to extent permitted by law. The School Corporation will act appropriately to discipline staff members who fail to initiate or conduct an investigation of a bullying incident and for persons who falsely report an incident of bullying.

(f) Investigation: Once a report of suspected bullying is received by the designated school administrator, an expedited investigation shall follow. The investigation should be facilitated by the designated school administrator or other appropriate school staff. Information relating to the investigation will be gathered using means including, but not limited to: witness interviews, request for written witness statements, record identification review, and an assessment of whether bullying occurred. The investigation will be initiated within one (1) business day of the report to the designated school administrator and will ordinarily be completed within thirty (30) calendar days.

(g) Intervention/Responses: If a report of suspected bullying is substantiated through an investigation, then the School Corporation shall take appropriate intervention and responses as consistent with policy and procedure. The School Corporation will take prompt and effective steps reasonably calculated to stop the bullying, remedy the bullying, and prevent the bullying from recurring. Interventions and responses include, but are not limited to: separating the bully and the target; follow-up school counseling for the target; bullying education for the bully; and prompt disciplinary action against the bully. These steps should not penalize the target of the bullying. Disciplinary actions against the bully may include, but are not limited to: suspension and expulsion for students; discharge for employees; exclusion for parents, guests, volunteers, and contractors; and removal from any office for governing body members. Also, if the acts of bullying rise to the level of criminal offense the matter will be referred to law enforcement.

(h) Parental Involvement: 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 appropriate 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 one (1) business day 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 the School Corporation policy.

### **Before and After School Child Care**

The New Albany Floyd County Schools will be providing a school-age before/after school child care program this year. The child care program is sponsored by the YMCA from dismissal time until 6:00 p.m. on school days. Before school child care begins at 6:30 a.m. each day. Subsidies are available to working families who are financially eligible. Fees are subject to change. Registration forms will be available during July registration. Questions should be directed to the YMCA at 283-9622.

### **Bus Safety**

Be sure that your child, especially a primary student, knows how he or she is to leave school at the end of the day. For example, if he or she is a bus rider, please make sure he or she knows what bus they are to ride. If for any reason your child has to ride a bus other than their regular bus or wants to ride a bus to go to a friend's house, you must send a note stating all necessary information. **Your child and their friend both must have a note from parents.**

Student safety is always a concern at Mt. Tabor. Bus procedures and rules are enforced to keep all students safe. Mt. Tabor has 4 simple procedures/rules for bus riders to follow:

- Students must be seated.
- Keep hands and feet to yourself.
- Speak quietly and kindly to others.
- Follow directions

If you plan to pick up your child during the school day, please send a note to the school informing us of your plans and then stop by the Welcome Office at front door to sign the sign in/out sheet. Any changes in transportation must be in writing. We ask that the note is dated and given to the office staff. **Phone calls are accepted in emergency cases only.** If it is a permanent change you must complete a new dismissal form.

### **Cell Phones/Electronic Devices**

Cell phones and other electronic devices are prohibited at school. If a child comes to school with a cell phone or electronic device, he/she will be asked to keep the device in his/her backpack. If the device is out a second time, the device will be kept in the office and sent home with the child at the end of the day. We are not responsible for these items, if they are brought to school, and are lost, broken, or stolen. **Cell phones should NOT be brought to school.**

### **Class Celebrations**

Every class will have three class parties: fall, winter, and Valentine's Day. The amount of assistance needed for the parties is up to the classroom teacher. PTO room parents may be asked to help organize the party. Treats for class parties must follow the following guidelines:

- All treats must be store bought with a nutritional label with ingredients
- Parents must contact the teacher and get permission in advance to bring in appropriate treats
- Teachers will let parents know if something is not appropriate because of food allergies, diabetes, and health concerns in their classroom
- Please be mindful of food allergies, diabetes, and health concerns when sending in treats
- Pencils, pens, stickers, erasers, etc. are always a good alternative treat to share with classmates.

We celebrate your child's birthday by announcing his/her name during morning announcements and presenting them with a birthday pencil. Balloons, flowers, and other deliveries cannot be sent to the school because this is a disruption of instructional time and problem at dismissal. Treats are NOT to be sent to school for a child's birthday celebration unless you have permission from the teacher and they meet the guidelines above. Invitations to birthday or other parties outside the school day may only be distributed at school if all students in the class are included.

### **Computer Policy - Hacking**

If a student is found **hacking** (not following instructions on computers or making inappropriate use of computers) whether this causes damage to the machine or software, or causes a problem or inconvenience to others, the consequence will be determined by the teacher or principal. A second offense may result in losing **all computer privileges** for a period of time to be determined by the teacher or principal.

### **Criminal History Check**

All adults volunteering in classrooms or chaperoning on field trips must have a criminal history check on file in the Mt. Tabor Office. This form is available at registration and from the school office. Return the completed form to the school office.

### **Emergency Drills**

All schools are required by state law to conduct the following drills:

- Fire drills. One per month.
- Intruder. One drill per semester
- Severe Weather (tornado) One drill per semester

The purpose of these drills is to teach children how to respond in a rapid, orderly, and safe manner in emergency situations. Students are required to cooperate fully and in a serious manner. Proper behavior is expected at all times to ensure the safety of everyone.

### **Field Trips**

Field trips are determined each school year by our central office. Funding for field trips is provided by The New Albany-Floyd Co. Education Foundation provides funding. Teachers will supervise trips. The need and the number of chaperones is determined by the teacher.

### **Food Services**

A nutritious breakfast and lunch program is available at Mt. Tabor. Money can be added through to a child's lunch account online through mypaymentsplus.com. When your child's account is low, a note

will be sent home from food services.

Students have a choice of different entrees, fruits and vegetables. If a child wishes to buy milk only, with a sack lunch, the cost is \$.60. Applications for reduced price or free lunches for eligible students are available online through the New Albany-Floyd County website. Students may bring their own lunches, although we ask that they do not bring glass containers. Soft drinks are also prohibited.

If you plan to eat lunch with your child at school, please eat in the upstairs Café by the office. Please send a note to your child's teacher and your student will meet you. If other students are joining your child, plans must be made in advance and all students must have a note from home.

(The last Friday of the month is "Tiger PAW Pizza Lunch". The Café will be closed 12:00-12:30 during Tiger PAW Lunch)

#### Cafeteria Expectations:

- Sit at assigned tables
- Talk quietly with others at your table
- Raise your hand to ask for help
- Walk safely

#### **Food Services: Student Meal Accounts 2019-20**

The National School Lunch Program (NSLP) requires school food authorities to establish written administrative guidelines and procedures for managing student meal accounts. It is the parent's/guardian's responsibility to provide the means for their child to be properly fed and ready to learn. In order to do so they should: provide the money for the child/children to purchase a school meal, complete the free/reduced meal application to determine if they are eligible for assistance or send a meal from home.

#### MyPaymentsPlus:

All parents/guardians are required to open an online MyPaymentsPlus account to manage their child's meal account. MyPaymentsPlus is an online secure and convenient way to monitor purchases, make payments, and receive their personalized low balance notifications regarding their child's school meal account. Log on to [www.MyPaymentsPlus.com](http://www.MyPaymentsPlus.com)

#### Meal Payments:

All cafeteria purchases are to be prepaid before meal service begins. Payments can be made two ways:

1. MyPaymentsPlus: Log on to [www.MyPaymentsPlus.com](http://www.MyPaymentsPlus.com)
2. Prepay at School: Parents can make advance meal payments by sending checks to school. Checks must contain the student's name and PIN number. Make checks payable to your child's school.

#### Meal Charge Policy:

**Go to [www.NAFCSnutrition.com](http://www.NAFCSnutrition.com) for full details of "Charge Policy".**

The New Albany Floyd County Consolidated School Corporation recognizes that on rare occasion, students may forget to bring money to school for meals. Charging can be embarrassing to the students. Students and adults are expected to pay daily or in advance for all food purchases. Unpaid debts are disallowed by Federal School Nutrition Program Regulations; accordingly, unpaid debts must be collected and paid to the School Food & Nutrition Program.



### Emergency Meals:

An emergency meal is necessary when a student wants a meal but does not have money to pay for it. Please refer to the Meal Charge Policy for details on access to Emergency Meals.

### Refunds:

Money will only be refunded from accounts to parents upon written request. Go to [www.NAFCSnutrition.com](http://www.NAFCSnutrition.com) for guidelines. Print the "Refund Meal Account" form and submit to the school Food & Nutrition Manager.

## **Home Practice**

Home practice is practicing the skills learned at school and is a foundation skill that must be developed. Students will have home practice most school nights – see the Home Practice Policy below. Please encourage your child to read and practice math facts every day.

### New Albany-Floyd County School Corporation Home Practice Policy

Philosophy: Educators and parents want to insure the success of all students. Therefore, a clear policy for assigning and completing Home Practice is important. Home Practice gives students opportunities to extend classroom learning and practice skills while developing self-discipline and study habits that will benefit them in school and beyond.

Students, parents, teachers, and administrators must work together to share responsibility for student success. Home Practice is a valuable, relevant, and positive part of the instructional program. The New Albany-Floyd County Consolidated School Corporation encourages students to complete Home Practice assignments at the elementary, middle, and high school levels. A rule of thumb for how much time should be spent on homework is 5 minutes per year of age:

Example:

5-6 yrs (1<sup>st</sup> grade) 25-30 minutes

11-12 yrs (grade 6) 60 minutes

17-18 yrs (grade 12) 90 minutes

### Objectives for Home Practice

1. Students will gain practice and application of knowledge and skills.
2. Students will learn responsibility and time management skills.
3. Home-school cooperation and communication will promote educational growth.
4. Students will be in contact with out-of-school learning resources.

### Student's Role

1. Always clarify any questions you may have before leaving the school or class. Writing down assignments help you remember.
2. Take home all needed books and materials for the assignment.
3. Set aside enough time to finish assignments.
4. Find a place to work where you can focus on the assignment without distraction.
5. Check your completed assignment for accuracy.
6. Return assignments on time.

### Principal's Role

1. As an instructional leader, the principal has an important role in home practice policy implementation.
2. Lead the school staff, students, and parents in identifying building level home practices.

3. Communicate the district policy to teachers, parents, students, and the community.
4. Encourage homework that reinforces concepts and benefits students.
5. Assist parents and teachers if problems with homework occur.
6. Evaluate and revise homework practices as needed.

#### Teacher's Role

1. Teachers make appropriate assignments by:
2. Coordinating home practice with instructional goals to reinforce classroom instruction.
3. Providing clear directions for home practice completion.
4. Explaining the method for evaluation.
5. Assuring that assignments are reasonable and the time required is appropriate.
6. Notifying parents if a student consistently fails to complete assignments.
7. Respecting the needs for students to participate in other activities.
8. Communicating homework practices to parents.

#### Parents' Role

1. Parents' cooperation and attitude make a great difference in their children's effort toward home practice. Parents can help their children by:
2. Providing a quiet place to study.
3. Establishing a regular home practice time.
4. Encouraging their child to ask for help.
5. Communicating with teachers when their child has consistent difficulties.
6. Encouraging quality work and completion of tasks while recognizing their best efforts.
7. Insisting child does his/her home practice while providing encouragement and assistance.

#### Health Services

A part-time school nurse and full-time health assistant oversees the health services offered at Mt. Tabor. Several staff members have been trained in First Aid in the event that the school nurse or health assistant is not available. If your child has a health concern, please include this information on your child's health history information or notify the school as soon as possible. This information remains confidential and is shared with school personnel only on an as-needed basis. If emergency medical treatment is necessary, the parents will be contacted. If parents are not available, the child will be taken to the hospital by ambulance at the parents' expense. ***Remember, an emergency telephone number where parents can be reached must be on file and is vital in reaching parents in the case of an emergency.*** Please remember to notify the office if your phone number changes during the school year.

#### Medications at School

1. A "Request for Administration of Medication" form must be signed and dated by the doctor and parent/legal caregiver. This written request must be on file in the school office before the medication, prescription or over-the-counter, will be administered by the staff. The request must contain the student's name, name of the medication, dosage, and time to be given. The form must be renewed at the beginning of each school year or if the medication changes during the school year.
2. A student may be authorized to possess and self-administer medication for a chronic or acute disease or medical condition if the medication is necessary in an emergency situation. The section of the medication form entitled "Possession and Self-Administration of Emergency Medication Authorization/Approval" must be signed and dated by the doctor and parent/legal caregiver.

3. The medication must be furnished to the school by the parent/legal caregiver on a daily basis. Any exception to this daily dosage requirement must be approved by the principal after consultation with the school nurse. The exception will be limited to a one (1) school week's supply of the medication and must be brought to school by the parent/legal caregiver, or by another arrangement approved in advance by the principal. The medication must come to school meeting the requirements listed in #5 below.
4. All nonprescription medication must be in the original container and be clearly labeled with the child's name.
5. All prescription medication must be in the pharmacy labeled bottle or packaging with the following information:
  - Prescription number
  - Child's name
  - Doctor's name
  - Name of medication
  - Dosage
  - Time to be given.
6. All medication brought to school for administration by staff will be kept in a locked container.
7. School nurses will provide instruction/training as needed to those staff members who dispense medication to students.
8. Non-medicated lip balms and up to 2 cough drops per day (with parent note) is allowed without a doctor's statement.

#### Illness and Returning to School

**Students should not come to school if they are experiencing any of the conditions mentioned below. If at school, students will be sent home from school for the following reasons *and* require a doctor's statement for readmission:**

1. Reddened eye(s) with possible drainage, matting, or discomfort.
2. Recurrent or persistent skin infections – including scabies.
3. Unexplained or undiagnosed rash.
4. Injury involving documented loss of consciousness.
5. Untreated drainage from skin.

**Students should not come to school if they are experiencing any of the conditions mentioned below. If at school, students will be sent home from school for the following reasons:**

1. Temperature of 100.4 or over. Students must be fever-free for 24 hours *without the aid of fever-reducing medication such as Tylenol/Ibuprofen* before returning to school.
2. Temperature of 96.5 or lower.
3. Lice (pediculosis) – Students will be sent home if live bugs are found. If a student has nits, he/she may remain at school for the day, but should be treated before returning to school. According to New Albany-Floyd County School Board Policy, classroom head checks will not be done.
4. Vomiting. Student must be free of vomiting for 24 hours before returning to school.
5. Diarrhea. Student must be free of diarrhea for 24 hours before returning to school.

#### Severe Allergies at School

If your child has a potentially life threatening allergy to food, insect sting, latex, or other allergen, please be sure to have your child's health care provider complete an Allergy Action Plan for your child and provide the school with an EpiPen. A school nurse or other trained school employee may give the EpiPen according to the directions on the Allergy Action Plan.

But, what if your child has an allergic reaction for the very first time at school and has never been diagnosed with an allergy? New Albany-Floyd County school nurses are prepared to handle these potentially life threatening allergic reactions as well. If your child experiences a life threatening allergic reaction at school that involves severe swelling of lip, face, tongue, or throat, severe difficulty swallowing or breathing, or unconsciousness, 911 and a parent will be notified. A school nurse or trained school employee under the direction of a school nurse may use a lifesaving medication called an EpiPen according to orders from the medical advisor. If you do not want your child to receive the life saving measure of medication from an EpiPen, please contact your school's nurse in writing.

#### Health and Wellness in the Classroom

To ensure the safety and health of all students, all food items brought to school to be served to students or classrooms must be store-bought and include an ingredient label with allergens and carbohydrate counts. For celebrations, non-food items or healthy snacks are encouraged. Foods provided for classroom parties or holiday celebrations must comply with USDA Smart Snacks in School nutrition standards. A list of Smart Snacks will be provided at the beginning of the school year. Snacks not on the list can be determined to be a Smart Snack at <https://foodplanner.healthiergeneration.org/calculator/>

#### Immunizations

A number of immunizations are required by state law for students admitted to public school. Evidence of receiving these immunizations or a letter of medical or religious objection is required before starting school. Your child could be suspended from attending school if the required proof of immunizations or objection is not given to the school.

#### 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 cause 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 (prior to starting 6<sup>th</sup> grade), with a booster dose at 16 years old (prior to starting 12<sup>th</sup> grade). The meningococcal vaccine is required for 6th-12th grade students to attend school.

#### Health and Extracurricular Activities

New Albany-Floyd County Schools offers nursing services during school hours. However, a school nurse or health aide is not in the building after school hours. If your child has a medical condition requiring nursing care or a specialized care plan and intends to participate in any before or after-school activities, sports, or the YMCA childcare program, please notify your school nurse. Many agencies use our school buildings for student activities but do not have access to your child's health information or training on how to handle health concerns.

Your school nurse can help you know what steps need to be taken to keep your child safe and healthy outside of the normal school day. For activities that are not school-sponsored (such as YMCA before-/after-school care, After School Rocks, and elementary sports) parents are responsible for

communicating a child's health needs to the program director and providing any necessary medication/treatment to care for the child.

### **Lost And Found**

Children naturally will lose things. When a lost article is turned in, we put it in the lost and found located in the Library. If the lost article is not claimed after a reasonable time, it is either discarded or given to a local charity. Generally, lost articles are kept for about six weeks before disposal.

### **Parent Teacher Conferences/Report Cards**

The best progress for your child demands a close line of communication and understanding you and your child's teacher. This can be realized best through individual parent-teacher conferences that may be initiated by either the parent or the teacher. It is best if the conferences are set up by appointment. Fall Parent Teacher Conferences will be held in November. Anytime you have questions or concerns about your child's progress please contact your child's teacher.

Report cards are sent home with students at the end of each grading period, except the final report card that is sent by U.S. Mail. Progress reports are sent midway through each grading period. Parents should sign the report card and return it to school in a timely manner. Concerns regarding a student's grade(s) should be discussed with the child's teacher.

### **Personal Appearance**

Dressing appropriately for the school setting and weather is important. Clothing with inappropriate or vulgar language will not be tolerated. No spaghetti straps, bare midriffs or short shorts are allowed. Parental cooperation is a must and we will cooperate with you so that your children are well dressed and a credit to our school. Hats, scarves, and sunglasses worn inside the school are distracting and are not allowed. Drawings on clothing that distract from the educational process are not permitted. No non-natural hair color. We will not permit sagging, baggy, or sloppy clothing that distracts from the educational environment. Please see the Student Guide (New Albany Floyd County School) for further information on dress.

### **Pets At School**

Pets and animals are not allowed at school. This poses a health and safety risk to all students.

### **Physical Education**

P.E. is an important part of your child's educational program, both for the physical exercise and the social interaction. Students should have proper attire (clothing and shoes) for P.E. If your child must be excluded from recess, please send his/her teacher a note stating the reason he/she should not participate.

### **Protection of Public and Personal Property**

This school is public property, and as such it is in the best interest of all residents to maintain it in excellent condition. We need the cooperation of all children who attend to respect and care for the building. Care of personal property is an ever-present problem as it is stolen, lost, damaged, or misplaced. We expect each child to be responsible for his/her own belongings.

Clothing (especially coats) should be marked with the child's name. A child should never carry amounts of money more than necessary for the school day.

### **PTO (Parent Teacher Organization)**

PTO (Parent Teacher Organization) does many things to support our students, teachers, and staff throughout the school year. The PTO meets monthly throughout the school year. All families are invited to be part of our PTO.

### **Recess**

Recess is an important part of the student's day, both for the physical exercise and the social interaction. If your child must be excluded from recess, please send his/her teacher a note stating the reason he/she should not participate. We will be going outside as often as possible during the winter months; we will not go out in freezing weather. Therefore, please make sure your child has outer garments for these times. Also, if you do not want your child to go outside because of some medical reason, please send us a note specifying the reason and the time period he/she should be kept in the building. Our health aide may contact you if he/she has a concern.

### **Safe School Hotline**

The hotline is available for parents or community members to leave information concerning possible safety threats without leaving their names. The information is forwarded to a central office administrator and/or the school principal for investigation. The number to call if you have concerns regarding safety at school is 1-800-418-6423 ext. 359. This number service works the same for all schools in New Albany-Floyd County. Concerns may also be sent using the anonymous alert link on the NAFC website, [www.nafcs.k12.in.us](http://www.nafcs.k12.in.us).

### **School Insurance**

Accident insurance is provided for students for those who pay the premium. The premium is returned to the school. The options provided are school time and 24 hour coverage. It should be noted that because the cost of the premium is being kept low, such a policy would not cover all costs incurred in an accident. Please take the time to carefully read the policy summary.

### **School Pictures**

A professional studio takes individual school pictures each fall. Picture retakes will also be taken during the school year. We will also offer spring picture packets.

### **Student Fees-Textbooks**

There is a rental charge for use of textbooks and workbooks. Invoices will be mailed out from our front office.

For your convenience, if you so choose, you may pay book rental fees with Master Card and/or Visa.

Our bank now charges a fee of \$20.00 for all returned checks. Any check returned to us from your account will be assessed this additional fee that we must pay the bank.

Other Collections: Teachers and other school personnel are not authorized to collect money for any reason not stated previously without proper authorization. Any class collections are to be approved by the principal or assistant principal.

### **School Expectations and Procedures**

The entire staff of Mt. Tabor School has the goal of establishing a safe, orderly learning environment for all.

In an effort to accomplish this goal, we work to implement Conscious Discipline. This is a social-emotional program that teaches students how to handle their upset and learn new skills in order to be successful. We will work with parents and families to support students. Throughout our building, we have school-wide procedures and routines depicted with words and pictures to help students be successful. Consequences will be used to help students learn appropriate skills for the school setting.

Each teacher has a classroom management plan for students that will be shared with families at open house.

#### **Arrival Expectations**

- Go to the cafeteria for breakfast before you go to your classroom.
- Go directly to your assigned area.
- On Mondays, sit in a single file line facing forward.
- Tuesdays – Friday, report to assigned area for your class.
- Remain in your assigned area unless instructed otherwise.
- Use a Level 1 voice.
- Raise your hand and ask permission if you are ill or need to use the restroom
- Keep all food and drinks in backpack until appropriate time.
- When announcements begin, students will be silent.
- Be an active listener.

#### **Voice Levels:**

Level 0 – No one can hear you

Level 1 – Only the person next to you can hear you

Level 2 – Everyone at your table can hear you

Level 3 – Whole class/group can hear you

#### **Arrival Procedures**

During arrival, all students will:

- Enter the school quietly through the designated door and proceed to appropriate area.
- Students will walk at all times using a soft voice (Level 1).
- Follow HALLWAY PROCEDURES\*.
- Proceed directly to the cafeteria if you will be eating breakfast.

Upper Level Bus riders will:

- Exit the bus safely.
- Walk from the bus to door 1.
- Walk down the stairs on the right side, in single file, holding onto the rail.
- Follow directions of adult on duty.
- Proceed to appropriate area.

Lower Level Bus riders will:

- Exit the bus safely
- Follow the directions of the adult on duty.

Car Riders will:

- Exit the vehicle safely at door 29.
- Walk from the vehicle into the school building.
- Walk down the hall between the blue and green pods.
- Proceed to appropriate area.

Walkers/bike riders will:

- Walk on sidewalk.
- Enter the building through door 29.
- Those entering through door 29 should follow procedures for car riders.

### Hallway Procedures

When moving through the hall as a class, students will:

- Be aware of others/safety issues in the environment.
- Line up single file with hands to their sides, mouths closed, facing forward. The class will stay on the right side of the hallway.
- Show respect for other's personal space by keeping their own hands, feet and objects to themselves. This includes touching objects, artwork, and displays.
- Walk at all times.
- Stay with your class

When moving through the hall on one's own or in a small group, students will:

- Be aware of others/safety issues in the environment.
- Move quietly through the hallway. (Level 1)
- Show respect for other's personal space by keeping their own hands, feet and objects to themselves. This includes touching objects, artwork, and displays.
- Stay on the right side of the hallway.
- Take the most direct route to your destination. Students must have permission to make stops along the way, such as visiting other teacher, going to the restroom, etc.
- Walk at all times.

When working in the hall on one's own or in a small group, students will:

- Be aware of others/safety issues in the environment.
- Move and work quietly in the hallway. (Level 1)
- Show respect for other's personal space by keeping their own hands, feet and objects to themselves. This includes touching objects, artwork, and displays.
- Choose an appropriate place to work in the hallway that is not directly in the path of others.
- Walk at all times.

When moving up or down the stairs, students will move on the right side of the staircase holding onto the rail. Students will take one step at a time.

Students must have permission to use the elevator. An adult must accompany any student using the elevator.



### Restroom Procedures

- Use the restroom quickly
- Flush the toilet and wash your hands
- Stay Quiet

### Playground Procedures

When on the playground, students will:

- Keep hands, feet, and objects to self
- Public displays of affection are not allowed
- Roughhousing is not allowed (this includes capture games, play fighting, pretend sword fighting, etc.)
- Remain on school grounds. Refer to the attached diagram of the playground with attention to the playground boundaries. The baseball field and bleachers are OUTSIDE of the boundaries. When the grounds are wet, students will STAY OUT OF THE MUD.
- Remain in area designated for your grade level. Refer to the attached diagram of the playground on which areas are designated for grade levels. Students will play in those areas unless a teacher chooses to take his/her class into a different area where he/she will actively monitor the group.
- Students will exhibit good sportsmanship by following game rules, taking turns, sharing equipment, and interacting respectfully.

Being safe on the playground includes

- Walking when exiting the building
- Being aware of others
- Turn taking and sharing equipment
- Inform adults of unsafe behavior, bullying or incidents.
- If a student observes a stranger, he/she should immediately inform the teacher on duty
- Stay away from all animals
- NEVER eat food/drinks found on the playground
- Keep shoes on at all times

When using playground equipment, students will:

- Get on/off equipment carefully.
- Take care of all equipment.
- Return equipment to container/bag when finished

Use equipment as designed

- Crossbars should be crossed using hands only
- One person on cross bars at a time
- If feet are on a bar, your hands should be on a bar as well
- When climbing the pole, go up and come down the same way
- Go up the ladder, down the slide
- Use bike racks for parking bikes only
- Climbing on top of equipment is not allowed. (for example tunnel, tube slide, ramp/bridge rails, etc.)
- Keep hands and feet to self when on equipment

### Dismissal Procedures

In preparation for dismissal, all students will:

- Follow classroom dismissal routine.

- Listen attentively/in silence (Level 0) to afternoon announcements.

During dismissal, all students will:

- Follow hallway procedures
- Exit the school quietly through the designated door and proceed to appropriate area.
- Students will walk at all times using a soft voice (Level 1).
- Wait quietly in all designated areas.

Upper Level Bus riders will:

- Walk directly to Upper Level Bus door (1)
- Listen to adult directions.
- Stand/sit quietly (level 1 or 0) in appropriate single file line.
- Stand in single file line as boarding the bus.
- Keep backpacks closed.
- Keep all Food and Drinks in backpacks until exiting the bus.
- Raise your hand to be recognized.

Lower Level Bus riders will:

- Listen to adult directions.
- Proceed directly to your bus line and be seated.
- Keep backpacks closed.
- Keep all Food and Drinks in backpacks until exiting the bus.
- Raise your hand to be recognized.
- Line up as directed/ Load quietly.

Car Riders will:

- Walk directly to Car Rider Door (28)
- Listen to adult directions.
- Use a soft voice (Level 1)
- Stand behind the yellow line.
- Allow Kindergarteners to stand in front.
- Stay alert, watch for your vehicle, and listen to be called.
- Walk to your vehicle after all vehicles have come to a complete stop.

Walkers will:

- Walk directly to Walker Door (26).
- Listen to adult directions.
- Use a soft voice (Level 1).
- Stand in single file line.
- Stay on sidewalk behind adult.
- Wait on the sidewalk until Crossing Guard gives the signal to proceed across the street.

### **Special Areas**

Each student will have art, music, P.E., library, and computer lab once a week as a special provided by a highly trained paraprofessional. Everyone is expected to participate in these classes. During library, students may check out books each week; the family responsible for the book must pay for lost or damaged books.

### **Toys**

Frequently children bring potentially dangerous toys and other items to school. Certain forbidden items will be confiscated, and will be held in the office. This includes all toy guns, knives, matches, cigarette lighters, and pointed objects. Many times in the past electronic toys, radios and cell phones have been damaged, lost, or stolen. These items should not be brought to school. Naturally, parents may reclaim any confiscated object. **No trading or selling will be allowed during school hours or on school buses.**

### **Visiting Classrooms**

Parents may visit their child's class during the school year. Visits usually should not exceed one class period or one hour. Classroom visits should be mutually agreed upon by the teacher and parent. Conferences must be scheduled in advance. Small children who may disturb classes should not be brought to school during visits. If you are planning a lunch time visit and you are inviting other students to join you, we must have a written note from the parent. Please make such arrangements prior to your visit. No children are allowed to visit on any day unless accompanied by a parent, guardian, or other adult. **All visitors must check in at the office before going to any rooms.**

### **Visitors' Passes**

Visitors to Mt. Tabor School must report to the school office. Here he/she will **show a driver license**, register, and receive a visitor's identification pass to be used while visiting. Compliance with this rule will help us protect your child and his/her education from the disruption of unauthorized visitors. Any visitor without a pass will be escorted to the office to sign in and receive a pass.

### **Mission Statement**

The Mission of Mount Tabor Elementary School is to provide high levels of learning for all in a safe, orderly environment.

### **Vision Statement**

Mount Tabor students will achieve mastery of all Indiana State Standards specific to their educational plan.

### **Mount Tabor Elementary School Beliefs**

#### **We believe:**

All children can learn

All children will have a safe environment

Parents, students, and teachers will have an equal partnership

We will be working to nurture lifelong learners and productive future citizens

The school will be child centered

There is always room for improvement

### **Mt. Tabor Kindness Pledge**

I am proud to be a Mount Tabor Tiger.

I know that I am here to learn.

I am an important part of my classroom and school family.

I am responsible for my learning and my behavior.

I will respect myself, others, and their possessions.

I believe in myself.

We believe in each other.

We are Mt Tabor Tigers.

We ride with PRIDE.

## **PREAMBLE**

The New Albany-Floyd County Consolidated School Corporation recognizes: (a) that education is a basic citizenship right; (b) that students have full rights of citizenship as delineated in the U.S. Constitution and its amendments; and (c) that citizenship rights must not be abridged, obstructed, or in other ways altered, except in accordance with due process of law.

Just as in our democratic society at large, the foundation and success in public school education depends on the balance of individual rights and individual responsibilities. Certain standards of student conduct are necessary to assure that individuals seeking to express their rights do not at the same time infringe upon the rights of others. Self-discipline, which comes from understanding this balance of rights and responsibilities, is essential in any democracy. The schools believe that self-discipline is promoted not only through instruction about our representative form of government, but also through practicing democracy in the schools, in the home, and throughout the community.

Those enjoying the benefits of citizenship in the school community must also accept the responsibilities of school citizenship. A democratic school must have rules and regulations just as must the larger democratic society. It is the responsibility of students, parents, educators and the community to work to establish rules and regulations which promote the best possible learning environment for all those involved in the educational process. Not only should the school environment provide equal opportunity for all, it should also permit the teaching-learning process to proceed in an orderly manner.

In an effort to create a more democratic school society, the Board of School Trustees of the New Albany-Floyd County Consolidated School Corporation has outlined some of the basic rights and responsibilities which will allow self-disciplined students to better govern themselves within the total school environment. These policy statements made by the Board of School Trustees are summarized below under eight main headings: (I) Basic Rights and Responsibilities of Students, (II) Enforcement of Rules and Regulations, (III) Procedure for Handling Suspensions and Expulsions from school, (IV) School Safety Policy, (V) Driver's License Policy, (VI) School Bus Safety Code, and (VII) Telecommunication.

As set out in Indiana law, I.C. 20-33-8, in all matters relating to the discipline and conduct of students, School Corporation personnel stand in the relation of parents and guardians to the students of the School Corporation. Therefore, School Corporation personnel have the right, subject to Indiana law, to take any disciplinary action necessary to promote student conduct that conforms to an orderly and effective educational system. Students must follow responsible directions of school personnel in all educational settings and refrain from disruptive behavior that interferes with the educational environment.

## **I. BASIC RIGHTS AND RESPONSIBILITIES OF STUDENTS**

### **1. Freedom of Speech and Assembly**

- a. Students are entitled to express their personal opinions verbally as long as such opinions do not interfere with the freedom of others to express themselves. Students may not use lewd, vulgar, indecent or offensive speech, or engage in lewd, vulgar, indecent or offensive conduct while participating in, or present at, any school activity or any school sponsored extracurricular activity.

- b. Students have the freedom to assemble peacefully. There is an appropriate time and place for the expression of opinions and beliefs. Conducting demonstrations which interfere with the operation of the school or classroom is inappropriate and prohibited. All student meetings in school buildings or on school grounds may function only as a part of the formal educational process or as authorized by the school principal. The use of obscenities or personal attacks is prohibited. Violence, threats of violence and possession, use or threatened use of weapons are prohibited.

## **2. Freedom to Publish**

- a. Students are entitled to express their personal opinions in writing, as long as they do not use lewd, vulgar, indecent or offensive language in such writing.
- b. Students may edit, publish, and distribute printed, handwritten, or duplicated matter among their fellow students within the schools. Students must assume the responsibility for the content of such publications or handwritten opinions. The distribution of such material must not interfere with, or disrupt, the educational process, learning environment, or endanger the safety of student and employees. Such material must be signed by the authors. Libel, obscenities, and personal attacks as well as lewd, vulgar, indecent and offensive language are prohibited in all material written, edited, published, or distributed by students in school, on school grounds, at any school sponsored functions, or at any time while under the supervision of school personnel.

## **3. Search and Seizure**

- a. A student is presumed to have no expectation of privacy in a school locker, desk or other area assigned to the student, or in the contents of those assigned areas.
- b. The school principal or another member of the administrative staff designated by the principal may search a student's locker or other assigned area at any time.
- c. Other than a general search of student lockers or other assigned areas, any search shall be, where possible, conducted in the presence of the student whose locker is the subject of the search.
- d. A law enforcement officer with appropriate jurisdiction may, at the request of the school principal, assist the school administration in searching such a locker and its contents.
- e. The principal or designee may search the person or property (including vehicles) of a student, with or without the student's consent, whenever they have reasonable suspicion to suspect that the search is required to discover evidence of a violation of law or of schools rules. The extent and conduct of a search will be governed by the student's age, gender, and the nature of the infraction. Strip searches are prohibited.
- f. To combat escalating school violence and the potential presence of weapons in our schools, and in accordance with School Corporation policy and procedures, the School Corporation may utilize metal detectors for random and reasonable suspicion-based searches to detect firearms, knives, and other weapons.
- g. Driving to school and utilizing the school parking lot are privileges for student drivers. Any student who parks his/her car in a school parking lot consents to a search of the car if the school administration has reasonable suspicion

- h. In an effort to promote a drug-free campus and to protect the safety and health of the district's faculty, staff, and students, the district may routinely partner with the local law enforcement to conduct random searches of lockers, classrooms, and school parking lots. During those partnerships, the board has authorized the use of specially trained dogs to locate and detect the presence of weapons and prohibited drugs on school property.

#### **4. Married Students**

- a. It is the responsibility of students who are married to declare their married status at the time of marriage or at the time of enrollment in school.
- b. Married students are subject to all rules and regulations that apply to the entire student body.

#### **5. Identification**

It is the responsibility of all persons, upon request, to identify themselves to proper school authorities in the school buildings, on school grounds, or at school sponsored events.

#### **6. Student Conduct at Events on and off School Grounds and at Other Times When Not at School**

- a. The New Albany-Floyd County Consolidated School Corporation has adopted a School Safety Policy governing students who commit, attempt to commit, or threaten aggressive acts toward persons (students, employees or visitors) or property. This Policy applies when a student is on a school bus, on school grounds, off school grounds at a school activity, function or event and while traveling to and from school or a school activity, function or event. This Policy may also apply when a student's conduct is unlawful and may reasonably be considered to be interference with school purposes or an educational function, when such conduct occurs during weekends, holidays, school recesses, or during the summer when a student may not be attending classes or other school functions. Students who commit these acts may be suspended and may be expelled for up to one (1) school year or one (1) calendar year, as set out in Article II, below.
- b. Students are required to observe school rules and regulations and to be subject to the authority of school officials at school events, whether on or off school grounds. Students are required to be courteous and obedient in response to all reasonable orders from school personnel whether on or off school grounds.

#### **7. Gang Activities, Clothing or Accessories**

Gangs and gang related activities, clothing and accessories are prohibited on school property at all times. A "gang" is defined in this Policy as any ongoing organization, association or group of three (3) or more persons, whether formal or informal, having as one of its primary activities the commission of one or more criminal acts or violations of School Corporation rules and regulations, which has an identifiable name or identifying sign or symbol, and whose members individually or collectively engage in or have engaged in gang activities. Gang signs, symbols and membership activities are also prohibited. Any gang activity, clothing or accessory that can be construed to intimidate, separate or distract students from the primary mission of the schools is prohibited and provides grounds for suspension or expulsion under Article II, herein.

## **8. Policy Against Discrimination and Harassment on the Basis of Race, Sex and Other Protected Characteristics**

- a. It is the Policy of the New Albany-Floyd County Consolidated School Corporation to maintain and operate a learning and working environment that is free from racial discrimination and racial harassment, and discrimination and harassment on the basis of sex (including sexual stereotype nonconformity), age, color, creed, disability, limited English proficiency, family status, national origin or religion; thereby to protect employee and student interest in personal dignity and freedom from humiliation, to make available to the Corporation their full productive capacities, to secure the Corporation against domestic strife and unrest which would menace its democratic institutions, to preserve the public safety, health and general welfare, and to further the interests, rights and privileges of individuals within the Corporation.
- b. It shall be a violation of this Policy for any employee of the New Albany-Floyd County Consolidated School Corporation to discriminate against or harass another employee or student based upon race, sex (including sexual stereotype nonconformity), age, color, creed, disability, limited English proficiency, family status, national origin or religion. It shall be a violation of this Policy for any student to discriminate against or harass another student or an employee based upon any of the above mentioned protected characteristics.
- c. The New Albany-Floyd County Consolidated School Corporation does not discriminate on the basis of race, sex (including sexual stereotype nonconformity), age, color, creed, disability, limited English proficiency, family status, national origin or religion in employment or in the educational programs and activities which it operates, in accordance with applicable state and federal statutes and regulations.
- d. The School Corporation has appointed the Assistant Superintendent for Administration and Operations, 2813 Grant Line Road, Telephone 542-2106, as Equal Employment/Educational Opportunity Officer ("EEO Officer") to coordinate and carry out its Policies against discrimination and harassment on the basis of any protected characteristic. Any inquiries regarding the School Corporation's Policies in this matter should be directed to the Assistant Superintendent for Administration and Operations who will investigate all complaints alleging that the School Corporation, an employee or a student has discriminated against or harassed any person on the basis of a protected characteristic. Inquiries concerning the application of any federal civil rights statute or regulation may also be referred to the Regional Director, United States Department of Education, Office for Civil Rights, Region V, 500 West Madison Street, Chicago, Illinois 60661.
- e. When a student, a student's parent or guardian, employee, applicant for employment, or a member of the public believes that he or she has been discriminated against or harassed by a School Corporation employee or student on the basis of race, sex (including sexual stereotype nonconformity), age, color, creed, disability, limited English proficiency, family status, national origin or religion, he or she may file an informal or a formal complaint under the procedure established by the School Corporation to enforce Policies against such discrimination and harassment. He or she may contact the corporation EEO Officer for assistance in processing such a complaint. Copies of the complete Policies, enforcement procedures and the Complaint Report Form are available in the offices of all schools and of the Administrative Services Center, 2813 Grant Line Road, New Albany, Indiana 47150.

## **9. Human Dignity Policy**



It is the policy of the School Corporation that all employees, parents/guardians, students and members of the community are entitled to be treated and are obligated to treat others with courtesy, fairness and decency. Respect for the dignity and worth of every member of the school community must be recognized and promoted in the School Corporation. Accordingly, it is a violation of Board Policy to degrade, demean, harass, haze, bully, stereotype or ridicule any person on the basis of any assumed, perceived or actual characteristic, whether or not such characteristic is listed as a protected characteristic.

#### **10. Charges by a Parent/Student**

When a student or his/her parents believe that the student is being improperly treated, or improperly denied participation in any educational function of the School Corporation, or is being subjected to an illegal rule or standard, as provided by the statutes of the State of Indiana or applicable statutes of the United States, or by the Constitutions of the State of Indiana or of the United States, they may file a signed complaint form with the administration and if unable to work out their problems with the administrative staff, they shall be entitled to initiate a conference with the Superintendent or designee by filing a charge with the Superintendent in the same manner as a charge is initiated by the principal under Article III of this Guide. Parents can contact the Assistant to the Superintendent for Administration and Operation or the Director of Human Resources to obtain a Corporation complaint form.

#### **11. Notification of Rights under the Family Educational Rights and Privacy Act (FERPA)**

- a. FERPA affords parents and students over eighteen (18) years of age ("eligible students") certain rights with respect to student education records. They are:
- (1) The right to inspect and review the student's records within forty-five (45) days of the day the School Corporation receives a request for access. Parents or eligible students should submit to the school principal a written request that identifies the record(s) they wish to inspect. The principal will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.
  - (2) The right to request the amendment of the student's education records that the parent or eligible student believes is inaccurate or misleading. Parents or eligible students should write the school principal, clearly identifying the part of the record they want changed, and specify why it is inaccurate or misleading. If the School Corporation decides not to amend the record as requested, the School Corporation will notify the parent or eligible student of the decision and inform them of his/her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.
  - (3) The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. FERPA allows disclosure of student educational records to school officials, with legitimate educational interests in assessing the student's record, without consent. "School officials" include administrators, supervisors, instructors, support personnel, health and medical staff, law enforcement unit personnel, School Board members, persons or companies contacted to perform a special task, or a parent or

student serving on an official committee or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request, the School Corporation disclosed education records without consent to officials of another school corporation in which a student seeks or intends to enroll.

- (4) The School Corporation has classified the following information about individual students as "Directory Information" under FERPA and will release such information, without consent, except as set out below:

Name; address; telephone listing; date and place of birth; school enrolled in; photograph or videotape not used in a disciplinary matter; student work displayed at the discretion of the teacher with no grade displayed; academic majors and minors; participation in any officially recognized activities or sports; weight and height of members of athletic teams; dates of attendance; degrees and awards received; recognition of service or achievement; and the most recent previous educational agency or institution attended.

If a parent/guardian or eligible student does not wish to have some of the above listed Directory Information items released without prior parent's or eligible student's consent, such parent or eligible student must submit a written signed statement indicating that consent must be secured to: Director of Human Resources, 2813 Grant Line Road, New Albany, Indiana 47150. Such statement must be submitted not later than October 15 of a school year or within thirty (30) days of the student's initial enrollment for the school year.

- (5) The School Corporation will also release Directory Information to representatives of the U.S. Armed Forces and the service academies of the U.S. Armed Forces unless a parent, guardian or student submits a written, signed request that such information not be released; such request must be submitted to the principal of the student's school not later than the end of the student's sophomore year.
- (6) The right to file a complaint with the U.S. Department of Education concerning alleged failures by the School Corporation to comply with the requirements of FERPA.

The name and address of the Office that administers FERPA are:

Family Policy Compliance Office  
U.S. Department of Education  
600 Independence Avenue, S.W.  
Washington, D.C. 20202-4605

## **12. Screening for Health Concerns and Immunizations**

In the course of each school year, the School Corporation provides the opportunity for students at some grade levels, or in some programs to be screened for possible health concerns which could adversely affect a student's performance in the educational program of the School Corporation, including, but not limited to hearing and sight. If parents or guardians do not wish to have their child or ward screened for these possible health concerns because of religious beliefs, such parents or guardians must submit to

the building principal a written signed statement indicating that the parent objects on religious grounds.

Students may be removed from school for failure to comply with immunization requirements (I.C. 20-34-4-5) or if the student is ill, has a communicable disease, or is infested with parasites ((I.C. 20-34-3-9).

**13. Student Insurance**

Unless proven negligent, the School Corporation and School Corporation personnel assume no financial responsibility for medical expenses, treatment or damages resulting from injuries sustained by students while participating in any School Corporation sponsored educational program, or practicing for or participating in athletics, or any other school activity. The School Corporation makes student accident insurance available through a commercial insurance carrier; the protection and limitations are stated in the policy. Enrollment in this student accident insurance program is voluntary. If parents decide not to enroll in the student accident insurance program, it is the parents' responsibility to provide appropriate insurance, or to assume the risk of possible financial responsibility inherent in having their child participate in any school activities. Individual schools may request that parents provide the name of the company carrying the family's health and accident insurance, in order for school officials to have this information in cases of medical emergency.

**14. Lost, Stolen, or Damaged Student-Owned Property**

The School Corporation and School Corporation personnel assume no financial responsibility for lost, stolen or damaged student-owned property while such property is on the school grounds, or is being used at any school related activity off school grounds.

**15. Unsupervised Students on School Property**

The School Corporation and its employees assume no responsibility for the safety of students who are on school property at times when they are not involved in a school activity under the direct supervision of School Corporation personnel.

**16. Administration of Medications**

Before any prescribed medication or treatment may be administered to any student during school hours, the proper form completed by the student's doctor and parent/legal guardian must be completed. The medication must be furnished to the school in compliance with appropriate policy on labeling and packaging.

Notwithstanding, a student with a chronic disease or medical condition may possess and self-administer medication for the chronic disease or medical condition if the following conditions are met:

- a. The student's parent has completed the Student Authority to Possess and Administer Medication form. The authorization must include a statement in writing by a licensed physician that:
  - (1) the student has an acute or chronic disease or medical condition for which the physician has prescribed medication.
  - (2) the student has been instructed in how to self-administer the medication; and
  - (3) the nature of the disease or medical condition requiring administration of the medication.

- b. The authorization and physician's statement described in subsection (a) must be submitted annually.

**17. Enrollment/Residence/Withdrawal**

Resident students are those whose legal settlement is within the School Corporation's geographic boundary. A student's legal settlement will be determined under applicable Indiana law. A student's legal settlement will also determine the student's school attendance area within New Albany-Floyd County School Corporation. The School Corporation will accept the transfer of students who do not have legal settlement with the school corporation according to School Board Policy and Indiana law.

**18. Parental Involvement/Visitor/Media**

The school welcomes and encourages parental visits to school, parent volunteering, and other parental involvement in their student's education. But in order for the educational program to continue undisturbed when visitors are present and to prevent the intrusion of disruptive persons into the schools, it is necessary to invoke visitor controls.

The Superintendent or principal 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 the presence of such person would be detrimental to the good order of the school. If such an individual refuses to leave the school grounds or creates a disturbance, the principal is authorized to request from the local law enforcement agency whatever assistance is required to remove the individual.

Parents will be involved in the planning, review and improvement of the corporation's Title I programs, and timely responses will be given to parental questions, concerns, and recommendations. Information concerning school performance profiles and their child's individual performance will be communicated to parents.

**19. McKinney Vento**

Children who meet the legal definition of a "homeless" student (McKinney-Vento) will not be denied enrollment based on a lack of proof of residency and will be provided a free appropriate public education in the same manner as all other students of the District. Questions about enrollment of a student who may be considered homeless should be directed to Katie Stein, Licensed School Social Worker (812-542-5505) or Tony Duffy, Assistant to the Superintendent for Elementary Education.

**20. ASBESTOS**

An asbestos management plan is on file in the main office and is available for review by the public.

**II. ENFORCEMENT OF RULES AND REGULATIONS**

When self-discipline fails, regulations for management of school behavior must be enforced by those directly responsible for the operation of the schools. School staff members will make every effort, individually, collectively, and cooperatively, with appropriate available community resources, to help each student gain acceptable self-discipline standards. The Board of School Trustees of the New Albany-Floyd County Consolidated School Corporation has this legal responsibility. Authority for such action is given in the School Powers Act and the Student Due Process Statute, I.C. 20-33-8, et. seq. The Board of School Trustees has established policy in the Policy Manual of the New Albany-Floyd County Consolidated School Corporation and appointed administrative officers to carry out those Policies as amended.

**1. After School Detainment**

Students may be detained after school, but only for a reasonable length of time. (A “reasonable length of time” is determined by the child’s age and other factors.) Unusual delays should be reported to the parent by the school by telephone if possible.

**2. Restraint and Seclusion**

New Albany-Floyd County Consolidated School Corporation has a plan in place for the use of restraint and seclusion, as a last resort, to control students only if there is an imminent risk of injury to the student or to another person and in emergency situations.

**3. Teacher Temporary Dismissal**

A teacher may dismiss a student from participation in any educational function under that teacher’s charge and supervision for a period not to exceed one (1) school day, when a student interferes with the educational function of which the teacher is then in charge.

**4. Suspension**

A principal or designee may deny a student the right to attend school or to take part in any school function for a period of up to ten (10) school days in the following instances:

- a. When the school personnel in charge of a student consider the behavior of any student under their supervision to be so serious as to warrant the principal’s attention;
- b. When the alleged misconduct constitutes a violation of any of the “Grounds for Expulsion or Suspension”. The principal or designee shall provide notice and hold a conference with the student prior to the suspension. During the conference, the student is entitled to the following:
  1. A written or oral statement of the charges against the student;
  2. A summary of the evidence against the student; and if the student denies the charges, and
  3. An opportunity for the student to explain the student’s conduct.

If the circumstances or the nature of the misconduct requires immediate removal, the notice and conference shall follow as soon as reasonably possible after the suspension.

Following a student’s suspension, the principal or designee shall send a written statement to the parent of the suspended student describing the student’s misconduct and the action taken by the principal or designee.

**5. Expulsion**

**a. An expulsion is:**

- (1) A denial of the right of a student to take part in any school function for any period greater than ten (10) school days;
- (2) A separation from school attendance for the remainder of the current semester or current year unless the student is permitted to complete required examinations in order to receive credit for courses taken in the current semester or current year.

- b. Generally, an expulsion will not be longer than the remainder of the school year in which the expulsion took effect if the misconduct occurred during the first semester. If the misconduct occurred during the second semester of the school year, a principal may request that an expulsion remain in effect through the following summer session and/or the first semester of the following school year.
- c. An expulsion for a full school year may be for fewer than the total number of student days in a full school year when such expulsion results in the loss of school credit for two school semesters, or for two school semesters and a summer session.
- d. An expulsion for violation of the rule against knowingly possessing, handling, or transmitting a firearm, while under the jurisdiction of the School Corporation, will be for a full calendar year, as set out in Article II, Section 8, f., below.
- e. The expulsion process offers the opportunity for a student due process meeting (See Article III, below).
- f. An expulsion that takes effect more than three (3) weeks before the beginning of the second semester of a school year must be reviewed before the beginning of the second semester. An expulsion that will remain in effect during the first semester of the following school year must be reviewed before the beginning of the school year. Such reviews shall be conducted by the Superintendent or his/her designee after notice of the review has been given to the student and the student's parent or guardian. The review is limited to newly discovered evidence or evidence of changes in the student's circumstances occurring since the original expulsion meeting and may lead to a recommendation that the student be reinstated for that semester.
- g. A principal may require a student who is at least sixteen (16) years of age and who wishes to enroll after an expulsion to attend an alternative program.
- h. An expulsion for violation of the Drug and Alcohol Abuse Policy of the School Corporation (See Article V) which occurs during the first semester of a school year shall include the remainder of the school year.
- i. An expulsion for violation of the Drug and Alcohol Abuse Policy of the School Corporation which occurs during the second semester of a school year shall include the following summer session and the first semester of the succeeding school year.
- j. The Board has voted to not hear any appeals on the decision of the Expulsion Examiner.

#### **6. Other Disciplinary Actions Which Do Not Constitute a Suspension or An Expulsion**

- a. A principal, teacher or other school staff member who supervises students may discipline a student by:
  - (1) Counseling with a student or group of students;
  - (2) Conferencing with a parent or group of parents;
  - (3) Assigning additional work;
  - 4. Rearranging class schedules;
  - 5. Requiring a student to remain in school after regular school hours to do school work or for counseling;
  - 6. Restricting athletic and other extracurricular activities, including removal from participation in such activities; and
  - 7. Removing a student from any noncredit school activity.
- b. A principal or designee may assign a student to:
  - (1) A special course of study;

- (2) An alternative educational program; or
- (3) An alternative school.
- c. A principal or designee may remove a student from school sponsored transportation;
- d. The disciplinary actions listed in this Section do not constitute suspensions or expulsions.

## **7. Application of the Grounds for Expulsion or Suspension**

The grounds for expulsion or suspension, set out below, apply when a student is:

- a. On a school bus;
- b. On school grounds immediately before, during, and immediately after school hours and at any time when the school is being used by a school group (including summer school or intersession);
- c. Off school grounds at a school activity, function, or event, or;
- d. Traveling to or from school or a school activity, function, or event. The grounds for expulsion or suspension may also apply when a student's conduct is unlawful and may reasonably be considered to be interference with school purposes or an educational function when such activity occurs during weekends, holidays, school recesses, or during the summer when a student may not be attending classes or other school functions.
- e. The grounds for bullying may be applied regardless of physical location of the bullying behavior when a student demonstrating bullying behavior and the targeted student attend a school within the Corporation.

## **8. Grounds for Expulsion or Suspension are:**

The following are the grounds for student suspension or expulsion, subject to the procedural requirements, set out below:

- (1) Student misconduct; and/or
- (2) Substantial disobedience.

The following enumeration is illustrative of the type of conduct prohibited by this Section. This list is not exhaustive.

- a. Use of 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:
  - (1) Occupying any school building, school grounds, or part thereof with intent to deprive others of its use;
  - (2) Blocking the entrance or exit of any school building or corridor or room therein with intent to deprive others of lawful access to or exit from, or use of, the building or corridor or room;
  - (3) Setting fire to or substantially damaging any school building or property;
  - (4) Making bomb threats, false 911 calls, false fire alarms or throwing smoke bombs, fireworks or other comparable conduct;
  - (5) Firing, displaying or threatening use of firearms, explosives, or other weapons on school premises for any unlawful purpose.
  - (6) Preventing or attempting to prevent by physical act the convening or continued functioning of any school or education function, or of any lawful meeting or assembly on school property;

- (7) Intentionally making noise or acting in any manner so as to interfere with the ability of any teacher or any other school personnel to conduct the educational function under their supervision. This subparagraph shall not, however, be construed to make any particular student conduct a ground for expulsion where such conduct is constitutionally protected as an exercise of free speech or assembly or other right under the Constitution of Indiana or the United States.
  - (8) Discriminating or harassing on the basis of race, sex (including sexual stereotype nonconformity) or other protected characteristics in violation of the Policies described in Article I, Section 12, above.
  - (9) 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.
  - (10) Violating the School Safety Policy (Section IV).
- b. Causing or attempting to cause damage to school property, stealing or attempting to steal school property.
  - c. Causing or attempting to cause damage to private property, stealing or attempting to steal private property.
  - d. 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.
  - e. 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, hazing, or other comparable conduct.
  - f. Engaging in 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.
  - g. A student will be expelled for a full calendar year for knowingly possessing, handling, or transmitting a firearm, deadly weapon, and/or destructive device as defined by Indiana law, while under the jurisdiction of the School Corporation. Under I.C. 35-47-1-5, a "Firearm" means any weapon that is capable of or designed to or that may readily be converted to expel a projectile by means of an explosion. Under I.C. 35-31.5-2-86, a "Deadly Weapon" means 1) a loaded or unloaded firearm; 2) a destructive device weapon, device, 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; 3) an animal that is readily capable of causing serious bodily injury, and used in the commission or attempted commission of a crime; or 4) a biological disease, virus, or organism that is capable of causing serious bodily injury. Under I.C. 35-47.5-2-4, a "Destructive Device" means 1) an explosive, incendiary, or overpressure device that is configured as a bomb, grenade, rocket with a propellant charge of more than four (4) ounces, missile having an explosive or incendiary charge or more than one-quarter (1/4) ounce, mine, molotov cocktail or device that is substantially similar to an item previously described; 2) 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 (1/2) inch; or 3) a combination of parts designed or intended for use in the conversion of a device into a destructive device. A student expelled under this provision will not be



- reenrolled in the School Corporation until the beginning of the semester following the end of the expulsion. The length of the expulsion may be reduced by the Superintendent or designee, if the circumstances warrant such reduction.
- h. Threatening (whether specific or general in nature) injury to persons or damage to property or intimidating any person for any purpose, including obtaining money or anything of value regardless of whether there is a present ability to commit the act.
  - i. Failing to report the actions or plans of another person to school personnel where those actions or plans, if carried out, could result in harm of another person or persons or damage property when the student has information about such actions or plans.
- 
- j. It shall be grounds for an immediate expulsion for any student to knowingly transmit or attempt to transmit any drug including:
    - i. all dangerous controlled substances as so designated and prohibited by Indiana statute;
    - ii. all chemicals which release toxic vapors;
    - iii. all alcoholic beverages;
    - iv. any "medication" including those prescribed by a physician and any non-prescribed (over-the-counter) drugs, preparations, and/or remedies, including, but not limited to, herbal remedies, anabolic steroids, dietary supplements, and antihistamines, except for those which permission to use in school has been granted pursuant to Board policies 5330 and 5330.01;
    - v. any "look-alike" substances;
    - vi. any chemicals or substances that are precursors to drug manufacturing;
    - vii. any other illegal substance so designated and prohibited by law;
    - viii. Any substance not taken as directed or prescribed;
    - ix. Any substance that alters behavioral patterns and is not prescribed by a physician.
  - (1) It shall be sufficient grounds to prove transmitting a substance governed by this regulation if the provider transmits a substance which closely resembles such  
a. substance, or which he/she represents to be a substance.
  - (2) It is a violation of this Policy for a student to transmit paraphernalia used with any of the substances listed herein.
  - (3) A charge of transmitting a substance covered by this subsection shall include a charge of possession of such substance. It shall be grounds for an immediate ten (10) day suspension
  - k. (1) It shall be sufficient grounds to prove possession or use of a substance by this regulation if the student uses or possesses material which closely resembles such a substance or which he/she represents to be such a substance.
  - (2) It is a violation of this Policy for a student to possess paraphernalia used with any of the substances listed herein.
  - (3) Use of medication by a student when such medication has been prescribed for that student by a health care provider authorized by law to prescribe medication does not violate this rule, provided such medication is used by the student in accordance with the School Corporation policy governing the use of prescription drugs while under the jurisdiction of school authorities.

- (4) First time offenders determined to be in possession or under the influence of a prohibited substance, as set out herein, shall be immediately suspended up to five (5) days pending expulsion; however, an alternative to expulsion shall be offered, by the school administrator to the student and his/her parents or guardian. A student is eligible for participation in this alternative program only one (1) time at each level of instruction (elementary, middle, and high) during his/her total enrollment in the New Albany-Floyd County Consolidated School Corporation.
  - (5) Second or repeat offenders determined to be in possession or under the influence of a chemical substance, as set out herein shall be immediately suspended pending expulsion without being offered the alternative educational program.
  - (6) This program shall attempt to assist students in maintaining responsible behavior so that they may successfully complete school after experiencing the consequences of their violation of this Policy.
  - (7) If this alternative is chosen by the student and parents or guardian, the student must attend all sessions of the program. Any cost for the alternative program, not approved by the Corporation, will be the responsibility of the student's parents or guardian.
  - (8) If a student enrolls in the alternative program and then withdraws or otherwise fails to satisfactorily complete the program, the building administrator shall immediately resume the expulsion process for such student.
  - (9) If the student or his/her parents or guardian do not choose to participate in the alternative educational program, the building administrator shall immediately resume the expulsion process for such student. Such student may also be referred to the proper authorities.
- I. Intending to cause intoxication, euphoria, excitement or a similar condition, ingesting or inhaling, or attempting to ingest or inhale the fumes of model glue or a substance containing toluene, acetone, benzene, N-butyl nitrite or other similar substances.
  - m. Possessing, using, distributing, purchasing, or selling tobacco, nicotine-containing products of any kind or in any form. These products include e-cigarettes, vaping devices, any kind of look-alike products or other related products or devices associated with tobacco or nicotine use or electronic nicotine delivery systems.
  - n. Engaging in any activity forbidden by the laws of Indiana that constitutes an interference with school purposes or an educational function.
  - o. Violating any Board policy or administrative rules that are reasonably necessary in carrying out school purposes or an educational function, including, but not limited to:
    - (1) Engaging in harassment of a student or staff member;
    - (2) Disobedience of administrative authority;
    - (3) Engaging in speech or conduct, including clothing that is profane, indecent, lewd, vulgar, or refers to drugs, tobacco, alcohol, sex, or illegal activity;
    - (4) Violation of the Corporation's acceptable use of technology policy or rules;
    - (5) Engaging in sexual behavior on school property;
    - (6) Violation of the Corporation's administration of medication policy or rules.
  - p. 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 such failure constitutes an interference with school purposes or an educational function.

- q. Excessive truancy or absence from school without the knowledge and consent of both the parent and the school.
- r. Excessive cutting of classes and/or tardiness to classes.
- s. Living outside of the New Albany-Floyd County Consolidated School Corporation attendance area without approval of the Corporation.
- t. 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.
- u. Falsely accusing any person of sexual harassment, or violating a school rule, and/or state or federal law.
- v. While on school grounds during school hours, knowingly possessing or using a laser pointer, or electronic device in a situation or for a purpose not related to a school activity or an educational assignment without permission from the school principal or designee.
- w. "Sexting" or using a cell phone, school issued technology, or any other personal communication device to send, distribute, share, view, or possess pictures, text messages, emails, or other material reasonably interpreted as indecent or sexual nature. In addition to taking any disciplinary action, phones will be confiscated and any images suspected to violate criminal laws will be referred to law enforcement authorities.
- x. Text messaging inappropriate comments, pictures or videos that contain sexual, humiliating, harassing or threatening messages.
- y. Possessing sexual-related materials or engaging in sexual activity that may include, but is not limited to, the showing of breasts, genitals or buttocks.
- z. 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 that is unrelated to a school purpose or function.
- aa. Aiding, assisting, agreeing or conspiring with another person to violate these student conduct rules or state or federal law.
- bb. Engaging in academic dishonesty, including cheating, intentionally plagiarizing, wrongfully giving or receiving help during an academic examination, and wrongfully obtaining test copies or scores.
- cc. Engaging in pranks or other similar activity that could result in harm to another person.
- dd. Violating any school conduct rule the building principal establishes and give notice to students and parents.
- ee. Engaging in bullying which is defined as overt, unwanted, repeated acts or gestures, including verbal or written communications or images transmitted in any manner (including electronically or digitally); 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 targeted student, creating for the targeted student an objectively hostile school environment that:
  - (1) places the targeted student in reasonable fear of harm to his or her person or property;
  - (2) has a substantially detrimental effect on the targeted student's physical or mental health;
  - (3) has the effect of substantially interfering with the targeted student's academic performance; or

- (4) has the effect of substantially interfering with the targeted student's ability to participate in or benefit from the services, activities, or privileges provided by the school

### **III. PROCEDURE FOR HANDLING SUSPENSIONS AND EXPULSIONS FROM SCHOOL**

The Board of School Trustees of the New Albany-Floyd County Consolidated School Corporation has provided a procedure for the handling of student suspensions and expulsions from school. The basic premise of this policy is fairness. A full text of the procedure required by Indiana Law is available in the Administrative Services Center, 2813 Grant Line Road, New Albany, Indiana 47150, upon request. The following is a summary of that procedure.

1. A principal or designee may suspend a student from school for a period not to exceed ten (10) school days. The principal or designee shall send a written statement to the student's parents describing the student's conduct, misconduct or violation of any rule or standard and the reasons for the action taken. The principal or designee shall make a reasonable effort to hold a conference with the parents before or at the time the student returns to school. A student may be suspended from school pending a meeting on his/her expulsion.
2. If, after an investigation, the principal or designee decides that expulsion is warranted for any student, he/she shall file a written charge with the Superintendent requesting that the student be expelled.
3. If the student has an identified disability and is receiving special education services in the School Corporation, the principal or designee will contact the Director of Student Support Services to schedule a causal relationship case conference at the time he/she submits a written charge to the Superintendent. If the case conference committee determines that no causal relationship exists, under Article 7, the principal or designee may proceed with the expulsion recommendation.
4. When a principal or designee recommends to the Superintendent that a student be expelled from school, the following procedures will be followed:
  - a. The Superintendent may conduct an expulsion meeting, or may appoint one of the following persons to conduct the expulsion meeting:
    - (1) A member of the administrative staff who did not recommend that the student be expelled and who was not involved in the events giving rise to that recommendation; or
    - (2) Legal counsel.
  - b. The Superintendent or the person appointed to hold the expulsion meeting may continue the suspension of a student for more than the ten (10) school days of the principal's suspension and until the time of the expulsion decision, if he/she determines that the student's continued suspension will prevent or substantially reduce the risk of:
    - (1) Interference with an educational function or school purpose; or
    - (2) A physical injury to the student, other students, school employees or visitors to the school.
  - c. An expulsion will not take place until the student and the student's parent or guardian are offered the opportunity to request an expulsion meeting conducted by the Superintendent or the person designated by the Superintendent.

- d. The opportunity to request an expulsion meeting will be in writing, delivered by certified mail or by personal delivery and contain the reasons for the recommended expulsion and the length of expulsion recommended. For purposes of this provision, a notice of opportunity to request an expulsion meeting or notice of the action taken at an expulsion meeting is effectively given at the time the notice is delivered personally or sent by certified mail to a student and the student's parent or guardian.
  - e. Failure by a student or a student's parent or guardian to request or to appear at an expulsion meeting shall be deemed a waiver of all rights administratively to contest the expulsion.
  - f. The Superintendent or the person designated to hold an expulsion meeting may issue subpoenas, compel the attendance of witnesses, and administer oaths to persons giving testimony at an expulsion meeting.
  - g. At the expulsion meeting, the principal or designee will present information to support the charges against the student. The student, parent or guardian will have the opportunity to answer the charges against the student, and to present information to support the student's position.
  - h. If an expulsion meeting is held, the person conducting the expulsion meeting will make a written summary of the evidence heard at the meeting, take any action found to be appropriate and give notice of the action taken to the student and the student's parent or guardian, by certified mail or personal delivery.
  - i. In accordance with Indiana Code, a student or parent may request an appeal to the Board of School Trustees on the action taken by the expulsion examiner unless the Board of Trustees has voted to not hear any appeals. The NAFC Board of Trustees voted not to hear any appeals. The ruling of the Expulsion Examiner is final.
5. Under Indiana law, judicial review of the Board of School Trustee's action, by the Circuit or Superior Court of Floyd County is limited to the issue of whether the School Corporation acted without following the procedure required by the student due process statute, I.C. 20-33-8 et. seq.

#### **IV. SCHOOL SAFETY POLICY**

The New Albany-Floyd County Consolidated School Corporation has adopted proactive safety policy governing students who commit, attempt to commit, or threaten aggressive acts toward persons (students, employees, or visitors) or property. This policy applies when a student is on a school bus, on school grounds, off school grounds at a school activity, function, or event, and while traveling to and from school or a school activity, function, or event. This policy may also apply when a student's conduct is unlawful and may reasonably be considered an interference with school purposes or an educational function, when such conduct occurs during weekends, holidays, school recesses, or during the summer when a student may not be attending classes or other school functions. Students who commit these acts will be suspended and may be expelled for up to one school year or one calendar year, in the case of firearms violations. Students will also be referred to the probation office or the prosecutor's office as required or appropriate.

The school safety policy is implemented at each specific level of instruction (elementary, middle and high), and will not follow the student to the next level of instruction.

- 1. It shall be grounds for an immediate ten days suspension pending expulsion for any student to possess, handle, use, threaten to use, demonstrate the intent to use or

transmit weapons, firearms, or explosives. Except in instances involving firearms, upon the recommendation of the building principal, first-time offenders may be given the option of participating in an approved educational/counseling program outside the school corporation. The cost of such outside educational/counseling program shall be the responsibility of the student and the student's parents or guardians. The School Corporation may consider a reduction in the length of the expulsion upon satisfactory completion of this program.

2. A student will be expelled for a full calendar year for possessing, handling, or transmitting a firearm, as defined by Indiana law, while under the jurisdiction of the school corporation. Under I.C. 35-47-1-5, a "firearm" means any weapon that is capable of expelling or designed to expel or that may readily be converted to expel a projectile by means of an explosion. A student expelled under this provision will not be re-enrolled in the school corporation until the beginning of the semester following the end of the expulsion. The length of expulsion for possession, handling, or transmitting a firearm may be reduced by the Superintendent, if the circumstances warrant such a reduction.
3. First-time offenders who threaten or commit aggressive acts toward persons or property and who are not in possession of and have not handled, used, threatened to use, or transmitted weapons, firearms or explosives shall be immediately suspended for up to five school days. Such students shall also be required to meet with the school counselor upon returning to school.
4. The remainder of this policy notwithstanding, when a first-time offender has engaged in violent conduct or has continued to demonstrate aggressive behavior after being told by a school employee to cease and desist (students must be able to immediately demonstrate restraint and self-control) such student may be suspended for ten school days pending expulsion. The students may, upon the recommendation of the building principal, be given the option of participating in an approved educational/counseling program outside the School Corporation. The cost of such outside educational/counseling program shall be the responsibility of the student and the student's parents or guardians. The Superintendent may consider a reduction in the length of the expulsion upon satisfactory completion of this program.
5. Second time offenders who threaten or commit aggressive acts toward persons or property and who are not in possession of and have not handled, used, threatened to use or transmitted weapons, firearms or explosives shall be immediately suspended up to ten school days. Such conduct shall also be grounds for expulsion; however, an educational/counseling alternative to expulsion provided by an approved outside agency may be offered by the building principal to the student and his/her parents or guardians. If the educational/counseling alternative is offered, required documentation must be presented upon return to school.
  - a. This program will be designed to assist students in successfully managing and resolving conflicts in a nonviolent and non-aggressive manner, so that they may successfully complete school after experiencing the consequences of their violation of this policy.
  - b. If the outside educational/counseling program is chosen by the student and parents or guardians the student must attend all sessions of the program. Any cost for this program will be the responsibility of the student and the student's parents or guardians.

- c. If the student enrolls in the outside educational/counseling program and then withdraws or otherwise fails to satisfactorily complete the program, the building administrator shall immediately resume the expulsion process for such student.
  - d. If the student or his/her parents or guardians do not choose to participate in the outside educational/counseling program, the building administrator shall immediately resume the expulsion process for such student. Such student may be referred to the Floyd County Probation Office for any appropriate action.
- 6. Students who threaten or commit aggressive acts on more than two occasions shall be immediately suspended for ten school days pending expulsion.
  - 7. If a student's behavior is a criminal act, in addition to school discipline, the school will also notify the proper authorities.

## **V. Driver's License Policy**

This Policy, adopted by the board of School Trustees, is designed to comply with the Indiana law I.C. 9-24-2 and 20-33-8, as amended, which amended Indiana driver's license law to invalidate an operator's license or permit and to prohibit the issuance of an operator's license or permit to a student less than eighteen (18) years of age, under the conditions set out in this Policy.

### **1. DEFINITIONS, FOR PURPOSES OF THIS POLICY.**

- i. "Cutting Class" refers to a student's absence from an assigned class period during a school day without the knowledge and consent of the student's parent and/or the school; a student is cutting class, unless both the parent and the school approve of the student's absence from class. Three (3) instances of cutting class, whether on one (1) school day, or cumulative over more than one (1) school day, is a truancy from an entire school day, provided that no more than one (1) truancy may be accumulated on any one (1) school day, and provided that no more than three (3) instances of cutting class on a single school day is one (1) day of truancy.
- ii. "Suspension" means an out-of-school suspension and does not include an assignment to the Suspension Alternative Laboratory (SAL).
- iii. "Truancy" refers to a student's absence from school without the knowledge and consent of the parent and/or the school; i.e., a student's absence is a truancy unless both the parent and the school approve of the student's absence from school. A student who commits truancy is a truant. A suspension or expulsion for any reason is not truancy; however, absences due to suspension or expulsion are excused.
- iv. "Habitual Truant" refers to a student who has been truant for a period of:
  - 1. Ten (10) or more days during a school year;
- v. "Operator's License or Permit" includes an operator's license, learner's permit, temporary motorcycle learner's permit, motorcycle operator's endorsement, motorcycle operator's license, or any other license or permit issued by the Indiana bureau of Motor Vehicles to operate a motorized vehicle in the State of Indiana.
- vi. "Parent" includes any person or agency legally responsible for a student.
- vii. "Principal" includes any designee of the principal.

- viii. "Student Guide" refers to the New Albany-Floyd County Consolidated Schools Student Guide for Student Rights and Responsibilities, Enforcement of Rules and Regulations and Due Process Procedures, as adopted by the Board of School Trustees and, from time to time amended.
- ix. "Superintendent" includes any designee of the Superintendent
1. Indiana law prohibits the issuance of an operator's license, or permit and invalidates any existing license or permit, if a person less than eighteen (18) years :
    - a. Is under a second suspension from school for the school year;
    - b. Is under an expulsion from school;
    - c. Is a habitual truant; or
    - d. Withdraws from school before graduating in an effort to circumvent the sanctions listed in this subsection or for any reason other than financial hardship.
  2. When a student, who is at least fourteen (14) years of age, but less than eighteen (18) years of age, is suspended for the first time in a school year, the parent and the student will be informed of the consequences of a second suspension under this Policy.
  3. The opportunity for an expulsion meeting will be offered, when a student is charged with conduct for which expulsion is recommended.
  4. A student whose operator's license or permit has been denied or invalidated under the terms set out above, will become eligible for an operator's license or permit, or to have such a license or permit revalidated upon one of the following events:
    - a. The student becomes eighteen (18) years of age;
    - b. One hundred eighty (180) days after the student is suspended, or the end of a semester during which the student returns to school, whichever is longer;
    - c. Thirty (30) days after a student resumes school attendance following an expulsion.
    - d. The expulsion is reversed through the student due process procedures set out in the Student Guide; or
    - e. If 2 (d) above applies, the student in good standing has re-enrolled in school and attended for thirty (30) days.
  5. When a student has been suspended twice or expelled, the student's principal will communicate the pertinent information to the Indiana Bureau of Motor Vehicles. The student's principal will, at the appropriate time as set out in subsection 5 above, provide such student the information necessary for the student's operator's license or permit to be revalidated by the Indiana Bureau of Motor Vehicles.
  6. If a principal has reason to believe that a student is withdrawing from school in order to avoid a second suspension in a school year or an expulsion, the principal shall proceed with the suspension or the recommendation for expulsion and notify the Indiana Bureau of Motor Vehicles.
  7. If a student less than eighteen (18) years of age withdraws from school before graduating for any other reason than financial hardship, the principal of the student's



school will report the student's withdrawal under I.C. 20-33-2-21 and I.C. 20-33-2-11 and the student's operator's license or permit will be invalidated, or the student will not be eligible to receive such a license or permit. When a student seeks to withdraw, the principal will hold an exit interview and will determine the reason for the student's withdrawal. If the principal determines that the reason for withdrawal is not financial hardship, the student and the student's parent will receive a copy of the determination.

8. Nothing contained in this Policy shall limit disciplinary action under the Corporation's attendance policy for any individual instance of truancy or cutting class. The student who has been truant and the parent of such student will be informed of each truancy and the consequences of additional trancies under this policy.
9. The parent of a student charged by a principal with being a habitual truant will receive notice of such charges and may request a meeting under the provisions of the School Corporation's student due process procedures set out in the Student Guide.
10. The Superintendent acting on behalf of the Board of School Trustees, will inform the student and the student's parent of his/her determination, and if he/she determines that a student is a habitual truant, he/she will submit, to the Indiana Bureau of Motor Vehicles, the pertinent information concerning the student's ineligibility to be issued an operator's license or permit.
11. The Superintendent will provide the principal of each secondary school in the Corporation a copy of each list of habitual truants and will provide the principal of the student's school a copy of the official determination for inclusion in the student's education record.
12. The attendance record of a student who has been found to be a habitual truant shall be reviewed by the principal of the student's school at the end of each school year during which the student is designated a habitual truant.
  - a. In reviewing the student's attendance record, the principal will decide whether or not the student's attendance has improved to the degree that the student should no longer be designated a habitual truant and should become eligible to be issued an operator's license or permit upon fulfilling all other requirements for such license or permit, and the principal shall submit a recommendation to the Superintendent on this matter.
  - b. The Superintendent, acting on behalf of the Board of School trustees, will notify the student and the student's parent of the principal's recommendation and will offer the opportunity for a meeting under the School Corporation's student due process procedures, set out in the Student Guide.
  - c. The Superintendent, acting on behalf of the Board of School Trustees, will inform the student and the student's parents of his/her determination, and if he/she determines that a student is no longer a habitual truant, he/she will submit, to the Indiana Bureau of Motor Vehicles, the pertinent information concerning the student's eligibility to be issued an operator's license or permit.
  - d. The decision of the Superintendent, under subsection C, immediately above, may be appealed in accordance with the School Corporation's student due process procedures, in the Student Guide.
  - e. If a student who has been designated a habitual truant, and who remains ineligible to obtain an operator's license or permit, withdraws from the School Corporation for any reason, the student's former principal in the School Corporation shall have no

authority or duty to conduct a review of such student's attendance record; conversely, if such a student moves or transfers to the School Corporation, or to another school in the School Corporation, the principal of the school in which the student is newly enrolled shall conduct the appropriate review.

- f. A determination that a student is no longer a habitual truant shall not cause the number of trancies to be erased for purposes of considering a charge that a student is a repeat habitual truant under this Policy.

- 13. For purposes of this Policy, when a student enrolls in the School Corporation and the student's attendance and disciplinary records are obtained from the student's previous school(s), the principal of the newly enrolled student shall treat such records as if the conduct of the student recorded therein had occurred with this School Corporation. Similarly, the principal shall recognize a previous school's designation or determination of truancy and habitual truancy, as well as any suspension or expulsion.

## **VI. School Bus Safety Code**

All school children, while being transported on a school bus, shall be under supervision, direction, and control of the school bus driver, and shall be subject to the discipline of the bus driver and the governing body of the school corporation.

The following rules have been instituted for the safety and comfort of our children and the efficient operation of our bus fleet.

Students must do the following:

- 1. Be at their bus pickups on time.
- 2. Wait their turns to load and unload the bus. Avoid standing or playing on the road while waiting for the bus.
- 3. The bus driver and bus monitors should be treated with respect.
- 4. Show consideration for the property where their bus stops are located. Damage and destruction at "stops" result in the discontinuance of these "stops."
- 5. Nothing (arms, hands, heads, books, etc.) shall be allowed to protrude from open windows on the bus. Windows may only be opened or closed with the permission of the bus driver. Feet should be kept on the floor at the seats and not protrude into aisles of the bus.
- 6. Horseplay, littering, loud and boisterous conduct on the bus will not be allowed. This type of conduct distracts a driver and may result in a serious accident endangering every person on the bus.
- 7. Students must wear seat belts on buses where they are available.

## **VII. TELECOMMUNICATION**

Users are legally bound to the terms and conditions of the Telecommunications Use Agreement. It is assumed that users have read the terms and conditions carefully and understand their significance including the understanding that any violation of these regulations is unethical, may constitute a criminal offense, that accessors' privileges may be revoked and school disciplinary action may be taken as well as appropriate legal action.

If a parent or guardian does not authorize the school to make Internet access available to their student, it is the parent's responsibility to inform the school in writing. Alternate activities of a suitable educational nature not requiring Internet access will be assigned to

students whose parents have informed the school not to make Internet access available to their student.

## **EW ALBANY-FLOYD COUNTY CONSOLIDATED SCHOOL CORPORATION TELECOMMUNICATIONS USE AGREEMENT**

The New Albany-Floyd County Consolidated School Corporation firmly believes that there is a wealth of information and interaction on the worldwide computer network that will provide valuable resources for our students. With access to computers and people from all over the world through Internet, it is impossible to control access to all materials found on the Internet, and an industrious user may discover controversial information. Sponsoring teachers will instruct and supervise their students in acceptable use of the Internet and proper Internet etiquette.

The smooth operation of the network relies upon the proper conduct of the end users who must adhere to strict guidelines. Access to the Internet through school machines requires responsible, efficient, ethical, and legal utilization of Internet resources. Users violating any of these provisions may be disciplined, and their access to Network and Internet services terminated and future access denied

### **INTERNET-TERMS AND CONDITIONS**

1. **Acceptable Use** – Internet and Network access must be in support of education and research and consistent with the educational objectives of this School Corporation. Transmission of any material in violation of any U.S. or state regulation is prohibited. This includes, but is not limited to, infringement of any copyrighted material, threatening or obscene material, or material protected by trade restrictions. Users may not access, upload, or download sexually explicit materials. Internet and Network access may not be used for commercial activities.
2. **Privileges** – The use of the New Albany-Floyd County Consolidated School Corporation telecommunications service is a privilege, not a right, and inappropriate use will result in a cancellation of all privileges. Assignments that require Internet access will have a faculty sponsor who will instruct and monitor student activity on the Internet. The sponsor and the Network administrators will deem what is inappropriate use and their decision is final. Parents, faculty sponsors, administration, faculty, or staff may request that further account privileges be denied, revoked, or suspended for any violation of this policy.
3. **Network Etiquette** – Users are expected to abide by the generally accepted rules of Internet etiquette. These include, but are not limited to, the following:
  - A. Be polite. Do not be abusive in messages to others.
  - B. Use appropriate language. Offensive or vulgar messages, such as messages that contain sexual or racial comments are strictly prohibited, in conformity with the School Corporation's existing Policies, rules, and regulations governing harassment and discrimination. Illegal activities are strictly forbidden.
  - C. Do not reveal personal address or telephone number, or those of other students or colleagues.
  - D. E-mail is not guaranteed to be private. System Operators may have access to all e-mail. Messages relating to or in support of illegal or improper activities will be reported to the proper authorities.

- E. Do not use the Internet or Network in such a way that would disrupt the use of the Internet or Network by other users.
  - F. All communications and information accessible via the Internet should be assumed to be private property and safeguarded by copyright laws.
  - G. Word messages carefully and be brief.
  - H. Passwords may not be shared except with the teacher/supervisor and the System Operator.
  - I. Users may not access another person's files or account without their permission.
4. Warranties – The New Albany-Floyd County Consolidated School Corporation makes no warranties of any kind, whether expressed or implied, for the service it is providing. The New Albany-Floyd County Consolidated School Corporation will strive to provide error-free, dependable access to the computing resources associated with Network and Internet use. However, this School Corporation is not responsible for any damages suffered due to loss of data resulting from delays, non-delivery, mis-deliveries, or service interruptions. Use of any information obtained via the Internet is at the user's risk. The New Albany-Floyd County Consolidated School Corporation specifically denies any responsibility for the accuracy or quality of information obtained through these Network and Internet services.
  5. Security – Security on any computer system is a high priority, especially when the system involves many users. If a user feels that he/she can identify a security problem on the network, he/she must notify a sponsoring teacher or a system administrator. Do not demonstrate the problem to others. Do not use another individual's account without permission from that individual. Attempts to log on to the network as a system administrator will result in disciplinary actions. Any user identified as a security risk or having a history of problems with other computer systems will be denied access to the Internet services.
  6. Vandalism – Vandalism will result in cancellation of privileges and possible disciplinary action. Vandalism is defined as any malicious attempt to harm or destroy data or another user of other networks that are connected to the New Albany-Floyd County Consolidated School Corporation wide area network. This includes, but is not limited to, the uploading or creation, or distribution of computer viruses. Users shall not intentionally seek information on, obtain copies of, or modify files, other data, or passwords belonging to other users, or misrepresent other users on the Internet.

The Director of Technology and Instructional Services shall develop and maintain a Technology Manual setting forth additional rules, policies, and procedures for effective management of the School Corporation's Wide Area Network and technological services.

The Board of School Trustees firmly believes that broad educational opportunity should be a right for all children. Educational experiences are provided not only in the regular classroom, but also by a comprehensive extracurricular activities program. Therefore, removal from the extracurricular activities or from the classroom as a disciplinary measure is resorted to only when self-discipline fails.

It is the sincere hope of the Board of School Trustees that this Guide will be helpful to students, parents, and teachers in the effort to promote more democratic schools and continued good relations between students and teachers.