

HAGERSTOWN ELEMENTARY SCHOOL  
PARENT/STUDENT HANDBOOK  
2019-2020

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# CORPORATION & SCHOOL INFORMATION

## Nettle Creek School Corporation

297 East Northmarket Street  
Hagerstown, IN 47346  
Phone: 765.489.4543  
Fax: 765.489.4914

### **Board of School Trustees**

Cary Rhoades, President .....At Large  
Dan Davis, Vice President .....District A  
Bob Clark, Secretary .....District C  
Lyle Finney, Member .....District B  
Marcie Houghton, Member .....At Large  
Shaun Lieberman, Member .....At Large  
Eric Richardson, Member .....At Large

**Interim Superintendent:** Dr. John Williams

## Hagerstown Elementary School

299 North Sycamore Street  
Hagerstown, IN 47346  
Phone: 765.489.4555  
Fax: 765.489.6275

### **HES Office Staff**

Mrs. Tiffani Hokey, Principal  
Mrs. Erin Morgan, Assistant Principal  
Ms. Claire Kaiser, Guidance Counselor  
Mrs. Kathy Malloy, Administrative Secretary  
Mrs. Sondra Glunt, Front Office Clerk  
Mrs. Katie Bymaster, Corporation Nurse  
Mrs. Jessica Stamper, Nurse Assistant

Hagerstown Elementary School is a public elementary school that serves students in grades PK-6.

School Colors.....Purple and Gold  
School Mascot.....Tigers

## **NCSC MISSION STATEMENT**

Our mission is to provide an exemplary educational experience  
that maximizes each student's highest potential.

## **FORWARD**

This Handbook contains information for students of Hagerstown Elementary School and their parents/guardians. In this handbook you will find the answers to many questions that students and parents frequently ask. Please take the time to read this handbook to ensure that you know the Rules and Regulations contained in the Student Handbook. The rules you are about to read in this code of conduct are in addition to our broad, discretionary authority to maintain safety, order, and discipline inside the school zone. These rules support, but do not limit, our authority.

Standards of conduct are necessary to assure that students seeking to express their individual rights do not infringe on the rights of others. The responsibility for the development and maintenance of self-discipline falls to the cooperative efforts of students, parents, teachers, administrators, and the community. An environment that provides equal opportunities for all and permits the teaching-learning process to take place in an orderly manner is the objective of all school personnel. School staff members will make every effort to help each student gain acceptable self-discipline standards.

In the absence of self-discipline, the superintendent, administrative personnel, teachers and bus drivers of the school corporation are authorized to take any action, reasonable or necessary to help any student to further school purposes, or to prevent an interference with the educational process. Some behaviors are more serious than others and require different approaches and actions. Parent conferences, student conferences, counselor conferences, suspension, expulsion, referral to central office personnel and/or referral to law enforcement officials are available to school personnel in dealing with students involved in school discipline problems. Any or all of these techniques may be used; however, serious acts of misconduct will subject the student to suspension or expulsion from school.

## **AFFIRMATIVE ACTION-EQUAL OPPORTUNITY**

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

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

In order to achieve the aforesaid goal, the Board directs the Superintendent to:

A. review current and proposed courses of study and textbooks to detect any bias based upon race, color, gender, disability, religion, national origin, ancestry, or culture; ascertaining whether or not supplemental materials, singly or taken as a whole, fairly depict the contribution of both genders, various races, ethnic groups, etc. toward the development of human society;

B. develop an ongoing program in in-service training for school personnel designed to identify and solve problems of color/racial, gender, religious, national, cultural, or other bias in all aspects of the program;

C. review current and proposed programs, activities, facilities, and practices to ensure that all students have equal access thereto and are not segregated on the basis of race, color, creed, gender, disability, or national

origin in any duty, work, play, classroom, or school practice, except as may be permitted under State regulations;

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

E. ensure that tests, procedures, or guidance and counseling materials, which are designed to evaluate student progress, rate aptitudes, analyze personality, or in any manner establish or tend to establish a category by which a student may be judged, are not differentiated or stereotyped on the basis of race, color, creed, gender, or national origin.

The Superintendent shall appoint and publicize the name of the compliance officer whose responsibility it will be to ensure that Federal and State regulations are complied with and that any inquires or complaints regarding discrimination or equal access are dealt with promptly in accordance with law. S/He shall also ensure that proper notice of nondiscrimination for Title II, Title VI, and VII of the Civil Rights Act of 1964, Title IX of the Education Amendment Act of 1972, Section 504 of the Rehabilitation Act of 1973, and the Age Act is provided to students, their parents, staff members, and the general public.

The Superintendent shall attempt annually to identify children with disabilities, ages 3-22, who reside in the Corporation but do not receive public education. In addition, s/he shall establish procedures to identify students who are Limited English Proficient (LEP), including immigrant children and youth, to assess their ability to participate in Corporation programs, and develop and administer a program that meets the English language and academic needs of these students. This program shall include procedures for student placement, services, evaluation, and exit guidelines and shall be designed to provide students with effective instruction that leads to academic achievement and timely acquisition of proficiency in English. As part of the program, the Corporation will evaluate the progress of students in achieving English language proficiency in the areas of listening, speaking, reading and writing, on an annual basis.

The Superintendent shall prepare administrative guidelines as needed in furtherance of the proper implementation of this policy.

Any other information concerning the above policies may be obtained by contacting the corporation superintendent:

Nettle Creek School Corporation  
297 East Northmarket Street  
Hagerstown, IN 47346  
765.489.4545

## **CLASSROOM ASSIGNMENTS**

The principal shall assign students in his/her school to appropriate grades, classes, or groups in accordance with identification procedures and in consideration of parent and teacher input. This action shall be based on consideration of the needs of the student as well as the administration of the school.

During the month of April, parents may submit "Request for Placement" letters to the principal on their child's behalf for the following school year. A "Request for Placement" letter is not intended as an opportunity to request a specific teacher, but rather an opportunity for parents to share information about their child's learning

style and learning needs. This information will be taken into consideration by school staff members during the student placement process. Submitting a letter does not guarantee that a student will be placed in a specific classroom. Letters may be submitted to the principal **by the last school day in April.**

## ASSESSMENT

In compliance with state law and the rules of the State Board of Education, Hagerstown Elementary School shall implement the ILEARN assessment to students in grades 3-6 and the IREAD-3 assessment to students in grade 3 in order to determine the progress of students and to assist them in attaining school, corporation, and state goals.

Hagerstown Elementary also uses the following assessments & progress-monitoring tools: North West Evaluation Association's (NWEA) Measure of Academic Progress (MAP) for K-6; Fountas & Pinnell Reading Benchmarks; i-Ready Math Diagnostic.

## ATTENDANCE

### **Indiana Legal Standards and Requirements Provided by State Statute**

**I.C.20-33-2-28 Compulsory Attendance:** It is unlawful for a parent to fail, neglect, or refuse to send his child to a public school for the full term as required under this chapter unless the child is being provided with equivalent instruction as the public school provides. *The law further provides that once formal notice of a compulsory attendance violation has been provided, each subsequent day of violation constitutes a separate offense. A person who violates the compulsory attendance law commits a Class B misdemeanor, punishable by up to 6 months in jail and up to a \$1,000.00 fine for each separate offense.*

**I.C. 20-33-2-25 Habitual Truants:** The superintendent or attendance officer may report a student who is habitually absent from school in violation of this chapter to an intake officer of the juvenile court or the department of child services.

**I.C.20-8.1-3-17 Kindergarten Entrance Law:** Even though it is not mandatory that parents enroll their child in kindergarten, once a child is enrolled in kindergarten, the child is required to adhere to all state statutes, including attendance guidelines.

**Attendance Exceptions:** Certain absences are granted in compliance with state law. Each one of these will require individual, appropriate documentation. The following is a list of absences which may be justifiable with appropriate documentation.

**I.C.20-33-2-14 Service as a Page** for or as an honoree of the General Assembly

**I.C.20-33-2-16 Witness in judicial proceeding**

**I.C.20-33-2-17.5 Educationally related non-classroom activity**

**I.C.20-33-2-17.7 State Fair Participation:** (a) Except as provided in subsection (b), the governing body of a school corporation or the chief administrative officer of a nonpublic school system shall authorize the absence and excuse of each school student if the student or a member of the student's household participates or exhibits in the Indiana state fair for educational purposes, as evidenced in writing by the student's parent and as approved in writing by the student's school principal. The number of excused absences a student may receive under this section may not exceed five (5) instructional days

in a school year. A student excused from school attendance under this section may not be recorded as being absent on any date for which the excuse is operative and may not be penalized by the school in any manner. (b) In order for a student to receive an excused absence under subsection (a), the student must be in good academic standing, as determined by the school corporation.

### **Hagerstown Elementary School Attendance Policy**

The faculty, staff, and administration of Hagerstown Elementary School believe that regular attendance is essential to student success. When a student is frequently absent from school, it negatively impacts learning. It is the parents' responsibility to ensure that their children attend school each day and arrive on time. Legitimate reasons to miss school do exist but should be rare.

#### **Absences**

**HES students are allowed ten (10) absences per school year. After the 10<sup>th</sup> absence, medical or legal documentation is required in order for any additional absences to be excused.**

Student absences are classified into four categories:

1. **Excused absences** - verified by a parent note or phone call or approved by the principal
2. **Documented excused absences** - verified by medical or legal documentation
3. **Exempted absences:**
  - a. State Fair participation – the office must be notified in writing at least 2 days in advance and the absence must be approved by the principal. (a maximum of 5 days)
  - b. Serving as a page or honoree in the General Assembly
  - c. Field trips or school-sponsored activities
  - d. Other circumstances that may be approved by the principal
4. **Unexcused absences:**
  - a. absences that are not verified by parent note, phone call, or documentation
  - b. absences that are not verified within 48 hours of the absence
  - c. absences for unacceptable reasons

#### **Excused Absences**

- Personal illness or injury – parent phone call or parent note required
- Illness or injury requiring the school nurse to send the student home will be considered excused for that day only. Any subsequent days of absence must be reported according to the procedures outlined in the HES attendance policy.
- Medical, Dental, or Legal Appointment – the school will excuse absences for medical, dental, or legal appointments when appropriate documentation is provided by a doctor, attorney, or court.
- Death of a member of the immediate family.
- Observation of a bona-fide religious holiday – the office must be notified at least 2 days in advance by parent note or phone call and the absence must be approved by the principal.
- Absences due to out-of-school suspension.
- Other absences for emergencies or unique opportunities that may be approved by the principal.

#### **Unexcused Absences/Tardies**

- Car trouble

- Missed the bus
- Oversleeping
- Inclement weather (if school is in session)
- Truancy
- Any absence beyond the 10<sup>th</sup> that is not accompanied by medical or legal documentation
- Absences that are not verified
  - (Note: ALL ABSENCES are considered unverified until the elementary office has been notified by a parent or guardian via phone call or written documentation that gives the reason for the absence. Only then can a determination of Excused or Unexcused be made.)

### **Vacation Requests**

- Vacation requests will be considered; however, approval is at the discretion of the principal. Parents are strongly encouraged to plan vacations for when school is not in session.
- No more than five (5) vacation days will be considered per school year
- Vacation requests must be submitted in writing to the principal at least five (5) school days in advance of the requested days of absence.
- Vacation requests will not be approved during ISTEP, IREAD-3, or NWEA testing.
- Vacation requests will not be approved for students who have 3 or more unexcused absences, more than 10 total absences, 7 or more unexcused tardies, or who are not performing on grade-level.
- Students who have received approval for vacation absences must request make-up work prior to the absence and the work will be due upon the student's return to school.

### **Tardies**

- Students who arrive to school after 8:05 a.m. are considered tardy and must report to the office with their parent or guardian to sign in and get a pass to class.
- Tardies are considered unexcused unless medical or legal documentation is provided.
- Students arriving late to school after 11:00 a.m. will be considered a half-day absence.

### **Chronic Absenteeism & Tardiness Concerns**

- Parents will receive written notification when their child has reached his or her seventh (7<sup>th</sup>) unexcused absence or tardy.
- Parents will receive written notification when their child has reached his or her tenth (10<sup>th</sup>) unexcused absence or tardy. When a student reaches the tenth (10<sup>th</sup>) unexcused absence or tardy, the HES attendance officer may conduct a home visit, make a referral to the local police department, or make a referral to the Wayne County Prosecutor to pursue educational neglect charges.

### **Extra-curricular Participation after an Absence**

- If a student is absent for all or part of the day due to illness, he or she will not be permitted to participate in any extra-curricular events or practices that day (regardless of parent note, phone call, or doctor's note).
- If a student is found to have participated in extra-curricular events on the day of an absence due to illness, the absence for that day will be recorded as unexcused.
- Students who are suspended from school may not participate in any extra-curricular activities.



## **Procedures for Reporting an Absence**

- **Reporting a 1 Day Absence** – parents must contact the school by phone on the day of the absence and/or send a note/documentation with the student when he or she returns to school the next day. If a note or phone call is not received within this time frame, the absence will be recorded as unexcused.
- **Reporting an Extended Absence (2 or more days)** – if a student is absent for more than one day, a parent phone call is required by 9:00 a.m. on the second day of absence and on each additional day of absence. Any medical documentation for extended absences must be turned in to the office on or before the first day the student returns to school.
- An absence may be reported on the school's general voice mail 24 hours a day by calling 765-489-4555. **Notification is needed each day a student is absent.**
- Calls prior to 8:15 A.M. are encouraged and appreciated. Although a phone call is preferable, a signed note may be sent to the office the day the student returns.
- It is advisable, if student is seen by a doctor, to provide the school with a doctor's note or ask the doctor's office to fax documentation to the school at 765-489-6275.

## **Make-up Work**

- Students will have as many days to make up work as they were absent.
- After two consecutive days of absence, parents may request to pick up homework in the office. The request must be made by no later than 12:00 noon on the day it will be picked up, and it will be available for pick-up in the office between 3:15 and 4:00 p.m. (or it can be sent home with a sibling).
- It is the student's responsibility to obtain all make-up work from his/her teacher immediately upon returning to school. Failure to obtain make-up work will result in a zero for each missing assignment.
- Credit for work missed during unexcused absences or out-of-school suspensions will be given at the discretion of the classroom teacher.

## **Early Dismissal for Appointments**

- If you will be picking your child up from school for an appointment or other planned reason, PLEASE send a note to school with your child that morning.
- If you cannot send a note, please call the school as soon as possible to report that you will be picking up your child and what time.
- If your child is leaving early for a medical appointment, please be sure to provide documentation to the office when the student returns to school (or ask the dr. office if they can fax it to the elementary office at 765-489-6275).
- No students should ever leave the building during the school day without an approved adult signing them out and picking them up in the office.

## **Early Dismissal Due to Illness/Injury at School**

- Students will not be sent home from school due to illness or injury without examination and authorization from the school nurse.
- Students may not use a cell phone to contact a parent after being sent back to class by the school nurse.
- Students who circumvent the authority of the school nurse by calling/texting a parent to pick them up from school will be marked unexcused for any missed class time and may receive a disciplinary referral to the office.

## Perfect Attendance Criteria

- “Perfect Attendance” is defined as being in school all day, every day, for the entire school year. This means that a student has no tardies, no early dismissals, and no absences (excused or otherwise) on their attendance record.
- The only exceptions to the “Perfect Attendance” criteria are **Exempted Absences**, which by law include State Fair participation, serving as a page for the Indiana General Assembly, and school-sponsored field trips.

## Dismissal Changes

- **If you know ahead of time that your child will have a change to his or her normal dismissal arrangements, PLEASE send a note to school with your child.**
- **If you cannot send a note, PLEASE call the school BEFORE 2:00 p.m. to notify the office of your child’s dismissal change. The end of the day is extremely busy in the elementary office. Last-minute dismissal changes make it very difficult for us to ensure that all students are safely going where they are supposed to go. We understand that unforeseen circumstances can sometimes occur, but we ask that you please do your best to notify the office of dismissal changes prior to 2:00 p.m.**

## SUMMARY

Realizing there are necessary exceptions to every established policy, the administration will consider all cases of attendance on their individual merit. We have established the above policies to give our students guidelines so they and their parents or guardians will know what to expect as an attendance policy for their school.

## LATE ARRIVAL AND EARLY DISMISSAL

It is necessary that a student be in attendance throughout the school day in order to benefit fully from the educational program of the Corporation.

The School Board recognizes, however, that from time-to-time compelling circumstances require that student be late to school or dismissed before the end of the school day.

As agent responsible for the education of the children of this Corporation, the board shall require that the school be notified in advance of such absences by written, electronic or personal request of the student’s parent, which shall state the reason for the tardiness or early dismissal. Justifiable reasons shall be determined by the Principal.

If one parent has been awarded custody of the student by the courts, the parent of custody shall provide the school with a copy of the custody order and inform the school in writing of any limitations in the rights of the noncustodial parent. Absent such notice, the school will presume that the student may be released into the care of either parent.

No student who has a medical disability which may be incapacitating may be released without a person to accompany him/her.

No student shall be released to anyone or excused from school unless the parental authorization is on file in the building.

## RESIDENCY AND TRANSFER TUITION

### Legal Settlement-Residency Requirements

- To be eligible for admission and attendance in the Nettle Creek School Corporation, a student must meet the following criteria and requirements:
  - Reside within the school district boundaries
  - Meet entrance requirements as established by the Board of School Trustees.
- If it is determined that a student does not have legal settlement in the Nettle Creek School Corporation, he or she may be expelled.

### Transfer Tuition

1. School corporations are not obligated to accept students unless they have legal settlement in the school district. Parents have the choice to move their child to another school corporation as long as they are willing to abide by the cash transfer policies of the accepting school district.
2. *“IC 20-26-11-6(b) was amended effective July 1, 2010 to allow school corporations to elect whether to accept cash transfer students. Therefore, policies vary by school district as to whether cash transfer students will be accepted.”*
3. *“**Open enrollment** only exists to the extent that a school district is willing to accept cash transfer students from outside the district and parents are willing to adhere to the terms of the accepting school corporations’ cash transfer tuition policy.”*
4. Parents that wish to enroll their student into the Nettle Creek School Corporation must apply for admittance before the beginning of the school year. The Superintendent of Schools will review the student’s academic and discipline records before recommending the Transfer Tuition request to the school board.
5. As stated in the Nettle Creek School Corporation Tuition Agreement, Transfer students must **reapply** for admittance before the beginning of **each** school year.

Families moving out of the Nettle Creek School District who wish to remain students in this district must apply for Tuition Transfer and be approved in order to remain enrolled within the Nettle Creek School District.

## SCHOOL CLOSINGS & DELAYS

### The Decision to Close or Delay School

The safety of students and staff members is our district’s top priority when making the determination to close or delay school due to inclement weather. The decision to close school or to delay the start of school is made by the Superintendent of Nettle Creek School Corporation. The Superintendent relies on a team of NCSC staff members, as well as communication with other area superintendents, to help inform the decision to close or

delay school. We understand that parents appreciate an early heads-up whenever possible so that childcare arrangements can be made. More often than not, however, the best decision is made during the early morning hours depending on visibility, road conditions and the temperature (including wind chill).

**Closing School Early**

Although it happens rarely, there may be a time when school would close early due to approaching inclement weather.

- If the decision is made to dismiss students early from school, parents will be notified through the One Call system. Please do not call the school – we assure you that we will make the announcement as soon as the decision is made.
- Please be sure that the elementary office has your preferred phone number on file so that you receive One Call information.
- If the decision is made to dismiss students early from school, information will also be announced on the TV and radio stations listed below and on the NCSC website.
- Please be aware of approaching weather and have a plan in place for unexpected early dismissals. Discuss this plan with your child and share it with the classroom teacher.

**Information about School Closings or Delays**

<b>Nettle Creek School Corporation Website: <a href="http://www.nettlecreekschools.com">www.nettlecreekschools.com</a></b>	
<b>RADIO</b>	<b>TELEVISION</b>
WKBV 1490 AM	Channel 6
WQLK 96 FM	Channel 8
WMDH 102.5 FM	Channel 13

**BIRTHDAYS**

- Students are permitted to “treat” their class on birthdays should they care to do so.
- Arrangements should always be made with the classroom teacher prior to the “treat” day. (Treats should be school appropriate and ready to serve. Pre-packaged snacks or treat bags are preferred).
- Please check with the classroom teacher about any foods you should avoid due to students in the class with food allergies
- Do not send drinks with red or orange dyes.
- Invitations to birthday parties will only be distributed to the entire class. Invitations for individuals must be mailed.

**CELL PHONES AND ELECTRONIC COMMUNICATION DEVICES**

Students may use personal communication devices (PCDs) before and after school, during after school activities (e.g., extra-curricular activities), and at school-related functions. Use of PCDs, except those approved by a teacher or administrator, at any other time is prohibited and they must be powered completely off (i.e., not just placed into vibrate or silent mode) and stored out of sight.

For purposes of this policy, "personal communication device" includes computers, tablets (e.g., iPads and similar devices), electronic readers ("e-readers"; e.g., Kindles and similar devices), cell phones (e.g., mobile/cellular telephones, smartphones (e.g., BlackBerry, iPhone, Android devices, Windows Mobile devices, etc.), smartwatches (e.g. Apple Watch, Fitbit, etc.) telephone paging devices (e.g., beepers or pagers), and/or other web-enabled devices of any type. Students may not use PCDs on school property or at a school-sponsored activity to access and/or view Internet web sites that are otherwise blocked to students at school. Students may use PCDs while riding to and from school on a school bus or other Board-provided vehicles or on a school bus or Board-provided vehicle during school-sponsored activities, at the discretion of the bus driver, classroom teacher, and/or sponsor/advisor/coach. Distracting behavior that creates an unsafe environment will not be tolerated.

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

Under certain circumstances, a student may keep his/her PCD "On" with prior approval from the building principal.

Except as authorized by a teacher, administrator or IEP team, students are prohibited from using PCDs during the school day, including while off-campus on a field trip, to capture, record and/or transmit the words or sounds (i.e., audio) and/or images (i.e., pictures/video) of any student, staff member or other person. Using a PCD to capture, record and/or transmit audio and/or pictures/video of an individual without proper consent is considered an invasion of privacy and is not permitted.

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

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

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

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

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

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

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

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

## CLUBS & ACTIVITIES

Reality Store  
6<sup>th</sup> Grade Band  
Book Fair  
Boys Basketball  
Convocations  
Cross Country  
D.A.R. Essay

D.A.R.E.  
Field Days  
Field Trips  
Girls Basketball  
Family Night  
Science Fair  
Math Bowl

Art Program  
Student Council  
Volleyball  
Music Programs  
Wrestling  
Robotics Club  
Homework Club

**Students participating in the traveling athletics will have their grades checked every two weeks starting two weeks from the first practice. Academic Probation will be issued with the receipt of one 'F'. Students on Academic Probation will continue to go to practice but will not be allowed to play in games. Homework signature sheets may be issued for students on Academic Probation.**

## CONDUCT AND BEHAVIOR

Respect for law and for those persons in authority shall be expected of all students. This includes conformity to school rules as well as general provisions of law regarding minors. Respect for the rights of other, consideration of their privileges, and cooperative citizenship shall also be expected of all members of the school community.

Respect for real and personal property; pride in one's work; achievement within the range of one's ability; and exemplary personal standards of courtesy, decency, and honesty shall be maintained in schools in this Corporation.

The Superintendent shall establish procedures to carry out Board policies and philosophies, and shall hold all school personnel, students, and parents responsible for the conduct of students in schools, on Corporation premises, and in school vehicles.

The Superintendent is authorized to establish administrative guidelines on the dangers of dangerous weapons, which requires students to report knowledge of dangerous weapons and threats of violence by students and staff to the building principal. Failure to report such knowledge may subject the student to immediate suspension and potential expulsion from school.

## **STUDENT CODE OF CONDUCT**

The Nettle Creek Board of School Trustees has determined that the following acts are inappropriate at Hagerstown Elementary School.

1. Possess, use, provide, attempt to sell, sell to another person, or be under the influence of a substance which is or contains anabolic steroids, tobacco, alcohol, marijuana, a stimulant, an intoxicant, a narcotic, depressant, or hallucinogens. (Examples: pot pipes, rolling papers, clips, etc.)
2. Possess, provide, use, attempt to sell, or sell any substance which the student represents, or has been represented to him/her as a narcotic drug, hallucinogen drug, amphetamine, barbiturate, marijuana, alcoholic beverage, stimulant, depressant, or intoxicant of any kind.
3. Possess, provide, use, attempt to sell or sell to any person anything used or designed to be used primarily for the storage, process, delivery, or consumption of alcohol, marijuana, stimulants, intoxicants, narcotics, depressants, or hallucinogens. (Examples: pot pipes, rolling papers, clips)
4. Possess, provide, attempt to sell or sell, use, transmit, or be under the influence of caffeine-based pills, substances containing phenylpropanolamine (PPA), Ephedrine, or stimulants of any kind available with or without a prescription. (See #5)
5. Possess or use any substance for which a student has a prescription or written permission from a parent allowing use unless it has been brought to the school nurse or designee in the health clinic or principal's office and administered or taken in that location.
6. Physically assault or cause bodily injury to an employee of the School Corporation, a visitor, or another student. This includes nonconsensual touching and fighting.
7. Verbally assault, threaten, or harass an employee of the School Corporation, a visitor, or another student.
8. Defy the authority of a teacher, administrator, bus driver, supervisor, or other school employee.
9. Cut, deface, or in any way damage property, real or personal, belonging to the School Corporation, its employees, visitors, or other persons.
10. Commit robbery, or theft, or the attempt to do so, of any property belonging to the School Corporation at any time or of any property belonging to an employee, visitor, or other student.
11. Possess any weapon, knife, gun, instrument or article (including fireworks, and instruments of the martial arts) that might cause injury to a person or property.
12. Sit in or go to cars during the school day, including lunch, without prior administrative approval.
13. Direct profanity, vulgar language, pornographic or sexually explicit materials, gestures, or sexual innuendo toward other students, or school personnel.
14. Bring or possess radios, cassette players, electronic games, laser pointers, or other such devices without prior administrative approval.
15. Participate or engage in any activity which interferes with or disrupts the educational process.

16. Be truant/tardy or leave school grounds without the permission of the school principal.
17. Display affection by physical contact.
18. Direct/display rude or insubordinate behavior to any staff member or school employee.
19. Solicit, commit or attempt to commit extortion, coercion, or blackmail, (i.e. obtain money or other objects of value from an unwilling person), or compel an individual to act or not act through the use of force or threat of force.
20. Fail to comply with directives or rules issued by school personnel or school policies, rules, and regulations.
21. Commit or attempt to commit forgery of any document relating to the operation of the School Corporation.
22. Engage in verbal abuse, (i.e. name calling, ethnic or racial slurs, or derogatory statements addressed publicly to others) that may precipitate disruption of the school program, incite violence, or otherwise detract from the educational mission of the school.
23. Lie, or give false information, either verbally or in writing, to a school employee, or refuse to cooperate in an internal investigation by school personnel upon request.
24. Engage in scholastic dishonesty, which includes, but is not limited to, cheating on a school assignment, plagiarism, and collusion. Cheating on a test includes: copying from another student's test paper, using material during a test which is not authorized by the person giving the test, collaborating with another student during the test without the prior approval of the teacher, knowingly using, buying, selling, stealing, transporting, or soliciting in whole or part the contents of an un-administered test, substituting for another student or permitting another student to substitute for one's self to take a test, bribing another person to obtain a test that is to be administered, or securing copies of the test or answers to the test in advance of the test. "Collusion" means the unauthorized collaboration with another person in preparing work offered for credit. "Plagiarism" means the appropriation of another's work and the unacknowledged incorporation of that work in one's own written work for credit.
25. Engage in sexual harassment of another person, which includes sexually-related verbal and written statements, gestures, or physical contact.
26. Possess, handle, or transmit any destructive devices.
27. Possess, handle, or transmit any firearm or firearm related materials on school property. The following devices are considered to be a firearm as defined in Section 921 of Title 18 of the United States Code:
  - a. any weapon which will or is designed to or may readily be converted to expel a projectile by the action of an explosive,
  - b. the frame or receiver of any described above,
  - c. any firearm muffler or firearm silencer,
  - d. any destructive device which is an explosive, incendiary, or poison gas bomb, grenade, rocket having a propellant charge of more than four ounces, missile having an explosive or incendiary charge of more than one-quarter ounce, mine, or any similar device,
  - e. any combination of parts either designed or intended for use in converting any device into any destructive device described in the two immediately preceding examples, and from which a destructive device may be readily assembled.

According to Section 921, the following devices are not considered to be a firearm:

- a. an antique firearm,
- b. a rifle which the owner intends to use solely for sporting, recreational, or cultural purposes,
- c. any device which is neither designed nor redesigned for use as a weapon,
- d. any device, although originally designed for use as a weapon, which is redesigned for use as a signaling pyrotechnic, line throwing, safety, or similar device,
- e. Class C common fireworks

**PLEASE NOTE: The penalty for possession of a firearm is a ten day suspension from school and expulsion from school for one calendar year.** The length of the suspension may be reduced by the



superintendent if the circumstances warrant such reduction. The superintendent shall notify the county prosecuting attorney's office when a student is expelled under this rule.

28. Possess a knife on school property or on a school bus. (Signed into law July 1, 2006: Makes this offense a Class A misdemeanor if the offender has a previous unrelated conviction and a Class D felony if the offense results in bodily injury or serious bodily injury to another person. Adds battery against, and the harassment of, a school employee to the list of offenses that must be reported to a local law enforcement agency.)
29. Engage in any conduct/behavior that would be in violation of federal, state, or local laws.
30. Selling items not approved by school personnel.
31. Chew gum: Careless disposal of gum in drinking fountains, on furniture, floors and carpets presents sanitation and cleaning problems and costly repair. Therefore, **gum chewing is not permitted.**
32. Bully. Overt, repeated acts or gestures, including: (1) verbal or written communications transmitted; (2) physical acts committed; or (3) any other behaviors committed; by a student or group of students against another student with the intent to harass, ridicule, humiliate, intimidate, or harm the other student. (As defined in the proposed Indiana "Bullying Bill" 2003)

**Bullying Policy:**

Students who continually bully others will be expected to participate in counseling sessions with the school counselor (may include but are not limited to individual discussions, group sessions, viewing appropriate videos, etc.), receive in school or out of school suspensions, may be referred to the Hagerstown Police Department, and could ultimately be expelled from school. We will make every attempt to correct the behaviors before having to take evasive actions. It is the belief of Hagerstown Elementary School that students should feel safe and welcomed when coming to school. Bullying can be reported anonymously using the Bully Box in the front hallway of HES or by visiting [www.nettlecreekschools.com](http://www.nettlecreekschools.com)

These policies apply to any student who is on school grounds immediately before or during school hours, or immediately after school hours, or at any other time when the school is being used by a school group; off school grounds at a school activity, function, or event; or traveling to or from school or a school activity, function, or event.

**PLEASE NOTE:** A student can be expelled from school if the student engages in unlawful activity on or off school grounds if the unlawful activity interferes with an educational function or school purpose or if the removal of the student is necessary to restore order or to protect the safety of persons on school property. This includes any unlawful activity which takes place during weekends, holidays, other school breaks, and the summer period when a student may not be attending classes or other school functions.

## **DISCIPLINARY CODE**

Any student who is found to be in violation of the Student Code of Conduct will be subject to discipline, which may include but is not limited to:

1. Teacher-student conference,
2. Teacher-parent conference,
3. Counselor-student conference,
4. Teacher-student-parent conference,
5. Administrator-student conference,
6. Administrator-student-parent-teacher conference,
7. Behavioral modification agreement,
8. Temporary removal from class,
9. Detention before or after school, during lunch and/or recess,

10. Financial restitution,
11. Denial of bus privileges,
12. Isolation by teacher,
13. Loss of field trips or social events,
14. In school suspension,
15. Denial of promotion ceremony,
16. Probationary continued education agreement,
17. Referral to a community agency,
18. Out of school suspension, and
19. Expulsion.

## **CAFETERIA RULES**

1. Go to the restroom before coming to the cafeteria. Always wash your hands before eating.
2. Stand quietly in the lines.
3. Pick up your silverware, straws and sauces as you go through the line.
4. Once you sit down with your tray, stay in your seat until it is time to take your tray.
5. Keep your voices down and talk only to the people at the table. (You may not roam the cafeteria to chat with students at other tables.)
6. Be respectful and use good manners at all times.
7. Keep the cafeteria neat and clean. – NEVER THROW FOOD!
8. Take all trays and trash to the dish window and trash cans.
9. To be safe, always walk in the cafeteria.
10. Please finish eating and drinking before leaving the cafeteria. (You may not take food or drinks out of the cafeteria.)
11. A la carte items are sold after ten minutes of eating.
12. Students are not to purchase a la carte items for other students.

## **RECESS RULES**

### **Outside Recess**

1. You must go out to recess unless you have a note from a doctor or are required to stay in by your teacher. A note from home may be accepted at the discretion of an administrator.
2. On your way to recess walk quietly in a single file line. Remember, you will be able to talk and play when you get to the playground.
3. Once outside, please use the sidewalks to get to the play area.
4. Use acceptable language. (Do not use put downs.)
5. Always treat the adults in charge with respect. Talk to them quietly and give them a chance to handle problems.
6. Food, drinks, candy, gum, etc. are not allowed on the playground.
7. Students should remain in the “play area,” which includes the chip area around the equipment. However, you may go to the back forty or the basketball court if accompanied by an adult. Never go into the woods or play around steps, landings or doorways going into the building.
8. Do not take anything to the playground that is unsafe or will cause problems. These are examples of things you should not take to the playground: cell phones, electronic devices, make-up, toys from home, playing cards or trading cards. (The school is not responsible for locating lost items.)
9. The glider must be used one person at a time, and that person must start by himself or herself.

10. Slide down the slide feet first, one person at a time. Do not walk up the slide.
11. Do not jump out of swings.
12. Use appropriate balls at recess that adults feel are safe (no baseballs or rubber footballs).

## **Indoor Recess**

1. You need to find an activity you can do sitting down. Desks and chairs are to be used properly, and there will be no running.
2. Use your indoor voice.
3. No balls, bean bags, hacky-sacs, or trading cards.
4. Stay away from the teacher's or assistant's desk.

\*\* Recess is considered an important learning and social function for the Hagerstown Elementary student. Students will be permitted to stay in the building during recess periods when it is obvious that staying in is in the best interest of the student or for the completion of school work. However, the school may request a doctor's statement for any student to stay in from recess for an extended period of time.

## **FIDGETS FAQ**

### ***What is a fidget?***

A fidget is a self-regulation tool that is used for the purpose of helping to improve focus and/or decrease anxiety & restlessness. Fidgets come in all shapes and sizes. When used in a school setting, a fidget should never cause a distraction to the student using it or to the classroom environment.

### ***What should I do if I feel that my child would benefit from the use of a fidget at school?***

If you feel that your child would benefit from the use of a fidget at school, contact your child's teacher to discuss it before sending your child to school with a fidget. There are specific rules and procedures that must be put in place for your child to use a fidget at school.

### ***My child has ADHD/anxiety/autism. Does he/she need a fidget at school?***

Possibly, but not necessarily. Having a diagnosis of ADHD, anxiety, or autism does not automatically mean that a fidget is necessary or appropriate for your child. If you feel that your child would benefit from the use of a fidget at school, please contact your child's teacher or teacher of record to discuss it before sending your child to school with a fidget. There are specific rules and procedures that must be put in place for your child to use a fidget at school.

### ***What types of objects are used as fidgets?***

There are many different types of objects that can be used as fidgets, including every day items or items marketed specifically as fidgets. Sometimes, it takes a few trial runs before finding a fidget that is just right for that person.

### ***Is a "fidget spinner" an appropriate type of fidget for an elementary student?***

Recently, a toy called a “fidget spinner” has become very popular on the market. While fidget spinners might be a helpful fidget for some older children or adults, they are rarely a good option for use at school by younger children. Children who need fidgets at school are typically far more successful with other types of fidgets. **For this reason, fidget spinners are prohibited at Hagerstown Elementary School unless permitted by a child’s IEP or S504 Plan.**

## **COMPUTER & INTERNET – TERMS AND CONDITIONS**

- A. Acceptable Use – The purpose on NSFNET, which is the backbone network to the Internet, is to support research and education in and among academic institutions in the U.S. by providing access to unique resources and the opportunity for collaborative work. The use of your account must be in support of education and research and consistent with the education objectives of the Nettle Creek School Corporation. Use of other organizations network or computing resources must comply with the rules appropriate for the network. Transmission of any material in violation of any U.S. or state regulation is prohibited. This includes, but is not limited to copyrighted material, threatening or obscene material, or material protected by trade secret. Use for commercial activities is generally not acceptable. Use for product advertisement or political lobbying is also prohibited.
- B. Privileges – The use of the Internet is a privilege, not a right, and inappropriate use will result in a cancellation of those privileges. (Each student who received an account will be part of a discussion with a Nettle Creek School Corporation faculty member pertaining to the proper use of the network.) The system administrators will deem what is inappropriate use and their decision is final. Also, the system administrators may close an account at any time as required. The administration and associates of the Nettle Creek School Corporation may request the system administrator to deny, revoke, or suspend specific use accounts.
- C. Network Etiquette – You are expected to abide by the generally accepted rules of network etiquette. These include, but are not limited to, the following:
  - 1. Be polite. Do not get abusive in your messages to others.
  - 2. Use appropriate language. Do not swear, use vulgarities, or any other inappropriate language. Illegal activities are strictly forbidden.
  - 3. Do not reveal your personal address or phone numbers of students or colleagues.
  - 4. Know that electronic mail (e-mail) is not guaranteed to be private. People who operate the system do have access to all mail. Messages relating to or in support of illegal activities may be reported to the authorities.
  - 5. Do not use the network in such a way that you would disrupt the use of the network by other users.
  - 6. All communications and information accessible via the network should not be assumed to be private property.
- D. The Nettle Creek School Corporation makes no warranties of any kind, whether expressed or implied, for the service it is providing. The Nettle Creek School Corporation will not be responsible for any damages you suffer. This includes loss of data resulting from delays, non-deliveries, mis-deliveries, or service interruptions caused by negligence or your own errors or omissions. Use of any information obtained via the Internet is at your own risk. The Nettle Creek School Corporation specifically denies any responsibility for the accuracy or quality of information obtained through its services.
- E. Security – Security on any computer system is a high priority, especially when the system involves many users. If you feel you can identify a security problem on the Internet, you must notify a system administrator or your Corporation Facilitator. Do not demonstrate the problem to other users. Do not use another individual’s account without **written** permission from that individual. Attempts to log on to the Internet as a system administrator will result in cancellation of user privileges. Any user identified

as a security risk or having a history of problems with other computer systems may be denied access to the Internet.

- F. Vandalism – Vandalism will result in cancellation of privileges. Vandalism is defined as any malicious attempt to harm or destroy data of another user, Internet, or any of the above-listed agencies or other networks that are connected to NSFNET Internet backbone. This includes, but is not limited to, the uploading or creating of computer viruses.
- G. Nettle Creek School Corporation prohibits the use of the school Internet resources to access, upload, download, or distribute pornographic, obscene, or sexually explicit materials.
- H. Nettle Creek School Corporation prohibits use of the school Internet resources to access another person’s materials, information, or files without that person’s permission.
- I. Nettle Creek School Corporation prohibits use of the school Internet resources to infringe on copyright laws or plagiarize materials.
- J. Any parent or guardian may request, on behalf of their children, an alternative activity not requiring Internet access.
- K. Professional staff will supervise any student use of the schools’ Internet resources.
- L. Nettle Creek School Corporation policies and procedures relating to Internet use are available for review by all parents, guardians, school employees, and other community members.

## **CONTROL OF CASUAL-CONTACT, COMMUNICABLE DISEASES**

The School Board recognizes that controlling the spread of communicable disease, spread through normal school contact, is essential to the well-being of the school community and to the efficient Corporation operation.

For purposes of this policy, “casual-contact, communicable disease” shall include diphtheria, scarlet fever and other strep infections, whooping cough, mumps, measles, rubella, meningitis, and/or others designated by the Indiana Department of Public Health.

In order to protect the health and safety of the students, Corporation personnel, and the community at large, the Board shall follow all State statutes and Health Department regulations which pertain to immunization and other means for controlling communicable diseases spread through normal interaction in the school setting.

On the recommendation of the school nurse, the teacher may remove from the classroom and the building administrator may exclude from the building or isolate in the school any student who appears to be ill or has been exposed to a communicable disease, except that the teacher or principal may act independently if the school nurse is not present in the building when the decision needs to be made.

## **CONTROL OF NONCAUSUAL-CONTACT COMMUNICABLE DISEASES**

The School Board seeks to provide a safe educational environment for both students and staff. It is the Board’s intent to ensure that any student or member of the staff who contracts a communicable disease that is not communicated through casual contact will have his/her status in the Corporation examined by appropriately licensed medical personnel and that the rights of both the affected individual and those of other staff members and students will be acknowledged and respected.

For purposes of this policy, “non-casual-contact communicable disease” shall include:

- A. AIDS – Acquired Immune Deficiency Syndrome;
- B. ARC – AIDS Related Complex;

- C. persons infected with HIV (human immunodeficiency);
- D. Hepatitis B;
- E. other like diseases that may be specified by the State Board of Health.

In its effort to assist in the prevention and control of communicable diseases of any kind, the Board has established policies on Immunization, Hygienic Management, and Control of Casual-Contact Communicable Diseases. The purpose of this policy is to protect the health and safety of the students, Corporation personnel, and the community at large, from the spread of the above-mentioned diseases.

The Board seeks to keep students and staff members in school unless there is definitive evidence to warrant exclusion. When the Superintendent learns that a student or Corporation employee may be infected with a non-causal contact communicable disease, the Superintendent shall consult with the infected person's physicians and/or the Wayne/Henry County Health Departments to determine if the initial evidence warrants exclusion.

If the evidence is not sufficient to justify exclusion, the person shall remain in his/her current school environment.

If the County Health Officer determines the evidence indicates the person should be excluded from the school environment and any/all extracurricular activities, the person shall be temporarily excluded.

When the Superintendent leans that an affected student is eligible for service under IDEA and the student's physician or the County Health Department Officer believes the student must be removed from school, the Superintendent will direct the Student's Case Conference Committee to design an appropriate out of school program for the student.

The rights of any affected student, as well as those of any affected staff member, shall be protected in accordance with Federal and State laws on privacy, and confidentiality. In addition, the exclusion of any staff member from the Corporation by the County Health Officer's decision will be done in accordance with relevant sections of Indiana Statutes concerning sick leave.

The Board directs the Superintendent to develop an educational program in accordance with Indiana Statute that will ensure proper instruction of students, professional staff, and support staff, on the principal means by which non-casual contact communicable diseases are transmitted, as well as how they are not transmitted, and the more effective methods for restricting and/or preventing these diseases.

## **CURRICULUM**

A comprehensive, teacher-designed curriculum has been developed K-12 to ensure instruction does not overlap or allow gaps. Sufficient teacher planning time for collaboration and professional growth makes possible innovative instruction and outstanding curriculum based upon state standards. A routine and systematic evaluation procedure for instruction and curriculum further facilitates quality programming for all students. Scheduling is flexible, attuned to individual needs, and is not bound to the industrial model.

## **CUSTODY/PARENT-TEACHER CONFERENCES**

It is the school policy to remain neutral in family situations. The school shall not be put in the middle of custody battles or family disputes. Please understand, at the time of enrollment, parents/guardians will be

encouraged to supply current legal custody verification. This ensures that the school has actual knowledge of any court orders agreed upon. Unless the school has access to such information, the school shall assume both parents share joint physical and legal custody. In addition, Hagerstown elementary has enacted the following policy regarding any conferences pursued on behalf of a student by the school:

One conference will be arranged per child. Separate conferences due to a divorce, separation, etc. are not permitted. It is the school's responsibility to share information about a student's academic, behavioral, and social progress. However, it is not the school's responsibility to share such information in separate forums with a student's parents. During the fall and winter parent-teacher conferences, each child will be afforded one parent/teacher conference. It is up to the parents to mutually agree upon a time prior to confirming a conference time.

## **DANGEROUS/DEADLY WEAPONS**

The School Board will not tolerate the possession of weapons, bombs, devices, instruments, materials, or substances - animate or inanimate - that are used for, or are readily capable of, causing death or serious bodily injury by anyone while on Corporation property, at a school-related event, or while en-route to or from school or school-related event on a school bus.

This policy shall also encompass such actions as look-alike items, false fire alarms, bomb threats, or intentional calls to falsely report a dangerous condition.

The Superintendent is authorized to establish administrative guidelines on dangerous weapons which requires students to report knowledge of dangerous weapons and threats of violence by students and staff to a building principal. Failure to report such knowledge may subject the student to immediate suspension and potential expulsion from school.

The Superintendent shall prepare administrative guidelines to ensure immediate reporting to the parent or guardian and proper disciplinary action as provided in the Code of Conduct and reporting to the local law enforcement agency.

Procedures shall also include the immediate reporting to the appropriate law enforcement agency if a dangerous weapon is found or is suspected to be in the possession of a Corporation employee or a visitor.

## **DRESS CODE**

This code of student attire is intended to provide guidelines for acceptable student apparel and appearance and to promote an atmosphere of success for all students. It shall apply to all school sponsored activities and events unless authorized by the school administration.

Each student has the responsibility to dress appropriately for the school environment. Wearing apparel, hair, and general appearance shall not disrupt the learning environment or violate health and safety rules.

- A. Clothing that deviates from the normal to such a degree as to draw undue attention or to interrupt the educational process will not be permitted. Examples are:
1. Wearing apparel that displays or advertises or promotes tobacco, drugs or alcohol.
  2. Wearing apparel that is obscene, vulgar, offensive, disruptive, has sexual innuendoes or promotes secret organizations.

3. See through clothing, halter tops, tank tops with “spaghetti” straps, or cropped shirts showing the midriff area are not permitted.
- B. Hats and other headwear for male and female students are not acceptable wearing apparel in the school building.
- C. Students must wear shoes.
- D. Hair will be controlled only when it interferes with the student’s health and safety, causes interference with school work, or creates classroom disorder. (e.g. unnatural coloring)
- E. Special dress and appearance regulations will be recognized for special activities.
- F. Students should always be dressed appropriately for prevailing weather conditions.
- G. Sunglasses are not to be worn in class.
- H. Long coats are not to be worn in the building or classroom unless directly permitted by the teacher.
- I. Shorts, skirts, and dresses are to have an inseam with a length that reaches at least mid-thigh, with or without tights or leggings.
- J. Pants must not have any holes that expose skin above mid-thigh.
- K. Students should refrain from wearing personal care products that are heavily scented, such as lotion, perfume, cologne, or essential oils. Please wear only lightly scented or unscented products. Students may be asked to discontinue the use of scented products if the scent is causing a disruption to the learning environment.

## **DRUG-FREE SCHOOLS**

This is to certify that the Nettle Creek School Corporation has designed and implemented the necessary policies and administrative guidelines to comply with the requirement of Public Law 101 – (Drug-Free Schools and Communities Act as amended in 1989). The Corporation program shall:

- A. emphasize the prevention of drug use;
- B. provide standards of conduct that are applicable to all staff and which clearly prohibit, at a minimum, the unlawful possession, use, or distribution of illicit drugs and alcohol on school premises or as a part of any school activity;
- C. include a clear statement that disciplinary sanctions, up to and including termination and referral for prosecution, will be imposed on staff members who violate the school standards of conduct and a description of those sanctions;
- D. ensure that all staff members have been provided information about drug and alcohol counseling, rehabilitation, and re-entry programs available to them and how to make contact with an appropriate program;
- E. ensure that all staff members have been given a copy of the standards of conduct regarding the unlawful possession, use, or distribution of illicit drugs and alcohol by students and have been notified of the requirement that compliance with the standards of conduct is mandatory.

The Corporation has established an employee assistance program which includes guidelines for prevention, intervention, referral, treatment, and after-care.

The Corporation shall continue a good faith effort to maintain drug-free schools through compliance with the Drug-Free Schools and Communities Act.

## **DUE PROCESS AND PUPIL DISCIPLINE**

### **IC 20-8.1-1 Amended Definitions**



**IC 20-8.1-1-6. Sec. 6** As used in this article, the term “member of the administrative staff” or comparable language means a school corporation employee who:

- (1) is certified under the statutes relating to the licensing of teachers; and
- (2) has supervisory authority.

**IC 20-8.1-1-8. Sec. 8.** As used in this article, the term “school purposes” refers to the purposes for which a school corporation operates, including the following:

- (1) To promote knowledge and learning generally
- (2) To maintain an orderly and effective educational system.
- (3) To take an action under the authority granted to school corporations and their governing bodies by IC 20-5-2 or by any other statute.

**IC 20-8.1-1-10. Sec 10.**

- (a) As used in this article, the term “suspension” means a disciplinary or other action whereby a student:
  - (1) is separated from school attendance for a period not in excess of ten (10) school days; or
  - (2) is separated from school attendance for the balance of the current semester or current year unless a student is permitted to complete required examinations in order to receive credit for courses taken in the current semester or current year.
  - (3) Is separated from school attendance for the period prescribed under IC 20-8.1-5.1010, which may include an assignment to attend an alternative school, an alternative education program or a homebound educational program.
- (b) The term does not include situations when a student is:
  - (1) disciplined under IC 20-8.1-5.1-18
  - (2) removed from school in accordance with IC 20-8.1-7-8; or
  - (3) removed from school for failure to comply with immunization requirements of IC 20-8.1-7-10.1

**IC 20-8.1-1-11. Sec. 11**

- (a) As used in this article, the term “suspension” means any disciplinary action that does not constitute an expulsion under section 10 of this chapter, whereby a student is separated from school attendance for a period of not more than ten (10) school days.
- (b) The term does not include situation in which a student is:
  - (1) disciplined under IC20-8.1-5.1-18;
  - (2) removed from school in accordance with IC20-8.1-7-8; or
  - (3) removed from school for failure to comply with the immunization requirements of IC20-8.1-7-10.1

**IC 20-8.1-5.1 Sec. 1-25**

**Sec. 1.** As used in this chapter, “principal” includes a principal’s designee.

**Sec. 2.** As used in this chapter, “superintendent” includes superintendent’s designees

**Sec. 3.** (a) Student supervision and the desirable behavior of students in carrying out school purposes is the responsibility of a school corporation and the students of the school corporations.

(b) In all matters relating to the discipline and conduct of students, school corporation personnel stand in the relation of parents and guardians to the students of the school corporation.

Therefore, school corporation personnel have the right, subject to this chapter, to take any disciplinary action necessary to promote student conduct that conforms with an orderly and effective educational system.

(c) Students must follow responsible directions of school personnel in all educational settings and refrain from disruptive behavior that interferes with the educational environment.

**Sec. 4.** (a). This section applies to a person who;  
is a teacher or other school staff member; and  
has students under the person’s charge.

(b) A person may take any action that is reasonably necessary to carry out or to prevent an interference with an educational function that the person supervises.

(c) Subject to rules of the governing body and the administrative staff, a person may remove a student for a period that does not exceed five (5) school days from an educational function supervised by the person or another person who is a teacher or other school staff member.

**Sec. 5.** (a). A principal may take any action concerning the principal's school or a school activity within the principal's jurisdiction that is reasonably necessary to carry out or prevent interference with an educational function or school purposes.

(b) Subsection (a) allows a principal to write regulations to govern student conduct.

**Sec. 6.** A superintendent or a member of the superintendent's administrative staff may, with the superintendent's approval, take any action with respect to all schools within the superintendent's jurisdiction that is reasonably necessary to carry out or prevent interference with an educational function or school purposes.

**Sec. 7. A.** The governing body of the school corporation must do the following:

1. Establish written discipline rules which may include appropriate dress codes for the school corporation.
2. Give general publicity to the discipline rules within a school where the discipline rules apply by actions such as;
  - a. making a copy of the discipline rules available to students and students' parents; or
  - b. delivering a copy of the discipline rules to student or the parents of students

This publicity requirement may not be construed technically and is satisfied in any case when the school corporation makes a good faith effort to disseminate to students or parents generally the text or substance of discipline rules.

B. The superintendent of the school corporation and the principals of each school in a school corporation may adopt regulations establishing lines of responsibility and related guidelines in compliance with the discipline policies of the governing body.

C. The governing body of a school corporation may delegate rule making, disciplinary, and other authority as reasonably necessary to carry out the school purposes of the school corporation.

D. Subsection (A) does not apply to rules or directions concerning the following:

1. Movement of students
2. Movement of parking of vehicles.
3. Day-to-day instruction concerning the operation of a classroom or teaching station.
4. Time for commencement of school
5. Other standards or regulations relating to the manner in which an educational function must be administered.

However, this subsection does not prohibit the governing body from regulating the areas listed in this subsection.

**Sec. 8. A.** the following are the grounds for student suspension or expulsion, subject to the procedural requirements of this chapter and as stated by school corporation rules;

1. Student misconduct.
2. Substantial disobedience

B. The grounds for suspension or expulsion listed in subsection (A) apply when a student is:

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

**Sec. 9.** In addition to the grounds specified in section 8 of this chapter, a student may be suspended or expelled for engaging in unlawful activity on or off school grounds if:

1. the unlawful activity may reasonably be considered to be an interference with school purposes or an educational function; or

2. the student's removal is necessary to restore order or protect persons on school property; including an unlawful activity during weekends, holidays, other school breaks, and the summer period when a student may not be attending classes or other school functions.

**Sec. 10.** A. As used in this section, "firearm" has the meaning set forth in IC35-47-1-5

A. As used in this section, "deadly weapon" has the meaning set forth in IC 35-41-1-8. The term does not include firearm.

C. Notwithstanding section 14 of this chapter, a student who is:

1. identified as bringing a firearm to school or on school property; or
2. in possession of a firearm on school property; must be expelled for a period of at least one (1) calendar year, with the return of the student to be at the beginning of the first school semester after the end of the one (1) year period.

D. The superintendent may, on a case-by-case basis, modify the period of expulsion under subsection (C) for a student who is expelled under this section.

E. Notwithstanding section 14 of this chapter, a student who is:

3. identified as bringing a deadly weapon to school or on school property; or
4. in possession of a deadly weapon on school property; may be expelled for a period of not more than one (1) calendar year.

F. A superintendent shall notify the prosecuting attorney of the county in which the school is located if a student is expelled under subsection (C) or (E). Upon receiving notification under this subsection, the prosecuting attorney shall begin an investigation and take appropriate action.

G. A student with disabilities, as defined in IC 20-1-6.1-7, who possesses a firearm on school property is subject to procedural safeguards under 20 U.S.C.1415.

**Sec. 11.** A student may be expelled from school if the student's legal settlement is not in the attendance area of the school corporation where the student is enrolled.

**Sec. 12.**

A. A principal may suspend a student for not more than ten (10) school days under section 8, 9, or 10 of this chapter. However, the student may be suspended for more than ten (10) school days under section 16 of this chapter.

B. A principal may not suspend a student before the principal affords the student an opportunity for a meeting during which the student is entitled to the following:

1. A written or an oral statement of the charges against the student.
2. If the student denies the charges, a summary of the evidence against the student.
3. An opportunity for the student to explain the student's conduct.

C. When misconduct requires immediate removal of a student, the meeting under subsection (B) shall commence as soon as reasonably possible after the student's.

D. Following a suspension, the principal shall send a written statement to the parent of the suspended student describing the following:

1. The student's misconduct
2. the action taken by the principal

**Sec. 13.** A. A superintendent of a school corporation may conduct an expulsion meeting or appoint one of the following to conduct an expulsion meeting:

- (1) Legal counsel
- (2) A member of the administrative staff if the member has
  - a. not expelled the student and
  - b. was not involved in the events giving rise to the expulsion

The superintendent or a person designated under this subsection may issue subpoenas, compel the attendance of witnesses, and administer oaths to persons giving testimony at an expulsion meeting.

- B. An expulsion may take place only after the student and the student's parents are asked to appear at an expulsion meeting with the superintendent or a person designated under subsection (A). The request to appear at an expulsion meeting shall:
  - 1. be made by certified mail or by personal delivery;
  - 2. contain the reasons for the expulsion; and
  - 3. contain the date, time, place, and purpose of the meeting.
- C. The person conducting an expulsion meeting;
  - 1. shall make a written summary of the evidence heard at the expulsion meeting;
  - 2. may take action that the person finds appropriate; and
  - 3. must give notice of the action taken under subdivision (2) to the student and the student's parents
- D. If the student or the student's parent within ten (10) days of receipt of a notice of action taken under subsection (c) makes a written appeal to the governing body, the governing body:
  - 1. shall hold a meeting to consider;
    - a. the written summary of the evidence prepared under subsection (c)(1); and
    - b. the arguments of the principal and the student or the student's parent unless the governing body has voted under subsection (f) not to hear appeals of action taken under subsection (c) and
  - 2. may take action that the governing body finds appropriate. The decision of the governing body may be appealed only under section 15 of this chapter.
- E. A student or a student's parent who fails to appear at an expulsion meeting after receipt of a request to appear forfeits all rights administratively to contest and appeal the expulsion. For purposes of this section, a request to appear at an expulsion meeting or notice of the action taken at an expulsion meeting is effectively given at the time when the requester notice is delivered personally or sent by certified mail to a student and the student's parents.
- F. The governing body may vote not to hear appeals of action taken under subsection (c). If the governing body votes not to hear appeals, after the date on which the vote is taken a student or parent may appeal only under section 15 of this chapter.

- Sec. 14.** (a) Except as provided in section 10 of this chapter, a student may not be expelled for a longer period than the remainder of the school year in which the expulsion took effect if the misconduct occurs during the first semester. Whenever a student is expelled during the second semester, the expulsion remains in effect for summer school and may remain in effect for the first semester of the following school year, unless otherwise modified or terminated by order of the governing body. The appropriate authorities may require that a student who is at least sixteen (16) years of age and who wishes to reenroll after an expulsion or an exclusion attend an alternative program.
- (b) 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. The review shall be conducted by the superintendent or a person designated under section 13(a) of this chapter after notice of the review has been given to the student and the student's parent. The review is limited to newly discovered evidence or evidence of changes in the student's circumstances occurring since the original meeting. The review may lead to a recommendation by the person conducting the review that the student be reinstated for the second semester.
  - (c) 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. The review shall be conducted by the superintendent or a person designated under section 13(a) of this chapter after notice of the review has been given to the student and the student's parent. The review is limited to newly discovered evidence or evidence of changes in the student's

circumstances occurring since the original meeting. The review may lead to a recommendation by the person conducting the review that the student be reinstated for the upcoming school year.

**Sec. 15.** Judicial review of a governing body's action under this chapter by the circuit or superior court of the county in which a student who is the subject of the governing body's action resides is limited to the issue of whether the governing body acted without following the procedure required under this chapter.

**Sec. 15.5.** An expulsion that has been upheld by a governing body continues in effect during Judicial review under section 15 of this chapter unless:

- (1) The court grants a temporary restraining order under the Indiana Rules of Civil Procedure; and
- (2) the school corporation was given the opportunity to appear at the hearing regarding the temporary restraining order.

**Sec. 16.** The superintendent or the person designated by the superintendent under section 13(a) of this chapter may continue suspension of a student for more than the ten (10) school day period of the principal's suspension and until the time of the expulsion decision under section 13 of this chapter if the superintendent or the designated person determines that the student's continued suspension will prevent or substantially reduce the risk of:

- (1) interference with an educational function or school purposes; or
- (2) a physical injury to the student, other students, school employees, or visitors to the school.

However, a student may not be suspended from school pending a meeting on a student's proposed expulsion if the expulsion is ordered under section 11 of this chapter.

**Sec. 17.** A principal may require that a student who:

- (1) is at least sixteen (16) years of age; and
- (2) wishes to reenroll after an expulsion; attend an alternative school or alternative educational program.

**Sec. 18.** (a) This section applies to a person who:

- (1) is a member of the administrative staff, a teacher, or other school staff member; and
- (2) has students under the person's charge.

(b) A person may take disciplinary action in addition to suspension and expulsion that is necessary to ensure a safe, orderly, and effective educational environment. Disciplinary action under this section may include the following:

- (1) Counseling with a student or group of students.
- (2) Conferences 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 additional school work or for counseling
- (6) Restricting extracurricular activities
- (7) Removal of a student by a teacher from that teacher's class for a period not to exceed:
  - A. five (5) class periods for middle, junior high, or high school students; or
  - B. one (1) school day for elementary school students: if the student is assigned regular or additional school work to complete in another school setting.
- (8) Assignment by the principal of:
  - A. a special course of study
  - B. an alternative educational program; or
  - C. an alternative school.
- (9) Removal of a student from school sponsored transportation

- Sec. 19.** The governing body of a school corporation may adopt rules that require a person having care of a dependent student to participate in an action taken under this chapter in connection with a student's behavior. The rules must include the following:
- (1) Procedures for giving actual notice to the person having care of the dependent student.
  - (2) A description of the steps that the person must take to participate in the school corporation's action.
  - (3) A description of the additional actions in connection with the student's behavior that are justified in part or in full if the person does not participate in the school corporation's action.
- Sec. 20.** The governing body of a school corporation may by rule amplify, supplement, or extend the procedures provided in this chapter in any way that is consistent with this chapter.
- Sec. 21.** Any rights granted to a student or a student's parents by this chapter may be waived only by a written instrument signed by both the student and the student's parent. The waiver is valid if made voluntarily and with the knowledge of the procedures available under this chapter and of the consequences of the waiver.
- Sec. 22.** (a) As used in this section, "special school", includes the following:
- (1) A vocational school
  - (2) A special education school or program
  - (3) An alternative school or program.
- (b) To the extent possible, this chapter applies to a special school.
- (c) The governing body of a special school may make necessary modification to the responsibilities of school personnel under this chapter in order to accommodate the administrative structure of a special school.
- (d) In addition to a disciplinary action imposed by a special school, the principal of the school where a student is enrolled may without additional procedures adopt a disciplinary action of decision of a special school as a disciplinary action of the school corporation.
- Sec. 23** (a) If a student is expelled from a school corporation under this chapter, or if a student withdraws from a school corporation to avoid expulsion, the student may not enroll in another school corporation during the period of the expulsion or proposed expulsion unless:
- (1) the student informs the school corporation in which the student seeks to enroll of the student's expulsion or withdrawal to avoid expulsion.
  - (2) The school corporation consents to the student's enrollment; and
  - (3) The student agrees to the terms and conditions of enrollment established by the school corporation.
- (b) if a student fails to:
- (1) inform the school corporation of the expulsion or withdrawal to avoid expulsion; or
  - (2) follow the terms and conditions of enrollment under sub section (a)(3); the school corporation may withdraw consent and prohibit the student's enrollment during the period of expulsion.
- (c) Before a consent is withdrawn under subsection (b), the student must have an opportunity for an informal meeting before the principal of the student's proposed school.
- (1) a written or an oral statement of the reasons for the withdrawal of the consent;
  - (2) a summary of the evidence against the student; and
  - (3) an opportunity to explain the student's conduct
- (d) This section does not apply to a student who is expelled under section 11 of this chapter.
- Sec. 24** If a student is suspended or expelled from school or from any educational function under this chapter, the student's absence from school because of the suspension or expulsion is not a violation of IC 20-8.1-3 or any other statute relating to compulsory school attendance.
- Sec. 25**
- (a) A school corporation must provide each student and each student's parent a copy of the rules of the governing body on searches of students' lockers and locker contents.

- (b) A student who uses a locker that is the property of a school corporation is presumed to have no expectation of privacy in that locker or the locker's contents.
- (c) A principal may, in accordance with the rules of the governing body, search a student's locker and the locker's contents at any time.
- (d) A law enforcement agency having jurisdiction over the geographic area having a school facility containing a student's locker may:
  - (1) at the request of the school principal; and
  - (2) accordance with rules of the governing body of the school corporation; assist a school administrator in searching a student's locker and the locker contents.

## **EDUCATIONAL PROGRAMMING**

### **A. REPORTING TO PARENTS**

- 1. Report cards are sent home every 9 weeks.
- 2. Parent-Teacher conferences are held after the first grading period.
- 2. Reports to parents do not consist merely of sending home a report or grade card periodically, but from time to time occasions arise which necessitate sending home letters or reports.
- 3. Students will bring home test papers, written lessons, and supplementary duplicated work which will give you a good picture of work being carried on in the class. All of these are considered when your child's progress is evaluated.
- 4. Please feel free to visit your child's classroom to observe what he/she and the other students are doing and are expected to do. It is necessary to contact your child's teacher in advance to ensure the teacher is available. **ALL VISITORS MUST ENTER THROUGH THE MAIN, SYCAMORE STREET ENTRANCE AND CHECK-IN AT THE OFFICE.**
- 5. **PARENT PORTAL – Every Parent has access to Parent Portal to view their child's attendance and grades. This can be accessed through the Nettle Creek School Corporation Website. Parent's that need to receive or reset the login information should contact the elementary office.**

### **B. PHYSICAL EDUCATION**

- 1. The development of the body is as important as the development of the mind. Physical education is considered an academic course. It is as important to fulfill the requirements of physical education as it is in any other subject area.
- 2. A doctor's request must be presented for the student to be excused from class. An exception would be when the excuse is evident and a parent/guardian has supplied a request. Whenever a student is excused from class by a doctor's examination, the student must have a release form from the same doctor before active participation can be resumed.
- 3. Each student is required to have gym shoes and follow physical education rules to participate.

### **C. MUSIC**

- 1. Every student has the opportunity to explore a variety of activities through music, singing, playing, listening, dancing, and creating. Each skill contributes in a different way to the total musical development of the student.
- 2. The student will discover his/her own potential for musical expression as he/she is given the opportunity to explore many kinds of literature, folk songs and dances, music composed for solo voices or instruments, choruses, orchestras, or other instrumental combinations.
- 3. Band is offered to 6<sup>th</sup> grade students and will be held at the elementary school.

#### D. SPEECH AND HEARING

1. Nettle Creek provides a speech-language and hearing program for those students who qualify for services.
2. The parents of the students are always contacted by the speech-language therapist or hearing impaired consultant if services are recommended.
3. Hearing screenings are completed with kindergarten, first, and fourth grade students. Parents will be notified of the results. Students who fail the screening may be referred to the school's consulting audiologist.

#### E. COMPUTER

1. Students receive instruction and practice in computer skills.
2. Each grade level in K-2 has a Chromebook cart that is shared among the grade level.
3. Grades 3 – 6 will have 1:1 Chromebook devices. Devices will remain at school for grades 3-5; 6<sup>th</sup> grade students are permitted to take Chromebooks home.

#### F. ART

1. Elementary art offers challenges in a variety of media, both two and three dimensional. The disciplines of art history, art criticism, and art production are developed at all grade levels.
2. The student's best effort is expected and encouraged.

#### G. MEDIA CENTER

1. The media center at Hagerstown Elementary School is open from 8:00am to 3:00pm each school day.
2. Library services are provided for students in grades K-6.
3. Library instruction is provided weekly for all grades and classrooms.
4. All students check out books for one week.
5. Any books or materials lost or damaged must be paid for by the student.
6. Students may check out magazines and pamphlet materials.

#### H. GUIDANCE COUNSELOR

1. The counselor is here to help students and parents and is available for individual or group counseling.
2. The counselor gives classroom presentations on various topics.
3. If parents wish to talk to the counselor, they may call 489-4555.

#### I. READING RECOVERY/TITLE I

1. Teachers and instructional assistants will help students in reading and language arts.

#### J. HIGH ABILITY COORDINATOR/TEACHER

1. The high ability teacher is responsible for coordinating the ACE programs for the elementary and high school.

#### K. ASSEMBLIES

1. Programs of an educational nature are provided for the students each year.
2. Each student is expected to display a courteous and responsible behavior during these assemblies.
3. Only students involved in the assembly/program will be permitted to sign out with their parent upon its completion.



#### L. FIELD TRIPS

1. Trips away from the school building will be teacher chaperoned unless other arrangements are made.
2. Should the field trip be taken outside of the School Corporation, students participating will be required to return a parent consent slip in advance of the field trip.
3. Background checks are completed for every adult chaperoning. Forms should be turned in at least two weeks before the trip.
4. Parent(s)/Guardian(s) are asked to sign a blank walking field trip form at the beginning of the year. This covers any and all walking field trips throughout the school year. Parent(s)/Guardian(s) will be notified of such trips in advance.
5. Students are to ride to and from the field trip location on the school bus unless other arrangements have been made at least 24 hours prior to the field trip.
6. Money needed for field trips must be received by the designated deadline, otherwise the student will **not** be allowed to go on the trip. Checks are to be made payable to **Hagerstown Elementary**.

#### M. SPECIAL SERVICES

1. New Castle Co-Op provides special services within Hagerstown Elementary.

### **ENTRANCE REQUIREMENTS**

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

#### **Kindergarten**

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

#### **First Grade**

If a child seeking to enroll in first grade has not attended kindergarten, the Superintendent shall make a determination as to whether the student will enroll in kindergarten or first grade based upon the assessment model found in the administrative guidelines. (see AG 5112C)

#### **Administrative Guidelines**

The Superintendent shall establish administrative guidelines which ensure compliance with State law, proper documentation of birth as well as a certified copy of any custody order or decree, appropriate screening, placement, and periodic assessment of children in kindergarten and first grade programs, and certification that proper immunization is completed or in process. These guidelines shall also include an appeal procedure for early entrance to kindergarten or first grade that is in accordance with any guidelines promulgated by the State Department of Education.

Administrative guidelines should also be established to ensure that students enrolling in the Corporation for the first time, at whatever level, suit the proper documentation and that records are promptly transferred. Any indication that a student might be a missing child should be reported immediately to the Superintendent who, in turn, shall communicate with the appropriate authorities.

## **EQUAL ACCESS FOR NONCORPORATION-SPONSORED, STUDENT CLUBS AND ACTIVITIES**

The School board will not permit the use of school facilities by non-corporation sponsored, student clubs and activities or Corporation sponsored, extra-curricular clubs and activities during instructional hours. During non-instructional time, however, no group of students regardless of the size of the group will be denied an opportunity to meet on the basis of the religious, political, philosophical, or other content of the activity.

An application for permission for non-corporation sponsored, student clubs and activities to meet on school premises shall be made to the Principal, who shall grant permission provided that s/he determines that:

1. the activity has been initiated by students;
2. attendance at the meeting is voluntary;
3. no agent or employee of the Corporation will promote, lead, or participate in the meeting;
4. the meeting does not materially and substantially interfere with the orderly conduct of instructional activities in the school;
5. non-school persons do not direct, conduct, control, or regularly attend the activity.

A student initiated group granted permission to meet on school premises shall be provided the same rights and access and shall be subject to the same administrative guidelines that govern the meetings of student organization sponsored by this Board, except as provided by its policy. Participation in a student-initiated meeting must be available to all students who wish to attend and cannot be denied on the basis of a student's race, color, creed, religion, gender, national origin, disability, or social or economic status.

The Board will not permit the organization of a fraternity, sorority, or secret society. A student initiated meeting may be attended by no more than one (1) outside resource person. The Superintendent may exclude nonstudents from directing, controlling, or attending any such meetings of students.

A professional staff member may be assigned to attend a student initiated meeting in a custodial capacity but shall not participate in the activity. No professional staff member shall be compelled to attend a student-initiated meeting if the content of the speech at the meeting is contrary to his/her beliefs.

The principal may take such actions as may be necessary to maintain order and discipline on school premises and to protect the safety and well-being of students and staff members.

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

A. A comprehensive Federal Law entitled the Family Educational Rights and Privacy Act (FERPA) governs the control of student records by school officials. Two requirements of this law are

1. That parents/guardians and eligible students be informed of their rights under this law on an annual basis;
2. That parents and eligible students be informed of the type of information concerning students that can be disclosed (published) without the approval of the parent or eligible student
3. It is the purpose of this publication to satisfy these two requirements.  
Further information and copies of the procedures for implementing the law are available upon request made to the building principal.

B. Rights to inspect and protection from disclosure

1. Parents and eligible students (students who have attained their 18<sup>th</sup> birthday) have the right to inspect the records of the student and to request that information contained in the record be amended or deleted if inaccurate.
2. The request to review the record must be in writing to the building principal who must grant the request within ten (10) school days after receiving the request.
3. The review of the record will take place in the presence of the principal or designated representative of the principal.
4. Request to amend the record may be honored by the principal at the time of the review if both parties agree that the information is not appropriate or is not accurate.
5. If there is not agreement, a request for a hearing to challenge the contents of the records will be furnished at a nominal cost to the parent or eligible student.
6. The records maintained by the school include:
  - a. cumulative folder
  - b. health card
  - c. reports of individual testing
  - d. enrollment card of Student Information Document (SID)
  - e. records received from school previously attended by the student outside of this district
  - f. standardized test scores
  - g. student schedules and report cards
  - h. attendance records

#### C. Disclosure of Records

1. The school will not disclose these records or any part of these records of a personally identifiable nature to anyone or any agency, other than a “juvenile justice agency” (IC 20-10.1-22.4-3), without prior approval of the parent/guardian or eligible student except as listed below:
  - a. Personnel within the school who “need to know” the information contained in the records—teachers, counselors, and administrators.
  - b. Federal, State, and Local governmental authorities who are required by statute to review records in pursuit of their vested duties.
  - c. Representative of accrediting organization in order to carry out their accrediting functions.
2. The building principal is required to maintain the signatures of all personnel who have reviewed individual student records in the student’s cumulative record folder.
3. IC 20-10.1-22.4-3;
  - (a.) As used in this section, “juvenile justice agency” has the meaning set forth in IC 5-2-5.1-6
  - (b.) A school corporation or other entity to which the education recorded privacy provisions of the federal Family Educational Rights and Privacy Act (20 U.S.C. 1232g) apply may disclose or report on the education recorded of a child, including personally identifiable information contained in the education records, without the consent of the child’s parent, guardian, or custodian, under the following conditions:
    - (i.) The disclosure or reporting of the education records is to a state or local juvenile justice agency.
    - (ii.) The disclosure or reporting relates to the ability of the juvenile justice system to serve, before adjudication, the student whose records are being released.
    - (iii.) The juvenile justice agency receiving the information certifies, in writing, to the entity providing the information that the agency or individual receiving the information has agreed not to disclose to a third party, other than another juvenile justice agency, without the consent of the child’s parent, guardian, or custodian.
    - (iv.) For purposes of subsection (b) (ii), a disclosure or reporting of education records concerning a child who has been adjudicated as a delinquent child shall be treated as related to the ability of the juvenile justice system to sever the child before adjudication if the juvenile justice agency seeking the information provides sufficient information to enable the keeper of the education records to

determine that the juvenile justice agency seeks the information in order to identify and intervene with the child as a juvenile at risk of delinquency rather than to obtain information solely related to supervision of the child as an adjudicated delinquent child.

D. Disclosure of personally identifiable information without approval

1. The Law permits the disclosure of certain information without approval of parents or eligible students under certain conditions.
2. This type of information is referred to as “directory information” and includes:
  - a. name, address, telephone number, date and place of birth, field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, most recent previous educational agency or institution attended by the student, and other similar information.
3. Directory information is used primarily to recognize students who have achieved awards and honor, those who participate in school activities, and who achieve noteworthy success in school related activities.
4. Parents and eligible students have the right to refuse the disclosure of this type of information by notifying the building principal prior to October 1.
5. The purpose of this publication is to comply with the requirements of that law and to assure the community that we intend to keep only those records of individual students which are necessary and/or required by law and to maintain them in the best interests of parents and students.

## **FEES, FINES AND CHARGES**

Because of limited financial means, the School Board may need to levy certain charges to students to facilitate the utilization of adequate, appropriate learning materials. Such charges would be made on expendable items such as, but not limited to, magazines, workbook materials, paperback selections, and laboratory supplies as well as for lost or damaged books and materials for independent study or special projects, and Corporation-sponsored trips. No student, however, shall be deprived of participation in any activity because of lack of financial ability to pay a charge. A charge shall not exceed the combined cost of the material used, freight and/or handling and processing charges, and nominal add-on for loss. When school property, equipment, or supplies are damaged, lost or taken by a student a fine will be assessed. The fine will be reasonable, seeking only to compensate the school for the expense or loss incurred.

The late return or destruction of borrowed books or material from the school libraries will be subject to appropriate fines.

Any fees and/or fines collected by members of the staff are to be turned in to the Business Office.

In the event the above course of action does not result in the fee being collected, the Board authorizes the Superintendent to seek various means of collection.

### **A. BOOK RENTAL PROGRAM AND CHARGES**

1. A book rental fee is established each year for the Nettle Creek School Corporation by the School Board. This fee supplies the basic books and workbooks for the students for the year and reduces the cost to parents. The book rental fee is due at registration. If book rental is still unpaid by the end of the first semester, the unpaid balance will be turned over to a collection agency.
2. Parents should check periodically to see that their child has the necessary supplies such as paper, pencil, crayons, glue, paste, and eraser. The supplies should be the correct type for the grade level of the child. (Supplies lists will be available in the office during registration.)

3. There are small fees charged in some subject areas, depending upon the project outline. When necessary, the teacher will explain these charges to the student.

## B. ASSISTANCE FOR TEXTBOOKS

1. Indiana law provides that parents who meet the financial eligibility standards for receiving free/reduced lunches under the National School Lunch Program and who make proper application to the school district are not required to pay the *Textbook/Consumable* portion of the Textbook Rental Fees. The School Corporation would ask that parents be responsible for the *Course Fee* portion of textbook rental, however, if parents are unable to pay this portion, the School Corporation will remain responsible for these fees.
2. An application form and eligibility guidelines may be obtained through the school or through the Superintendent's Office.

## GRADING

The School Board recognizes its responsibility for providing a system of grading student achievement that can help the student, teachers, and parents determine properly how well the student is achieving the goals of the Corporation's program.

The Board believes that the Corporation's grading system should be a reliable system and one that ensures each student's grades signify accurately his/her degree of accomplishment of those expected learning outcomes which are to be stated for each program at every grade level, kindergarten through twelve.

The Board directs the Superintendent to develop administrative guidelines for grading which:

1. Develops clear, consistent criteria and standards particularly when grades are based on subjective assessment;
2. Helps each student understand in each course or program what behavior and/or achievement is needed to earn each grade as well as what will produce a failing grade;
3. Provides frequent opportunities for each student to obtain information as to his/her progress toward the learning goals of his/her courses or programs;
4. Provides students the opportunity to assess both their own achievement and their areas of difficulty.

The grading system should not inhibit the professional staff member from assessing the strengths and weaknesses of each student on an individual basis.

The grading system should be subject to continual review by staff, students, and parents. Revisions shall be made only when such changes will assure a clearer more valid or more reliable system of grading.

<b>Grading Scale (Percentage)</b>			
100 – 99.9	A+	82.9 – 80.0	B-
99.9 – 93.0	A	79.9 – 77.0	C+
92.9 – 90.0	A-	76.9 – 73.0	C
89.9 – 87.0	B+	72.9 – 70.0	C-
86.9 – 83.0	B	69.9 – 67.0	D+
		66.9 – 63.0	D
		62.9 – 60.0	D-
		59.9 – 0	F

**\*Hagerstown Elementary believes that a student is on target in specific curricular areas when they achieve an 80% (B-) or higher in the given area.**

## **HARASSMENT**

### *NCSC Board Policy #5517 – Anti-Harassment*

#### **General Policy Statement**

It is the policy of the Board of School Trustees to maintain an education and work environment that is free from all forms of unlawful harassment, including sexual harassment, occurring in the Corporation's educational opportunities, programs, and/or activities, or, if initially occurring off Corporation grounds or outside the Corporation's educational opportunities, programs, and activities, affecting the Corporation environment (hereinafter referred to collectively as "unlawful harassment"). This commitment applies to all Corporation operations, educational opportunities, programs, and activities. All students, administrators, teachers, staff, and all other school personnel share responsibility for avoiding, discouraging, and reporting any form of unlawful harassment occurring in the Corporation's educational opportunities, programs, and/or activities, or, if initially occurring off Corporation grounds or outside the Corporation's educational opportunities, programs, and activities, affecting the Corporation environment. This policy applies to unlawful conduct occurring on school property, or at another location if such conduct affects the Corporation environment.

The Board will vigorously enforce its prohibition against unlawful harassment, that is based on race, color, national origin, sex (including transgender status, sexual orientation and/or gender identity), religion, disability, military status, ancestry, or genetic information, which are classes protected by Federal and/or State civil rights laws (hereinafter referred to as "Protected Classes"), and encourages those within the Corporation community as well as third parties who feel aggrieved to seek assistance to rectify such problems occurring in the Corporation's educational opportunities, programs and/or activities, or, if initially occurring off Corporation grounds or outside the Corporation's educational opportunities, programs and activities, affecting the Corporation environment.

All Corporation employees, including administrators, professional staff and support staff, shall report any incident of alleged unlawful harassment that the employee observes or which is reported to the employee.

The Corporation will investigate all allegations of unlawful harassment and, in those cases where unlawful harassment is substantiated, will take immediate steps to end the harassment, prevent its recurrence, and remedy its effects.

Individuals who are found to have engaged in unlawful harassment will be subject to appropriate disciplinary action, up to and including termination of employment or expulsion from school.

Furthermore, Corporation employees who fail to report any incident of alleged unlawful harassment that the employee observes or which is reported to the employee also are subject to appropriate disciplinary action, up to and including termination of employment.

For purposes of this policy, "Corporation community" means students, administrators, teachers, and staff, as well as Board members, agents, volunteers, contractors, or other persons subject to the control and supervision of the Board.

For purposes of this policy, "third parties" include, but are not limited to, guests and/or visitors on Corporation property (e.g., visiting speakers, participants on opposing athletic teams, parents), vendors doing business with,

or seeking to do business with, the Board, and other individuals who come in contact with members of the Corporation community at school-related events/activities (whether on or off Corporation property).

### **Other Violations of the Anti-Harassment Policy**

The Corporation also will take immediate steps to impose disciplinary action on individuals engaging in any of the following prohibited acts:

- A. Retaliating against a person who has made a report or filed a complaint alleging unlawful harassment or who has participated as a witness in a harassment investigation.
- B. Filing a malicious or knowingly false report or complaint of unlawful harassment.
- C. Disregarding, failing to investigate adequately, or delaying investigation of allegations of unlawful harassment, when responsibility for reporting and/or investigating unlawful harassment charges comprises part of one's supervisory duties.

### **Definitions**

#### **Bullying**

Bullying rises to the level of unlawful harassment when one (1) or more persons systematically and chronically inflict physical hurt or psychological distress on one (1) or more students with the intent to harass, ridicule, humiliate, intimidate or harm that/those student(s), and that bullying is based upon sex, race, color, national origin, religion, or disability, that is, characteristics that are protected by Federal civil rights laws. It is defined as any unwanted and repeated written, verbal, or physical behavior, including any threatening, insulting, or dehumanizing gesture, by an adult or student, that is severe or pervasive enough to create an intimidating, hostile, or offensive educational environment; cause discomfort or humiliation; or unreasonably interfere with the individual's school performance or participation; and may involve:

- A. teasing;
- B. threats;
- C. intimidation;
- D. stalking;
- E. cyberstalking;
- F. cyberbullying;

- G. physical violence;
- H. sexual violence;
- I. theft;
- J. sexual, religious, or racial harassment;
- K. public humiliation; or
- L. destruction of property.

In the bullying context, "harassment" means any threatening, insulting, or dehumanizing gesture, use of data or computer software, or written, verbal or physical conduct directed against a student that:

- A. places a student or school employee in reasonable fear of harm to his/her person or damage to his/her property;
- B. has the effect of substantially interfering with a student's educational performance, opportunities, or benefits; or
- C. has the effect of substantially disrupting the orderly operation of a school.

### **Sexual Harassment**

Pursuant to Title VII of the Civil Rights Act of 1964 and Title IX of the Education Amendments of 1972, "sexual harassment" is defined as:

Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature, when:

- A. Submission to such conduct is made either implicitly or explicitly a term or condition of an individual's status in a class, educational program, or activity.
- B. Submission or rejection of such conduct by an individual is used as the basis for educational decisions affecting such individual.
- C. Such conduct has the purpose or effect of interfering with the individual's educational performance; of creating an intimidating, hostile, or offensive learning environment; or of interfering with one's ability to participate in or benefit from a class or an educational program or activity.



Sexual harassment may involve the behavior of a person of either gender against a person of the same or opposite gender.

Prohibited acts that constitute sexual harassment may take a variety of forms. Examples of the kinds of conduct that may constitute sexual harassment include, but are not limited to:

- A. unwelcome sexual propositions, invitations, solicitations, and flirtations;
- B. sexual violence, including physical and/or sexual assault;
- C. threats or insinuations that a person's academic grade, promotion, classroom work or assignments, academic status, participation in athletics or extra-curricular programs or events, or other conditions of education may be adversely affected by not submitting to sexual advances;
- D. unwelcome verbal expressions of a sexual nature, including graphic sexual commentaries about a person's body, dress, appearance, or sexual activities; the unwelcome use of sexually degrading language, jokes or innuendoes; unwelcome suggestive or insulting sounds or whistles; obscene telephone calls;
- E. sexually suggestive objects, pictures, videotapes, audio recordings or literature, placed in the educational environment, which may embarrass or offend individuals;
- F. unwelcome and inappropriate touching, patting, or pinching; obscene gestures;
- G. a pattern of conduct, which can be subtle in nature, that has sexual overtones and is intended to create or has the effect of creating discomfort and/or humiliation to another;
- H. remarks speculating about a person's sexual activities or sexual history, or remarks about one's own sexual activities or sexual history;
- I. inappropriate boundary invasions by a Corporation employee or other adult member of the Corporation community into a student's personal space and personal life;

- J. verbal, nonverbal or physical aggression, intimidation, or hostility based on sex or sex-stereotyping that does not involve conduct of a sexual nature;
- K. in the context of employees, consensual sexual relationships where such relationship leads to favoritism of a subordinate employee with whom the superior is sexually involved and where such favoritism adversely affects other employees or otherwise creates a hostile work environment.

Not all behavior with sexual connotations constitutes unlawful sexual harassment. Sex-based or gender-based conduct must be sufficiently severe, pervasive, and persistent such that it adversely affects, limits, or denies an individual's employment or education or creates a hostile or abusive employment or educational environment.

**NOTE: Sexual conduct/relationships with students by a Corporation employee or any other adult member of the School Corporation community is prohibited, and any teacher, administrator, coach, other school authority, or staff member who engages in certain sexual conduct with a student may be disciplined up to and including termination and also may be guilty of the criminal charge of "sexual battery" as set forth in I.C. 35-42-4-8. In the case of a child under fourteen (14) years of age, the person also may be guilty of "child molesting" under I.C. 35-42-4-3. In the case of a child between the ages of fourteen (14) and sixteen (16), the person also may be guilty of "sexual misconduct with a minor" under I.C. 35-42-4-9. The issue of consent is irrelevant in regard to the latter two (2) criminal charges. Any employee accused of sexual relations with a student may be placed on leave until school administrative proceedings are completed. Proven sexual relationships with a student regardless of the age of the student will initiate the termination process for the employee.**

### **Race/Color Harassment**

Prohibited racial harassment occurs when unwelcome physical, verbal, or nonverbal conduct is based upon an individual's race or color and when the conduct has the purpose or effect of interfering with the individual's educational performance; of creating an intimidating, hostile, or offensive learning environment; or of interfering with one's ability to participate in or benefit from a class or an educational program or activity. Such harassment may include but is not limited to conduct directed at the characteristics of a person's race or color, such as racial slurs, nicknames implying stereotypes, epithets, and/or negative references relative to racial customs.

### **Religious (Creed) Harassment**

Prohibited religious harassment occurs when unwelcome physical, verbal, or nonverbal conduct is based upon an individual's religion or creed and when the conduct has the purpose or effect of interfering with the individual's educational performance; of creating an intimidating, hostile, or offensive learning environment; or of interfering with one's ability to participate in or benefit from a class or an educational program or activity. Such harassment may include but is not limited to conduct directed at the characteristics of a person's religious tradition, clothing, or surnames, and/or involving religious slurs.

### **National Origin Harassment**

Prohibited national origin harassment occurs when unwelcome physical, verbal, or nonverbal conduct is based upon an individual's national origin and when the conduct has the purpose or effect of interfering with the

individual's educational performance; of creating an intimidating, hostile, or offensive learning environment; or of interfering with one's ability to participate in or benefit from a class or an educational program or activity. Such harassment may include but is not limited to conduct directed at the characteristics of a person's national origin, such as negative comments regarding customs, manner of speaking, language, surnames, or ethnic slurs.

### **Disability Harassment**

Prohibited disability harassment occurs when unwelcome physical, verbal, or nonverbal conduct is based upon an individual's disability and when the conduct has the purpose or effect of interfering with the individual's educational performance; of creating an intimidating, hostile, or offensive learning environment; or of interfering with one's ability to participate in or benefit from a class or an educational program or activity. Such harassment may include but is not limited to conduct directed at the characteristics of a person's disabling condition, such as negative comments about speech patterns, movement, physical impairments or defects/appearances, or the like.

### **Reports and Complaints of Harassing Conduct**

Students, members of the Corporation community and third parties are encouraged to promptly report incidents of unlawful harassment to an administrator, supervisor or other Corporation official so that the Board may address the conduct before it becomes severe, pervasive, or persistent. All Corporation-level employees, including administrators, professional staff and support staff, shall report any incident of alleged unlawful harassment that the employee observes or which is reported to the employee. Any administrator or other Corporation-level official who receives such a complaint shall file it with the Corporation's Anti-Harassment Compliance Officer at his/her first convenience. Corporation employees who fail to comply with the reporting responsibility shall be subject to discipline, up to and including termination.

Members of the Corporation community or third parties who believe they have been subjected to unlawful harassment by another member of the Corporation community or a third party are entitled to utilize the Board's complaint process set forth below. Initiating a complaint, whether formally or informally, will not adversely affect the complaining individual's participation in educational or extra-curricular programs unless the complaining individual makes the complaint maliciously or with knowledge that it is false. Individuals should make every effort to file a complaint within thirty (30) calendar days after the conduct occurs while the facts are known and potential witnesses are available.

If, during an investigation of a reported act of bullying and/or harassment in accordance with Policy 5517.01 – Bullying, the principal or his/her designee believes that the reported misconduct may have created a hostile work or learning environment and may have constituted unlawful harassment (see definition on page 1) based on "Protected Classes", the principal or his/her designee will report the act of bullying and/or harassment to one (1) of the Compliance Officers who shall investigate the allegation in accordance with this policy.

### **Anti-Harassment Compliance Officers**

The following individuals serve as "Anti-Harassment Compliance Officers" for the Corporation. They are hereinafter referred to as the "Compliance Officers".

Emily Schaeffer  
Assistant Jr./Sr. High School Principal  
765.489.4511  
701 Baker Road  
Hagerstown, IN 47346  
bcadle@nettlecreek.k12.in.us

Erin Morgan  
Elementary School Assistant Principal  
765.489.4555  
299 North Sycamore Road  
Hagerstown, IN 47346  
emorgan@nettlecreek.k12.in.us

The names, titles, and contact information for the Compliance Officers will be published annually in the student, parent, and staff handbooks and on each individual school's web site.

The Compliance Officers will be available during regular school/work hours to discuss concerns related to "unlawful harassment", to assist students, other members of the Corporation community and third parties who seek support or advice when informing another individual about "unwelcome" conduct, or to intercede informally on behalf of the student.

Any Corporation employee who directly observes unlawful harassment of a student is obligated, in accordance with this policy, to report such observations to one (1) of the Compliance Officers within two (2) business days. Thereafter, the Compliance Officer or designee must contact the student if age eighteen (18) or older, or the student's parents if under the age of eighteen (18) within two (2) business days to advise him/her/them of the Corporation intent to investigate the alleged misconduct, including the obligation of the Compliance Officer or his/her designee to conduct an investigation following all the procedures outlined in this policy for a formal complaint. Additionally, if the alleged harasser is a student, the Compliance Officer or designee must contact the student, if age eighteen (18) or older, or the student's parents if under the age of eighteen (18), within two (2) business days to advise him/her/them of the Corporation's intent to investigate the alleged misconduct, including the obligation of the Compliance Officer or designee to conduct an investigation following all the procedures outlined for a formal complaint. However, all complaints of harassment involving a Corporation employee or any other adult member of the Corporation community against a student will be formally investigated.

The Compliance Officers are assigned to accept complaints of unlawful harassment directly from any member of the Corporation community or a visitor to the Corporation, or to receive complaints that are initially filed with a school building administrator. Upon receipt of a complaint either directly or through a school building administrator, a Compliance Officer will begin either an informal or formal process (depending on the request of the member of the Corporation community alleging harassment or the nature of the alleged harassment), or the Compliance Officer will designate a specific individual to conduct such a process. In the case of a formal complaint, the Compliance Officer will prepare recommendations for the Superintendent or will oversee the preparation of such recommendations by a designee. However, if the alleged harasser is the Superintendent, the recommendations shall be submitted to the Board President.

All Corporation employees must report incidents of unlawful harassment that they observe or that are reported to them to the Compliance Officer within two (2) business days of learning of the incident.

### **Investigation and Complaint Procedure (see Form 5517 F1)**

Any employee or other member of the Corporation community or third party (e.g., visitor to the Corporation) who believes that s/he has been subjected to unlawful harassment may seek resolution of his/her complaint through either the informal or formal procedures as described below. Further, a process for investigating claims

of unlawful harassment and a process for rendering a decision regarding whether the claim of unlawful harassment was substantiated are set forth below.

Due to the sensitivity surrounding complaints of unlawful harassment, time lines are flexible for initiating the complaint process; however, individuals should make every effort to file a complaint within thirty (30) calendar days after the conduct occurs while the facts are known and potential witnesses are available. Once the formal complaint process is begun, the investigation will be completed in a timely manner (ordinarily, within fifteen (15) business days of the complaint being received).

The informal and formal procedures set forth below are not intended to interfere with the rights of any individual to pursue a complaint of unlawful harassment with the United States Department of Education, Office for Civil Rights (OCR) or the Indiana Civil Rights Commission (ICRC), or to file a concurrent criminal complaint with the law enforcement agency having jurisdiction.

### **Informal Complaint Procedure**

The goal of the informal complaint procedure is to stop inappropriate behavior and/or unlawful harassment, and to investigate and facilitate resolution through an informal means, if possible. The informal complaint procedure is provided as a less formal option for a student who believes s/he has been unlawfully harassed or retaliated against in the Corporation's educational opportunities, programs, and/or activities, or, if initially occurring off Corporation grounds or outside the Corporation's educational opportunities, programs, and activities, affecting the Corporation environment. This informal procedure is not required as a precursor to the filing of a formal complaint and/or filing a concurrent criminal complaint, and will be utilized only where the parties (alleged target of harassment and alleged harasser(s)) agree to participate in such process.

Students who believe that they have been unlawfully harassed or retaliated against may proceed immediately to the formal complaint process and individuals who seek resolution through the information procedure may request that the informal process be terminated at any time to move to the formal complaint procedure.

However, all complaints of unlawful harassment involving a Corporation employee, any adult member of the Corporation community, or a third party against a student will be formally investigated. Similarly, any allegations of sexual violence will be formally investigated.

As an initial course of action, if an individual feels that s/he is being unlawfully harassed and s/he is able and feels safe doing so, the individual should tell or otherwise inform the harasser that the conduct is unwelcome and must stop. Such direct communication should not be utilized in circumstances involving sexual violence. The complaining individual should address the allegedly harassing conduct as soon after it occurs as possible. The Compliance Officer(s) is/are available to support and counsel individuals when taking this initial step or to intervene on behalf of the individual if requested to do so. An individual who is uncomfortable or unwilling to inform the harasser of his/her complaint is not prohibited from otherwise filing an informal or a formal complaint. In addition, with regard to certain types of unlawful harassment, such as sexual harassment, the Compliance Officer may advise against the use of the informal complaint process. An individual who believes s/he has been unlawfully harassed may make an informal complaint, either orally or in writing: 1) to a teacher, other employee, or building administrator; 2) directly to one (1) of the Compliance Officers; and/or 3) to the Superintendent or other Corporation-level employee.

All informal complaints must be reported to one (1) of the Compliance Officers who will either facilitate an informal resolution as described below on his/her own, or appoint another individual to facilitate an informal resolution.

The Corporation's informal complaint procedure is designed to provide employees, other members of the Corporation community or third parties who believe they are being subjected to unlawful harassment with a range of options designed to bring about a resolution of their concerns. Depending upon the nature of the complaint and the wishes of the individual claiming unlawful harassment, informal resolution may involve, but not be limited to, one or more of the following:

- A. Advising the individual about how to communicate the unwelcome nature of the behavior to the alleged harasser.
- B. Distributing a copy of the anti-harassment policy as a reminder to the individuals in the school building or office where the individual whose behavior is being questioned works or attends school.
- C. If both parties agree, the Compliance Officer may arrange and facilitate a meeting between the individual claiming harassment and the individual accused of harassment to work out a mutual resolution. Such a meeting is not appropriate in circumstances involving sexual violence.

While there are no set time limits within which an informal complaint must be resolved, one (1) of the Compliance Officers or a designee will exercise his/her authority to attempt to resolve all informal complaints within fifteen (15) business days of receiving the informal complaint. Parties who are dissatisfied with the results of the informal complaint process may proceed to file a formal complaint, may file a complaint with the United States Department of Education, Office for Civil Rights (OCR) or the Indiana Civil Rights Commission (ICRC), and/or may file a concurrent criminal complaint with the law enforcement agency having jurisdiction. And, as stated above, parties may request that the informal process be terminated at any time to move to the formal complaint process.

One of the Compliance Officers or a designee will retain all materials generated as part of the informal complaint process in accordance with the Board's records retention policy (see Policy 8310, Policy 8320 and Policy 8330).

### **Formal Complaint Procedure**

If a complaint is not resolved through the informal complaint process, if one (1) of the parties has requested that the informal complaint process be terminated to move to the formal complaint process, or if the individual elects to file a formal complaint initially, the formal complaint process as described below shall be implemented.

The formal complaint process is not intended to interfere with the rights of an employee, other member of the Corporation community, or third party to pursue a complaint of unlawful harassment with the United States Department of Education, Office for Civil Rights (OCR) or the Indiana Civil Rights Commission (ICRC), and/or to file a concurrent criminal complaint with the law enforcement agency having jurisdiction.

An individual who believes s/he has been subjected to offensive conduct/unlawful harassment/retaliation, hereinafter referred to as the "Complainant", may file a formal complaint, either orally or in writing with a teacher, principal, the Compliance Officer, Superintendent, or other Corporation-level employee. Due to the sensitivity surrounding complaints of unlawful harassment and retaliation, timelines are flexible for initiating the complaint process; however, individuals should make every effort to file a complaint within thirty (30) calendar days after the conduct occurs while the facts are known and potential witnesses are available. If a

Complainant informs a teacher, principal, Superintendent, or other Corporation-level employee, either orally or in writing, about any complaint of harassment or retaliation, the employee to whom the student reports the complaint must report such information to the Compliance Officer or designee within two (2) business days.

Throughout the course of the process as described herein, the Compliance Officer should keep the parties informed of the status of the investigation and the decision making process.

All formal complaints of unlawful harassment or retaliation must include the following information to the extent it is available: the identity of the individual believed to have engaged in, or be engaging in, offensive conduct/harassment/retaliation; a detailed description of the facts upon which the complaint is based; a list of potential witnesses; and the resolution sought by the Complainant.

If the Complainant is unwilling or unable to provide a written statement including the information set forth above, the Compliance Officer shall ask for such details in an oral interview. Thereafter, the Compliance Officer will prepare a written summary of the oral interview and the Complainant will be asked to verify the accuracy of the reported complaint by signing the document.

Upon receiving a formal complaint, the Compliance Officer will consider whether any action should be taken in the investigatory phase to protect the Complainant from further harassment or retaliation, including but not limited to a change of building or class assignment or class schedule for the Complainant and/or the alleged harasser. In making such a determination, the Compliance Officer should consult the Complainant to assess his/her agreement to any action deemed appropriate. If the Complainant is unwilling to consent any change that is deemed appropriate by the Compliance Officer, the Compliance Officer may still take whatever actions s/he deems appropriate in consultation with the Superintendent and/or Board Attorney.

Within two (2) business days of receiving the complaint, the Compliance Officer or a designee will initiate a formal investigation to determine whether the Complainant has been subjected to offensive conduct/unlawful harassment/retaliation.

Contemporaneously, one of the Compliance Officers or a designee will inform the individual alleged to have engaged in the unlawful harassing or retaliatory conduct, hereinafter referred to as the "Respondent", that a complaint has been received. The Respondent will be informed about the nature of the allegations and a copy of the Board's anti-harassment policy shall be provided to the Respondent. The Respondent also must be informed of the opportunity to submit a written response to the complaint within five (5) business days.

Although certain cases may require additional time, one (1) of the Compliance Officers or a designee will attempt to complete an investigation into the allegations of harassment or retaliation within fifteen (15) business days of receiving the formal complaint.

The investigation will include:

- A. interview(s) with the Complainant;
- B. interview(s) with the Respondent;
- C. interviews with any other witnesses who may reasonably be expected to have any information relevant to the allegations; and

- D. consideration of any documentation or other information, presented by the Complainant, Respondent, or any other witnesses that is reasonably believed to be relevant to the allegations.

At the conclusion of the investigation, the Compliance Officer or the designee shall prepare and deliver a written report to the Superintendent that summarizes the evidence gathered during the investigation and provides recommendations based on the evidence and the definition of unlawful harassment as provided in Board policy and State and Federal law as to whether the Complainant has been subjected to unlawful harassment or retaliation. The Compliance Officer's recommendations must be based upon the totality of the circumstances, including the ages and maturity levels of those involved. In determining if discriminatory harassment or retaliation occurred, a preponderance of the evidence standard will be used (i.e., it is more likely than not that unlawful harassment or retaliation occurred).

The Compliance Officer may consult with the Board's legal counsel before finalizing the report to the Superintendent.

Absent extenuating circumstances, within five (5) business days of receiving the report of the Compliance Officer or the designee, the Superintendent must either issue a decision regarding whether the complaint of harassment has been substantiated or request further investigation. A copy of the Superintendent's decision will be delivered to both the Complainant and the Respondent.

If the Superintendent requests additional investigation, the Superintendent must specify the additional information that is to be gathered, and such additional investigation must be completed within five (5) business days. At the conclusion of the additional investigation, the Superintendent must issue a written decision as described above.

A Complainant or respondent who is dissatisfied with the decision of the Superintendent may appeal through a signed written request to the Board of Trustees within five (5) business days of his/her receipt of the Superintendent's final decision.

If the Superintendent is the Respondent, the appeal process will skip the review by the Superintendent and move directly to the Board. In such circumstances, the Compliance Officer, or the designee, shall prepare and deliver a written report to the Board that summarizes the evidence gathered during the investigation and provides recommendations based on the evidence and the definition of unlawful harassment/retaliation as provided in Board policy and State and Federal law as to whether the Complainant has been subjected to unlawful harassment or retaliation.

The Board shall meet with the concerned parties and their representatives within twenty (20) business days of the receipt of a written request to appeal. At this meeting, the parties have the right to present evidence, including testimony and/or exhibits, to the Board in support of their position. A copy of the Board's disposition of the appeal shall be sent to each concerned party within ten (10) business days of this meeting. The decision of the Board will be final.

The Board reserves the right to investigate and resolve a complaint or report of unlawful harassment/retaliation regardless of whether the member of the Corporation community or third party alleging the unlawful harassment/retaliation pursues the complaint. The Board also reserves the right to have the formal complaint investigation conducted by an external person in accordance with this policy or in such other manner as deemed appropriate by the Board or its designee.

The Complainant and the Respondent may be represented, at his/her own cost, at any of the above-described meetings/hearings.



The right of a person to a prompt and equitable resolution of the complaint shall not be impaired by the person's pursuit of other remedies such as the filing of a complaint with the Office for Civil Rights or the Indiana Civil Rights Commission, or the filing of a concurrent criminal complaint. Use of the complaint procedures is not a prerequisite to the pursuit of other remedies. Furthermore, the complaint must be investigated even if a separate investigation is being conducted by another agency, including but not limited to the local police department.

### **Privacy/Confidentiality**

The Corporation will employ all reasonable efforts to protect the privacy of the Complainant, the Respondent(s) (that is the individual(s) against whom the complaint is filed), and the witnesses to the extent possible, consistent with the Corporation's legal obligations to investigate, to take appropriate action, and comply with any discovery or disclosure obligations.

All records generated under the terms of this policy shall be maintained as confidential to the extent permitted by law. Confidentiality, however, cannot be guaranteed.

All Complainants proceeding through the formal investigation process should be advised that their identities may be disclosed to the Respondent(s).

During the course of a formal investigation, the Compliance Officer or his/her designee will instruct all members of the Corporation community and third parties who are interviewed about the importance of maintaining confidentiality. Any individual who is interviewed as part of a harassment investigation is expected not to disclose any information that s/he learns or that s/he provides during the course of the investigation. In accordance with the Board's records retention policy and student records policy, the Compliance Officer will maintain all records created as a part of an investigation of a complaint of unlawful harassment/retaliation occurring in the Corporation's employment opportunities, programs and/or activities, or, if initially occurring off Corporation grounds or outside the Corporation's employment opportunities, programs and activities, affecting the Corporation environment. (See Policy [8310](#) – Public Records and/or Policy [8330](#) – Student Records)

### **Remediation**

In cases where the complaint investigation results in a finding that the allegation of unlawful harassment/retaliation is substantiated, action must be taken by the Compliance Officer to remedy the past effects of such unlawful harassment/retaliation on a student. This may include but is not limited to providing a contact person to monitor the student, providing tutoring to the student, allowing the student to retake tests or assignments, and counseling.

### **Sanctions and Monitoring**

The Board shall vigorously enforce its prohibitions against unlawful harassment/retaliation by taking appropriate action reasonably calculated to stop the harassment and prevent further such harassment.

While observing the principles of due process, a violation of this policy may result in disciplinary action up to and including the discharge of an employee or the suspension/expulsion of a student. All disciplinary action will be taken in accordance with applicable State law and the terms of the relevant collective bargaining agreement(s), if any. Any discipline of students with disabilities will be in accordance with the Individuals with Disabilities Education Act ("IDEA") and the Federal and State regulations implementing the IDEA.

When imposing discipline, the Superintendent shall consider the totality of the circumstances involved in the matter, including the ages and maturity levels of those involved. In those cases where unlawful harassment is not substantiated, the Board may consider whether the alleged conduct nevertheless warrants discipline in accordance with other Board policies, consistent with the terms of the relevant collective bargaining agreement(s), if any, and with Federal and State laws and regulations.

All sanctions imposed by the Board and/or Superintendent shall be reasonably calculated to end such conduct, prevent its recurrence, and remedy its effects. Prior sanctions imposed on the Respondent(s) for similar past conduct shall be considered in determining the appropriateness of the sanction(s) imposed for the present conduct.

### **Retaliation**

Any act of retaliation against a person who has made a report, filed a complaint alleging unlawful harassment, or participated as a witness in a harassment investigation is prohibited.

Specifically, the Board will not discriminate/retaliate against, coerce, intimidate, threaten, or interfere with any individual because the person opposed any act or practice of unlawful harassment, or because that individual made a charge, testified, assisted or participated in any manner in an investigation, proceeding, or hearing pertaining to unlawful harassment, or because that individual exercised, enjoyed, aided or encouraged any other person in the exercise or enjoyment of any right granted or protected by Federal or State laws.

Individuals found to have engaged in retaliation shall be subject to disciplinary action, up to and including termination of employment or expulsion from school.

### **Allegations Constituting Criminal Conduct: Child Abuse/Sexual Misconduct**

State law requires any teacher or school employee who knows or suspects that a child under the age of eighteen (18) is a victim of child abuse or neglect to immediately report that knowledge or suspicion to the Department of Child Services, Office of Child Protective Services. If, during the course of a harassment investigation, the Compliance Officer or a designee has reason to believe or suspect that the alleged conduct reasonably indicates abuse or neglect of the Complainant or the alleged victim, a report of such knowledge must be made in accordance with State law and Board Policy.

If the Compliance Officer or a designee has reason to believe that the Complainant has been the victim of criminal conduct as defined under State law, such knowledge should be reported to local law enforcement. Any reports made to Child Protective Services or to local law enforcement shall not terminate the Compliance Officer's or a designee's obligation and responsibility to continue to investigate a complaint of harassment.

While the Compliance Officer or a designee may work cooperatively with outside agencies to conduct concurrent investigations, in no event shall the harassment investigation be inhibited by the involvement of outside agencies.

### **Education and Training**

In support of this Anti-Harassment Policy, the Board promotes preventative educational measures to create greater awareness of unlawful discriminatory practices. The Compliance Officers will oversee training of Corporation employees and students so that they understand their rights and responsibilities under Federal and State law and are informed of the Board's policies and practices with respect to fully implementing and complying with the requirements of Federal and State law. All training regarding the Board's policy and administrative guidelines and harassment in general will be age and content appropriate.

## **Notice**

Notice of the Board's policy on anti-harassment related to employment practices and the identity of the Compliance Officers will be posted throughout the Corporation, and published in any Corporation statement regarding the availability of employment, in any staff handbooks, and in general information publications of the Corporation as required by Federal and State law and this policy.

## **IMMUNIZATIONS**

The School Board requires that all students be properly immunized against whooping cough, poliomyelitis, measles, diphtheria, rubella (German measles), tetanus, mumps, and varicella (chicken pox). Every child who enters kindergarten or grade 1 shall be immunized against hepatitis B. Every student 12 years of age and older shall be immunized against meningitis and required to have a Tdap booster.

The Superintendent shall require parents to furnish to their child's school, no later than the first day of school after enrollment, a written statement of the child's immunization accompanied by a physician's certificate or other documentation. Students whose parents do not provide the required documentation by the opening day of school may be admitted to school provided the documentation is received within twenty (20) days and is in accord with the Superintendent's administrative guidelines on immunization. If the student remains unimmunized at the close of the twenty (20) day period, the Superintendent shall commence expulsion proceedings, unless the parents have filed a religious objection or submitted a physician's statement that the needed immunizations are contra-indicated or provide written documentation of a scheduled appointment to receive the immunizations required.

Information concerning meningococcal disease (meningitis) and its vaccine shall be provided to students and parents at the beginning of the school year by the Superintendent. The information must include information concerning the causes, symptoms and spread of meningococcal diseases and places where parents may obtain additional information and vaccinations for their children. The Superintendent shall consult with the State Department of Education and State Board of Health to develop necessary information and needed materials.

Exemptions to the immunization requirements shall be granted, in accordance with State law, only for medical, religious, or other reasons allowed by the State.

## **USE OF MEDICATIONS**

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

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

Before any prescribed medication or treatment may be administered to any student during school hours, the Board shall require the written prescription from the child's physician accompanied by the written authorization of the parent. This document shall be kept on file in the office of the School Nurse and made available to the

persons authorized to administer medication or treatment. The prescription must be in its original container, labeled with the student's name and exact dosage. At no time is the school to administer a dosage other than that authorized by the physician's prescription.

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

Before any non-prescribed medication or treatment may be administered, the Board shall require the prior written consent of the parent. These documents shall be kept in the office of the School Nurse. Except in the case of authorized self-medication, all forms of medication shall be administered by the Corporation in accordance with the Superintendent's guidelines. No student is allowed to provide or sell any type of over-the-counter medication to another student.

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

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

## **SELF-ADMINISTERED MEDICATION**

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

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

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

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

## **PROHIBITED USE OF NETTLE CREEK SCHOOL PROPERTIES**

The Board of School Trustees of the Nettle Creek School Corporation hereby notifies the public that the use of skateboards, 2-wheeled vehicles, 3-wheeled vehicles, 4-wheeled vehicles, ATVs (All Terrain Vehicles), snow-mobles and go-carts is prohibited upon properties owned by the Nettle Creek School Corporation. The prohibition of such use is effective immediately and applies to any time of day or night and includes but is not limited to any lawns, sidewalks, driveways, grasslands and parking lots.

The prohibition does not extend to automobiles or trucks parked or driven upon or the parking lot areas of school properties during school hours or during school-authorized extra-curricular activities. The prohibition

also does not include tractors or other farm implements that may be driven upon school properties at the direction of Nettle Creek teachers or staff.

The properties to which the prohibited uses are applicable are any and all lands located at the following locations in Hagerstown, Indiana:

1. the Hagerstown Jr-Sr High School, Baker Road
2. the Transportation Garage, Baker Road
3. the Hagerstown Elementary School, Sycamore Street
4. the Athletic Complex, Jones Road
5. the Administrative Office, East North Market Street

The prohibition results from the Board's concern for the safety of those persons who have utilized such skateboards, 2-wheeled vehicles, 3-wheeled vehicles, 4-wheeled vehicles, ATVs (All Terrain Vehicles), snow-mobiles and go-carts upon the lands owned by the School corporation as well as potential for claims of liability against the School Corporation.

Any persons who violate the prohibition will be subject to possible legal action for trespass and vandalism.

Questions regarding the prohibition should be directed to the Superintendent at (765) 489-4543.

## **RELATIONS WITH SPECIAL INTEREST GROUPS**

Any request from civic institutions, charitable organizations, or special interest groups which involves such activities as patriotic functions, contest, exhibits, sales of products to and by students, sending promotional materials home with students, graduation prizes, fund raising, and free teaching materials must be carefully reviewed to ensure that such activities promote student interests without advancing the special interests of any particular group.

It is the policy of the School Board that students, staff members, and Corporation facilities not be used for advertising or promoting the interests of any non-school agency or organization, public or private, without approval of the Board or its delegated representative; and any such approval, granted for whatever cause or group, shall not be construed as an endorsement of said cause or group by this Board.

### **A. Political/Commercial Interests**

All materials or activities proposed by outside political or commercial sources for student or staff used or participation shall be reviewed by the principal on the basis of their educational contribution to part or all of the school program, benefit to students, good taste and no such approval shall have the primary purpose of advancing the name, product, or special interest of the proposing group.

The Board shall permit the use of educational materials, programs, and equipment which contains commercial messages providing the content of such messages and the manner of presentation has been approved by the Superintendent and is in compliance with the Corporation's administrative guidelines.

Outside speakers representing commercial organizations will be welcome only when the commercial aspect is limited to naming the organization represented and the subject matter advances the educational aims of the Corporation.

### **B. Contest/Exhibits**

The Board recognizes that contests, exhibits, and the like may benefit individual students or the Corporation as a whole, but participation in such special activities may not:

1. have the primary effect of advancing a special product, group, or company.
2. make unreasonable demands upon the time and energies of the staff or students or upon the resources of the Corporation;
3. involve any direct cost to the Corporation;
4. interrupt the regular school program; unless the student body as a whole derives benefit from such activities;
5. Cause the participants to leave the School Corporation, unless:
  - a. the Board's Policy 2340 – Field and Other Corporation-Sponsored Trips has been complied with in all aspects;
  - b. the Board has granted special permission;
  - c. the parents of a minor student have granted their permission.

#### C. Distribution/Posting of Literature

No outside organizations or staff member or student representing an outside organization may distribute or post literature on that organization's behalf on Corporation property either during or after school hours without the permission and prior review of the principal.

#### D. Solicitation of Funds

Any outside organization or staff member representing an outside organization desiring to solicit funds on school property must receive permission to do so from the Superintendent.

Permission to solicit funds will be granted only to those organizations or individuals who meet the permission criteria established in the Corporation's administrative guidelines. Solicitation must take place at such times and places and in such a manner as specified in the administrative guidelines. In accordance with Board Policy 5830, no Corporation student may participate in the solicitation without the Superintendent's approval.

The Board disclaims all responsibility for the protection of or the account for, such funds.

Solicited funds are not to be deposited in any regular or special accounts of the Corporation.

A copy of this as well as the relevant administrative guidelines shall be given to any individual granted permission to solicit funds on Corporation property.

This policy does not apply to the raising of funds for Corporation-sponsored or school-sponsored activities.

Any booster club or school-support group that may use students in a fund-raising activity must comply with I.C.4-32-9-34, namely, that not student under the age of eighteen may play, participate in, or sell tickets for any of the following types of fund-raising events – bingo games, charity game nights, raffles, door prizes, fund-raising festivals, activities related to pull tabs, punchboards, tip boards, and the like.

#### E. Prizes/Scholarships

The Board is appreciative of the generosity of organizations which offer scholarships or prizes to deserving students in this Corporation. But, in accepting the offer of such scholarships or prizes, the Board directs that these guidelines be observed:

1. No information either academic or personal shall be released from the student's record for the purpose of selecting a scholarship or prize winner without the permission of the student who is eighteen, or the parents of a student who is younger in accordance with the Board's policy on student records.
2. The type of scholarship or prize, the criteria for selection of the winner, and any restrictions upon it shall be approved by the Superintendent and/or principal.
3. The principal, together with a committee of staff members designated by the principal, may be involved in the selection of the recipient and, if agreeable to the sponsoring organization, the selection shall be left entirely to the principal and staff committee.

#### F. Surveys and Questionnaires

Neither Corporation-related nor non-corporation-related organizations shall be allowed to administer a survey or questionnaire to students or staff unless the instrument and the proposed plan is submitted, in advance, to the Superintendent. If approved in accordance with the Superintendent's criteria, a copy of the results and the proposed manner of the communication are to be provided to the Superintendent for review and approval before they are released.

## **RETENTION**

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

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

Such pattern should coincide with the system of grade levels established by this Board and the instructional objectives established for each.

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

- A. completed the course requirements at the presently assigned grade;
- B. in the opinion of the professional staff, achieved the instructional objectives set for the present grade;
- C. demonstrated sufficient proficiency to permit him/her to move ahead in the educational program of the next grade;
- D. demonstrated the degree of social, emotional, and physical maturation necessary for the successful learning experience in the next grade.

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

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

Following sound principles of child guidance, the Board discourages the skipping of grades.

Hagerstown Elementary looks at several factors when retaining a student. Teachers will complete the “Light’s Retention Scale”, look at classroom performance, date of birth, maturation, test scores, previous retention, parent input, etc. Teachers, administrators, school counselor and parents will work together to make the decision.

## **SAFETY DRILLS**

- A. These drills include fire, tornado, earthquake, and shelter in place.
- B. Drills will be held at regular intervals and are an important safety precaution.
- C. It is essential that when the signal is given, everyone obeys orders promptly.
- D. Written instructions are posted in each classroom.

## **SEARCH AND SEIZURE**

The School Board recognizes its obligation to balance the privacy rights of its students with its responsibility to provide student, faculty, and authorized visitors with a safe, hygienic, and alcohol/drug-free learning environment.

### **A. School Property**

School facilities such as lockers and desks are school property provided for student use subject to the right of the Superintendent and his/her designee to enter the facility as needed and inspect all items in the facility searched. Students shall not have an expectation of privacy in any facility provided by the school and shall not be permitted to deny entry to a Corporation administrator by the use of a lock or other device.

### **B. Student Person and Possession**

Prior to a search of a student’s person and personal items in the student’s immediate possession, consent of the student shall be sought by an administrator. If the student does not consent, such a search shall be permitted based only upon the administrator’s individualized reasonable suspicion to believe that the search will produce evidence of a violation of a law, school rule, or a condition that endangers the safety or health of the student or others. Searches of the person of a student shall be conducted and witnessed by a person of the same gender as the student and shall be conducted in a private place. A searched student’s parent or guardian shall be notified of the search within twenty-four (24) hours if possible.

Searches, pursuant to this policy, shall also be permitted in all situations in which the student is under the jurisdiction of the Board as defined by I.C. 20-8.1-5.1-8.

The Superintendent may request the assistance of a law enforcement agency in implementing any aspect of this policy. Where law enforcement officers participate in a search on school property or at a school activity pursuant to a request from the Superintendent, the search shall be conducted by the law enforcement officers in accordance with the legal standards applicable to law enforcement officers.

### **C. Breath Test Instruments**



Administrators are authorized to arrange for the use of breath-test instruments for the purpose of determining if a student has consumed an alcoholic beverage. It is not necessary for the test to determine blood-alcohol level, since the Board has established a zero tolerance for alcohol use.

#### D. Use of Dogs

The Board authorizes the use of specially-trained dogs to detect the presence of drugs or devices such as bombs on school property under the conditions established in the Superintendent's administrative guidelines.

Anything found in the course of a search pursuant to this policy which constitutes evidence of a violation of a law or a school rule or which endangers the safety or health of any person shall be seized and utilized as evidence if appropriate. Seized items of value shall be returned to the owner if the items may be lawfully possessed by the owner. Seized items of no value and seized items that may not lawfully be possessed by the owner shall be destroyed.

The principal shall promptly record in writing the following information for each search pursuant to this policy:

- A. the information upon which the search was based
- B. the time, date, location, students, or places searched, and persons present
- C. a description of any items seized and its disposition
- D. the time and date of notice to the parent or guardian in the case of a search of the person of a student.

## **SECTION 504 COMPLIANCE PLAN**

The 504 Compliance Plan serves students, parents, employees, applicants for employment, and programs within the Nettle Creek School Corporation.

1. Nettle Creek School Corporation assures students, parents, applicants for employment, and employees that it will not discriminate against any individual with disabilities.
2. Parents/guardians are provided procedural safeguards which are included in "Notice of Disabilities". A copy of this document is available in the Junior/Senior High School and Elementary administrative offices.
3. An impartial hearing and appeal are provided upon request. Procedures are detailed in the "Notice of Parent/Student Rights in Identification, Evaluation and Placement of Individual with Disabilities". A copy of this document is available in the Junior/Senior High School and Elementary administrative offices.
4. Notice to students, parents, employees, and the general public nondiscrimination assurances and parent/student rights and identification, evaluations, and placement will be disseminated annually in the following manner:
  - b. Public service announcement in local newspaper.
  - c. Announcement in parent/student handbook.
  - d. Posted notice in each public school building.
  - e. Notice will be included in the professional handbook of the Corporation employees.
5. Nettle Creek School Corporation has established the following local grievance procedure to resolve complaints of discrimination on the basis of disability:
  - a. An alleged grievance must be filed in writing, fully setting out the circumstances giving rise to the grievance.
  - b. Such claims must be filed with the above named Section 504 Compliance Coordinator.

- c. A hearing will be conducted according to the procedures outlined in the regulation implementing the Family Educational Rights and Privacy Act (FERPA).
  - d. The coordinator will appoint a hearing officer who will conduct the hearing within a reasonable time after the request was received.
  - e. The hearing officer will give the parent, student, or employee reasonable advance notice of the date, time and place of the hearing.
  - f. The hearing will be conducted by an individual who does not have a direct interest in the outcome of the hearing and is knowledgeable about Section 504.
  - g. The hearing officer will give the parent, student, or employee a full and fair opportunity to present evidence relevant to the issues raised. The parent, student, or employee may at their own expense, be assisted or represented by individuals of his/her own choice, including an attorney.
  - h. The hearing officer will make a decision, in writing, and present it to the School Corporation and the grievant within fifteen (15) days after the hearing.
  - i. The decision of the hearing officer will be based solely on the evidence presented at the hearing and shall include a summary of the evidence and the reasons for the decision.
6. The School Corporation will conduct an extensive annual “child find” campaign with the goal to locate and identify all Section 504 qualified individuals with disabilities (ages 0-21) who reside within the attendance boundaries of the School Corporation.
  7. The School Corporation will inform all individuals with disabilities and their parent/guardian (if necessary) of the School Corporation’s responsibilities and procedural safeguards under Section 504, as well as those under the special education rules of the Indiana State Board of Education (Article7) and the Individuals with Disabilities Education Act (IDEA).

## **SECURITY CAMERAS**

THE HAGERSTOWN ELEMENTARY SCHOOL BUILDING AND GROUNDS ARE PROTECTED BY VIDEO SURVEILLANCE. For the safety of our students, staff, parents and community members, cameras are placed throughout the interior and exterior of the building.

## **SERVICES**

### **A. TRANSPORTATION**

It is the policy of the School Board to provide transportation for those students whose distance from their school makes this service necessary. The regulations of the State Department of Education shall govern any question not covered by this policy.

School buses shall be purchased, housed, and maintained by the Corporation for the transportation of resident students between their home areas and the schools of the Corporation to which they are assigned. A school bus is a motor vehicle that is designed and constructed for the accommodation of a least ten (10) passengers and used for the transportation of school children to and from school, school athletic games or contests, and other school functions. The term “school bus” does not include a privately owned automobile with a capacity of not more than five (5) passengers that is used for the purpose of transporting school children to and from school. A special purpose bus is any motor vehicle designed and constructed for the accommodation of more than ten (10) passengers that meets the Federal school bus safety standards except the requirement for stop arms and flashing lights that is used by the School Corporation for transportation purposes not appropriate for school buses.

A special purpose bus may not be used to provide regular transportation of school children (except for persons enrolled in a special program for the habilitation of rehabilitation of developmentally disabled or physically disabled persons) between their residence and the school.

A special purpose bus may be used to transport students and their supervisors, including coaches, managers, and sponsors to athletic, other extracurricular school activities, and field trips.

If the special purpose bus has a capacity of less than sixteen (16) passengers, the operator must hold a valid operator's, chauffeur's or public passenger chauffeur's license. If the special purpose bus has a capacity of more than fifteen (15) passengers, the operator must meet the requirements of the regular school bus driver.

A special purpose bus is not required to be constructed, equipped, or painted as specified for a regular school bus.

Transportation of eligible vocational or special education children between their home areas and schools outside the Corporation shall be arranged through the use of Corporation-owned vehicles, through cooperation with other corporations, through commercial carriers, and/or by other means in the most efficient and economical manner.

Transportation between home area and school will be provided for each resident child attending a State approved nonpublic school within the Corporation on the same basis as public school children.

Vehicle routes shall be established so that an authorized vehicle stop is available within reasonable walking distance of the home of every resident student entitled to transportation services.

1. These rules are designed to promote safety on the school buses at all times, since the safety of all students is our top priority.
2. **SCHOOL BUS TRANSPORTATION IS A PRIVILEGE**
3. If transportation privileges are denied, parents or guardians are responsible for getting the child to and from school.
4. To promote a safe, orderly, efficient, and enjoyable bus ride to and from school the rules listed below must be followed by all students.

**At the bus stop:**

- a. Be on time. Board bus only at your regularly assigned stop, unless special permission is received in advance.
- b. Stay out of the street and away from the road.
- c. Help protect surrounding property while waiting for the bus.
- d. Wait to enter until the bus comes to a full stop, and the door has been opened by the driver. Take your turn and do not push when entering the bus.

**On the bus:**

- a. Always obey the driver promptly and respectfully.
- b. Be seated promptly and stay in assigned seat.
- c. Keep all books and materials on your lap or contained in a pack or bag.
- d. Be courteous and use no profane language.
- e. Speak in low tones.
- f. Never push, shove, scuffle, or horseplay.
- g. Keep all belongings including head, hair, hands, and feet inside the bus and to yourself.
- h. Never smoke.
- i. Never fight.
- j. Never throw objects inside or outside the bus.

- k. Never eat or drink on the bus.
- l. Treat bus seats and equipment with care and respect. (Any damage done to school property will be paid for by the individual causing the damage.)
- m. Keep the bus clean and orderly.

**Leaving the Bus:**

- a. Leave the bus only at your regularly assigned stop, unless special permission is received in advance.
- b. Wait to leave until the bus comes to a full stop, and the door has been opened by the driver. Take your turn and do not push when leaving the bus.
- c. Once off, clear the area immediately. If crossing the street/road, look both ways before crossing in front of the driver, then walk quickly across the street/road.
- d. Students wishing to ride the bus with a friend must have a written permission from their parents to do so. The principal must also initial the parent's note before the student presents the note to the bus driver.
- e. If a student is to alter his/her regular mode of transportation home, this must be cleared by a written note, initialed by the principal, in advance of his/her departure. Without such clearance, children will be expected to continue their customary procedure. Please be sure these arrangements are made as early as possible. Phone calls to school at the last minute can cause confusion and children going home to an empty house. Parents should never contact (via phone, text, email, etc.) the bus driver directly in order to arrange transportation. All communication should go through the school office.

**B. FOOD SERVICES**

The School board shall provide cafeteria or serving facilities in all schools where space and facilities permit, and will provide food service for the purchase and consumption of lunch for all students.

Lunches sold by the school may be purchased by students and staff members and community residents in accordance with the procedures established by the Superintendent.

The operation and supervision of food-service program shall be the responsibility of the Superintendent. Food services shall be operated on a self-supporting basis with revenue from students, staff, Federal reimbursement, and surplus food. The Board shall assist the program by furnishing available space, initial major equipment, and utensils.

A periodic review of the food-service accounts shall be made by the State Board of Accounts. Any surplus fund from the National School Lunch Program shall be used to reduce the cost of the services to students or to purchase cafeteria equipment. Surplus funds from a-la-carte foods may accrue to the food service program.

No foods or beverages, other than the associated with the Corporation's food-service program, are to be sold during food-service hours. The Corporation shall serve only nutritious food as determined by the Food Service Department and shall not purchase with food service funds and shall not serve, in any food-service area during meal-serving hours, carbonated beverages, water ices, chewing gum, hard candy (including breath mints and cough drops), jellies and gums, marshmallow candies, fondant (creamy sugar candy), licorice, spun candy, and candy-coated popcorn. Foods and beverages unassociated with the food-service program may be vended in accordance with Board Policy 8540.

The Superintendent shall ensure a wholesome, nutritious food-service program in the schools of the Corporation and one which reinforces the concepts taught in the classrooms.

- 1. Lunch Program:

- a. The school participates in the National School Lunch Program and provides reimbursable lunches daily.
  - b. A monthly menu is sent home each month in Friday folders and is available on the school website.
  - c. Money for lunches may be sent in and placed in a student's lunch account. Payment is preferred to be received on Monday.
  - d. The student may bring a lunch or buy lunch and eat in the cafeteria.
  - e. **We discourage charging lunches.** Parents of students who have accumulated 10 meal charges will be contacted for either money or a meal. If the call is unsuccessful, then the child will be offered milk and a peanut butter sandwich.
  - f. If a family is financially unable to pay for the lunch, parents are encouraged to apply for free or reduced price lunches. This can be done anytime throughout the school year.
  - g. Those students bringing their lunch may purchase either white, strawberry, vanilla, or chocolate milk. Carbonated beverages are not allowed.
  - h. If a student's lunch account falls to a negative balance a notice will be sent home with the child on the following Friday.
2. Breakfast Program:
    - a. Will follow the same guidelines as the National School Lunch Program.
    - b. Breakfast is provided for all students at no cost from 7:45 to 8:05 a.m. in their homeroom classroom.

### **C. LOST AND FOUND**

1. Students losing articles should check their classrooms and other places where the article could have been left as well as the lost and found box.
2. Articles found should be turned into the teacher or placed in the lost and found box.
3. Students are encouraged to write their names in their jackets and lunchboxes.
4. Lost and found articles will be displayed periodically during the school year in the cafeteria.
5. Lost articles not claimed at the end of each grading period will be given to charitable organizations.

### **D. BULLETINS, NOTICES, AND CALENDARS**

1. Important papers are generally sent home in the Friday Folders. However, there are times where due to unforeseen circumstances, notices must be sent home through the week.

### **E. CLINIC**

The purpose of school health services is to maintain and improve the health and well-being of our students and staff. We work toward controlling communicable diseases, providing emergency care, conducting state mandated screenings and programs, maintaining immunization records, assessing and evaluating for health deficiencies and recommending treatment when appropriate. We are willing to counsel students, their families, and our staff on a variety of issues related to their health.

#### **Immunizations**

1. Indiana law requires that every child must be immunized against diphtheria, whooping cough, tetanus, polio, measles, mumps and rubella. Students in all grades must have had two measles vaccinations.
2. Children entering kindergarten and first grade are required to have:
  - 5 doses of DPT or DTaP; 4 doses are acceptable if fourth dose is administered on or after the fourth birthday
  - 4 doses of polio vaccine; 3 doses are acceptable if the third dose is administered on or after the fourth birthday

- 2 doses of measles vaccine
  - 1 dose of rubella vaccine
  - 1 dose of mumps vaccine
  - 3 doses of hepatitis B vaccine
  - 2 dose of varicella (chicken pox) or a statement indicating the month and year the child had the chicken pox disease
3. Children 12 years of age and older are required to have
    - 1 dose of MCV\$ (Meningitis vaccine)
    - 1 dose of Tdap booster
    - 2<sup>nd</sup> dose of varicella (chicken pox) or a statement indicating the month and year the child had the chicken pox disease.
  4. The law does provide for exemption from immunization for those children who show a physician's statement indicating the child cannot receive the immunization because of health reasons and for those children whose parents present the School with a written statement objecting to the immunizations for religious reasons. The request for exemption must be filed annually. **(IC 20-8.1-7-2.5)**
  5. Any student who does not meet the state immunization requirements may be excluded from school until the requirement is met.
  6. All students' immunization information shall be entered in the Indiana State Department of Health's Children and Hoosiers Immunization Registry Program (CHIRP). The State requirement does provide for exemption by the parents providing a written statement of objection to the data entry. The request for exemption must be filed annually.
  7. The following services are included in our health program:
    - a. Yearly screening test for visual acuity in grades 1 and 3. (We follow recommendations made by the Indiana State Board of Health.)
    - b. Parents are called if their child seems ill. Parents must provide transportation home from school for their children. Children will remain in the nurse's office until picked up by the parent/guardian.
    - c. In the case of an emergency involving your child, the school nurse or designated personnel will render first aid treatments while contacting the parents for further instructions. Only after reasonable efforts (e.g. phone calls and/or home visits) to reach the parent without success will we call 911.
    - d. Medical history is kept on file on all children at Hagerstown Elementary. Please keep the school nurse informed as to any medical illness or problems and immunization updates of the student.
    - e. Please report any contagious diseases like chicken pox, pink eye, ringworm, scabies, impetigo, or head lice to the school nurse.
    - f. We are open to having you contact the nurse at any time you desire information or have a question regarding health services.
    - g. **The school nurse, however, will not give medical attention to injuries that occur at home except on an emergency basis.**

### **Head Lice – Bed Bugs**

1. On occasion, cases of head lice occur particularly among early elementary age children. Parents/Guardians have the ultimate responsibility to ensure that their children are lice free. Weekly checks at home can prevent children from spreading lice among classmates.
2. Students with live lice are not permitted in school. One day of excused absence is allowed. Parents must accompany the child when returning to school. **Children having been absent from school for lice shall be rechecked when returning to school.** School staff can provide parents treatment information.
3. Parents are to notify the school when Bed Bugs are found in the home. The parents shall be provided a copy of the school Bed Bug policy. The school Bed Bug policy will be followed until the situation is eradicated.

4. When Bed Bugs are found in the school setting, the parents of the involved student will be notified and the school Bed Bug policy will be followed. The parents are to contact the school when the situation has been eradicated.

## **F. PUBLIC ADDRESS ANNOUNCEMENTS**

1. Notices of club meetings, athletic and social events, general information and specific instructions are announced over the public address system each morning.
2. Announcements to be read must be turned in to a school secretary prior to the opening of school (8:00am).
3. Announcements will be made at 8:10 a.m.
4. Other interruption(s) of classes will be only in an emergency.
5. Please **DO NOT CALL** just before dismissal time and ask that a message be delivered to your child or for an announcement to be made.
6. Individuals/organizations wishing to have flyers sent home with students must have them approved with the building principal and must provide the appropriate number of flyers to be distributed in sets of 25 each. Only those organizations with a non-profit status or offering activities in conjunction with Hagerstown Elementary will be permitted to send home flyers.

## **G. HAGERSTOWN ELEMENTARY PTO**

1. Parent-Teacher Organization meetings are held throughout the year, the second Tuesday of each month.
2. All parents are urged to support the PTO and will be provided information throughout the school year.

## **H. RESPONSE TO INSTRUCTION (RTI)**

Authority: IC 20-1-1-6; IC 20-1-6-14

Affected: IC 20-1-6

Each public school corporation shall have a written formal system that provides general education intervention procedures for students whose classroom performance is adversely affecting educational outcomes. The system shall be implemented at the building level and shall include the following:

1. The criteria to be used by general education teachers, parents, building administrators, specialists, or students to determine the need for interventions for a student.
2. A procedure to be followed to request formal assistance including the information needed for review of the student's difficulties.
3. A process to be used to review requests for assistance and design intervention procedures, as appropriate, including the types of personnel to be involved.
4. The general education intervention procedure shall not preclude or delay an educational evaluation if:
  - a. the nature of the severity of the student's learning problems, or suspected or known
  - b. disability is such that general education intervention is considered to be of no benefit; or
  - c. the parent has requested an education evaluation and does not elect to withdraw or hold that request in abeyance.
  - d. the nature of the severity of the student's learning problems, or suspected or known
  - e. disability is such that general education intervention is considered to be of no benefit; or
  - f. the parent has requested an education evaluation and does not elect to withdraw or hold that request in abeyance.

5. The date a request for intervention is received by the principal or principal’s designee is the beginning of a twenty (20) instructional day period during which the following shall occur:
  - a. The request shall be reviewed by persons designated by the principal or principal’s designee and the student’s general education teacher in attendance.
  - b. A determination shall be made by those persons whether intervention in the general classroom are appropriate to pursue.
  - c. If general education intervention is deemed appropriate, the intervention shall be designed and implemented.
  - d. If general education intervention is not appropriate, procedures for obtaining parental consent for an educational evaluation shall be initiated.
6. School personnel are not required to notify a student’s parent that generalized observation of the student in the course of the student’s daily school activities prior to or during the implementation of general education intervention procedures by school personnel may or will occur.
7. The design of the general education intervention strategies shall include specific timelines for implementation in the classroom and the review of the results of those strategies. At the end of the specified period of time, if the interventions have not produced a desirable change in the student’s educational progress, one (1) of the following shall occur:
  - a. The interventions will be redesigned and implemented for another specified period.
  - b. The parent will be asked to consent to an educational evaluation.
8. The building principal or the principal’s designee shall notify the parent in writing prior to the initiation of general education intervention of the following:
  - a. The types of interventions to be used and the reasons for the interventions.
  - b. The timelines established for implementation and review of the interventions.
  - c. The parent’s right to meet with the persons involved in the interventions.
  - d. The parent’s right to initiate a formal request for an educational evaluation (State Board of Education; 511 IAC 7-10-2)

## **WELLNESS COMMITTEE**

Nettle Creek School Corporation has a comprehensive Wellness policy (#8510) that guides our schools. Components of the Wellness policy include the areas of nutrition education, food services, physical education including curriculum and instruction guidelines, physical activity guidelines with objectives to enhance student health and well-being. The Wellness Committee regularly reviews the Wellness policy for revisions and assists in evaluating its implementation.

## **STUDENT TIME SCHEDULE**

<u>Grade</u>	<u>Bus Arrival</u>	<u>Tardy Bell</u>	<u>Dismissal</u>
Kindergarten	7:45 AM	8:05am	2:40pm- Bus riders will be escorted to buses. Walkers & Students picked-up in front - dismissed out Kindergarten (North) Exit. Circle Drive Students escorted to Circle Drive Exit.
Grades 1- 6	7:45 AM	8:05am	2:40pm - Walkers & Students picked-up in front - dismissed out Kindergarten (North) Exit. <u>All</u> Circle Drive Students dismissed 2:45pm- Grades 1-6 Bus Riders dismissed

Students should not be dropped off at school prior to 7:40am. Students **are not** permitted in the building before 7:45am. Teachers may have obligations prior to the 7:45am arrival time and are not scheduled to be in their classroom until 7:45am. Parents wishing to speak to a teacher should contact the teacher to schedule an appointment. Students **are** permitted to wait in the entrance way between doors until buses have been released.



## STUDENT RECORDS

In order to provide appropriate educational services and programming, the School Board must collect, retain, and use information about individual students. Simultaneously, the Board recognizes the need to safeguard student's privacy and restrict access to student's personally identifiable information.

The Board also authorizes the collection of other student information including, but not limited to;

- A. observation and ratings of individual students by professional staff members acting within their sphere of competency
- B. samples of student work
- C. information obtained from professionally acceptable standard instruments of measurement such as interest inventories and aptitude tests, vocational preference inventories, achievement tests, and/or standardized intelligence tests.
- D. authenticated information provided by a parent or eligible student concerning achievements and other school activities which the parent or student wants to make a part of the record
- E. verified reports of serious or recurrent behavior patterns
- F. rank in class and academic honors earned
- G. psychological tests
- H. custodial arrangements

In all cases, permitted, narrative information in student records shall be objectively-based on the personal observation or knowledge of the originator.

Student records shall be available only to students and their parents, eligible students, designated school officials and designated school personnel, who have a legitimate educational interest in the information, or to the other individuals or organizations as permitted by law. The term "parents" includes legal guardians or other persons standing in loco parentis. The term "eligible student" includes any student who is eighteen years of age or older, or who is enrolled in a postsecondary institution regardless of his/her age.

In situations in which a student has both a custodial and a noncustodial parent, both shall have access to the student's education records unless stated otherwise by court order. In the case of a eligible student, that is a student who is eighteen years of age or older, parents will be allowed access to the records without the student's consent, provided the student is considered a dependent under Section 152 of the Internal Revenue Code.

"Legitimate educational interest" shall be defined as a "direct or delegated responsibility for helping the student achieve one or more of the educational goals for the Corporation" or the record is necessary in order for school official to perform an administrative, supervisory or instructional tasks or to perform a service or benefit for the student or the student's family as defined in the Corporation administrative guidelines.

The Board authorizes the administration to:

- A. forward student records including any suspension and expulsion action against the student, on request to a school or school corporation in which a student of this Corporation seeks or intends to enroll upon condition that the student's parents be notified of the transfer, receive a copy of the record if desired, and have an opportunity for a hearing to challenge the content of the record;
- B. provide "personally-identifiable" information to appropriate parties in connection with an emergency if such knowledge is necessary to protect the health and safety of the student or other individuals;
- C. request each person or party requesting access to a student's record to abide by the Federal regulations concerning the disclosure of information to a third party;

D. disclose or report education records to state/local juvenile agency when the disclosure or reporting relates to the ability of the juvenile justice system to serve, before adjudication, the student whose records are being released; and the juvenile justice agency receiving the information certifies, in writing, that the agency or individual receiving the information has agreed not to disclose it to a third party, other than another juvenile justice agency, without the consent of the child's parent, guardian, or custodian.

A disclosure or reporting of educational records concerning a child who has been adjudicated as a delinquent child shall be treated as related to the ability of the juvenile justice system to serve the child before adjudication if the agency provides documentation to the School Corporation that the agency seeks the information in order to identify and intervene with the child as a juvenile at risk of delinquency rather than to obtain information solely related to the supervision of the child as an adjudicated delinquent child.

The juvenile court may grant a school access to all or a portion of the juvenile court records of a child who is a student at the school if the Superintendent submits a written request establishing that the juvenile court records are necessary for the school to serve the educational needs of the child whose records are requested or to protect the safety or health of a student, an employee, or a volunteer at the school.

The school shall keep the records confidential. However, the confidentiality order does not prohibit the school from forwarding the juvenile records to another school or a person if a parent, guardian, or custodian of the child consents to the release of the juvenile court records to the person.

The Corporation will comply with a legitimate request for access to a student's records within a reasonable period of time but not more than forty-five (45) days after receiving the request. Upon the request of the viewer, a record shall be reproduced, unless said record is copyrighted, and the viewer may be charged a fee equivalent to the cost of handling and reproduction. Based upon reasonable requests, viewers of educational records will receive explanation and interpretation of the records.

The Corporation shall maintain a record of those persons to whom information about a student has been disclosed. Such disclosure records will indicate the student, person viewing the record, information disclosed, date of disclosure, and date parental/eligible student consent was obtained.

Only "directory information" regarding a student shall be released to any person or party, other than the student or his/her parent, without the written consent of the parent; or, if the student is an eligible student, the written consent of the student, except those persons or parties stipulated by the Corporation's policy and administrative guidelines and/or those specified in the law.

## **SUSPENSION AND EXPULSION OF STUDENTS**

The School Board recognizes that removal from the educational programs of the Corporation, whether by suspension or expulsion, is the most severe sanction that can be imposed on a student in this Corporation and one that cannot be imposed without due process since removal deprives a child of the right to an education.

No student is to be suspended and/or expelled from an activity, program, or a school unless his/her behavior represents misconduct or substantial disobedience while the student is on school grounds immediately before or during school hours, or immediately after school hours, or at any other time when the school is being used by a school group; off school grounds at a school activity, function, or event, or traveling to or from school or a school activity, function, or event.

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

A Student Code of Conduct, approved by the Board, shall specify the procedures to be followed by school officials when administering this policy. In addition to the procedural safeguards and definitions set out in this policy and the student/parent handbook, the procedures set forth in Policy 2461 shall apply to students identified as disabled under IDEA.

The following definitions apply:

A. "Suspension" shall be the temporary removal of a student by the school principal from the Corporation's program for a period not to exceed ten (10) school days. A student may be suspended for a longer period of time in accordance with the provisions of I.C. 20-8.1-5

.1-16 pending expulsion.

B. "Expulsion" shall be the removal of a student from the schools of this Corporation for a period not to exceed the number of school days remaining in the school year in which the incident took effect, if the incident occurs during the first semester. If the incident occurs in the second semester, the Superintendent may expel the student for the remainder of the current school year, summer school, and the first semester of the next school year in accordance with the provisions of I.C. 20-8.1-5.1-14.

Any student who brings a firearm, as defined in I.C. 35-47-1-5, or a destructive device, as defined in I.C. 35-47.5-2-4 to school or onto school property or at a school-related activity or is in possession of a firearm shall be expelled for at least one (1) calendar year unless the Superintendent reduces the punishment for reasons justified by the particular circumstances of the incident.

If the student brings a deadly weapon as defined in I.C. 35-41-1-8 onto Corporation property or is found to possess a deadly weapon on Corporation property or at a school related activity, s/he may be expelled for a period of not more than one(1) calendar year. The Superintendent shall notify the law enforcement agency designated by the Prosecuting Attorney immediately when a student possesses a firearm, destructive device, or deadly weapon on school property or at a school-related activity.

The Superintendent shall ensure that a copy of this policy is sent to the State Department of Education as well as a description of the circumstances surrounding any expulsions for the above-stated firearms or weapons offense together with the name of the school, the number of students so expelled, and the types of firearms or weapons that were brought on Corporation property. (20 U.S.C. 3351)

An appeal to an expulsion shall be submitted to the Board.

The in-school suspension program helps to keep student in school and allows student to continue their class work away from the normal classroom. In rare instances, students may be assigned an Out of School Suspension. Students will be helped with their self-image and to develop a more positive attitude. Hopefully, this will help to prevent or to minimize non-productive behavior.

1. Students will be assigned to the in-school suspension room from one(1) to five (5) days at a time. Students may be placed in the in-school suspension room for one or more periods per day when appropriate.
2. Assignments will be provided by the teacher for the number of days assigned.
3. Assignments completed while in the in-school suspension room will count.

4. Student may be assigned additional days if he/she does not complete assignments satisfactorily or if they arrive late to the in-school suspension room.
5. Students in the in-school suspension room will not attend convocations, recess, etc. unless special permission is granted by the administration.
6. **Students assigned to the in-school suspension room or out of school suspension will not be permitted to participate in any athletic/extracurricular activity on the day(s) of the suspension. A student who is assigned to the in-school suspension room or out of school suspension on Friday as well as Monday shall not be permitted to attend any extra-curricular or athletic activities during that weekend or on those days of assignment to the in-school suspension room.**

## TELEPHONE

- A. Calls made from the school by the student must be approved by the homeroom teacher or the teacher in charge at the time.
- B. Permission will be restricted to calls of an emergency nature.
- C. It is important that classroom interruptions be kept to a minimum.
- D. No calls will be put through to teachers during teaching time. You will be offered the opportunity to leave a voicemail message for the teacher.
- E. Students will not be called out of class to answer phone calls. Messages will be delivered in cases of emergency.

## TOWN STUDENTS—TO AND FROM SCHOOL

- A. All students are to cross at the stop light (crossing guard location) in front of the school only.
- B. There should be no crossing in the middle of the street.
- C. Student drop-off and pick-up is located in the back of the Elementary building around the circle drive.
- D. Cars will not be permitted to pass through the front parking lot between the times of 7:30 am – 8:00am and 2:30pm – 3:00pm.
- E. Bicycles:

The School Board regards the use of bicycles for travel to and from school by students as an assumption of responsibility on the part of those students; a responsibility in the care of property, in the observation of safety rules; and the display of courtesy and consideration toward others.

The Board will permit the use of bicycles by students in grade three (3) and above and in accordance with the rules of the Corporation.

The Board will not be responsible for bicycles which are lost, stolen, or damaged.

1. Students should park the bikes at the bicycle rack.
2. All students should have a bicycle lock and use it.
3. Students are not allowed to ride their bicycles on the school sidewalk(s).
4. **A note from parents giving their children permission to ride bicycles must be sent to the school at the start of each school year.** This will be kept on file for the entire year.

## TRANSFER OUT OF THE SCHOOL CORPORATION

In the case of a request for transfer to another corporation by a student who has settlement, if the transferor school corporation fails to act on the transfer request within thirty (30) days after the request is received, the

transfer is considered approved. If a transfer is denied on appeal, it may be taken to the State Board of Education by the requesting parents, or student, if perfected within ten (10) days after denial.

## **USE OF SCHOOL FACILITIES**

The Board of School Trustees recognizes that school building and facilities are provided for the purpose of carrying on a program of education for the boys and girls of the community. At times facilities are not being used by the school for instructional purposes and can be available for use by other community groups and organizations. It is the intent of the Board of school trustees to extend to the people of the community the use of the buildings and facilities of the school system for education and recreational purposes.

Since it is a policy to raise money through taxation for the operation of the schools educational program only, the Board may find it necessary to charge a fee for the use of the building by local organizations. Charges made for the building use will be for the purpose of helping defray the expenses involved in the use of lights, heat, custodial services, and other expenses involved in utilization and maintenance of a school building.

The necessity for the presence of a custodian or school representative is left to the discretion of the Principal or his/her designee. During each use of a school building as proved for herein, The Principals' responsibility and control shall continue and s/he shall take those measures applicable and necessary to endure full conformity to rules and ordinances promulgated by the Board and State of Indiana with respect to such facility utilization.

Any community organization or group desiring to use a school building shall make application to the office of the respective building principal. In approving application, preference will be given to school sponsored groups or activities.

## **AHERA NOTIFICATION**

### **ASBESTOS**

In its efforts to comply with Asbestos Hazard Emergency Response Act (AHERA), the Board recognizes its responsibility to:

- A. inspect all Corporation buildings for the existence of asbestos or asbestos-containing materials;
- B. take appropriate actions based on the inspections;
- C. establish a program for dealing with friable asbestos, if found;
- D. maintain a program of periodic surveillance and inspection of facilities or equipment containing asbestos;
- E. comply with EPA regulations governing the transportation and disposal of asbestos and asbestos-containing materials.

The Superintendent shall appoint a person to develop and implement the Corporation's Asbestos-Management Program which will ensure proper compliance with Federal and State laws and the appropriate instruction of staff and students.

The Superintendent shall also ensure that, when conducting asbestos abatement projects, each contractor employed by the Corporation is licensed pursuant to the Indiana Department of Health Regulations.

Nothing in this policy should be construed in any way as an assumption of liability by the Board for any death, injury, or illness that is the consequence of an accident or equipment failure or negligent or deliberate act beyond the control of the Board or its officers and employees.

## **VISITORS AND VOLUNTEERS**

The School Board welcomes and encourages visits to school by parents, other adult residents of the community, and interested educators. 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 assistance from the local law enforcement agency whatever assistance is required to remove the individual.

The Superintendent shall promulgate such administrative guidelines as are necessary for the protection of students and employees of the Corporation from disruption to the educational program or the efficient conduct of their assigned tasks.

Rules regarding entry of persons other than students, staff, and faculty upon school grounds or premises shall be posted conspicuously at or near the entrance to such grounds or premises if there are no formal entrances, and at the main entrance to each school building.

**Visitor** – an audience member that comes for a program/performance and then leaves.

**Volunteer** – an individual who is requested to provide a service during school hours (8:05 – 2:45).

- A. All Volunteers must pass a Limited Criminal History Check.
- B. Please make the teacher aware of your willingness and interest in coming in to volunteer in the classroom. The classroom teacher will contact you when help is needed.
- C. Just as a parent wants to know who is in his/her home, the administrator wants to know who is visiting in the building. **All Visitors and Volunteers MUST sign in at the front office. You will receive a badge to identify that you have signed in.**
- D. For safety reasons, all doors to the building will be locked from 8:05am to 2:45pm with the exception of the front main entrance on Sycamore Street. All visitors must enter through the main Sycamore Street entrance.
- E. Children who are not regularly enrolled are not permitted to visit unless accompanied by their parent(s).
- F. Young children should not accompany parents during classroom volunteer time.

## **PEST CONTROL AND USE OF PESTICIDES**

The Corporation is committed to providing a safe environment for students. It seeks to prevent children from being exposed to pests and pesticides. While pesticides protect children from pests that may be found in the school and its surrounding grounds, under some circumstances they may pose a hazard to children. Therefore,

pest control practices may involve a variety of chemical and non-chemical methods that are designed to control pests effectively while minimizing potential pesticide exposure.

The Corporation will:

- A. annually inform parents and staff members of the Corporation's pest control policy at the time of student registration by a separate memorandum or as a provision in the staff and/or student handbook;
- B. provide the name and phone number of the person to contact for information regarding pest control;
- C. maintain a registry of parents, guardians, and staff members who want to receive advance notice of all pesticide use, and, provide such notice at the start of each school year and during the school year when a student enrolls in or transfers into a school;  
The Corporation's notice at the start of each school year shall invite parents, guardians, and staff members to be added to the pesticide notification list, and the Corporation shall permit a person to be added to the registry at any time upon their request.
- D. provide notice of planned pesticide applications to parents and employees who have requested advance notice;
- E. maintain written/printed/electronic records for two (2) years of any pesticide applications, and make these records available to anyone for inspection and copying upon request.

The Corporation will provide notice to those in the registry at least forty-eight (48) hours prior to the date and time the pesticide application is to occur unless an emergency is declared. The notice will include the date and time of the pesticide application, the general area where the pesticide is to be applied and the telephone number to contact for more information.

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

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

The Superintendent shall prepare administrative guidelines for the implementation of this policy.