HAGERSTOWN ELEMENTARY SCHOOL
PARENT/STUDENT HANDBOOK
2026-2027

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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
www.nettlecreekschools.com

Superintendent: Mrs. Emily Schaeffer
Director of Learning: Mrs. Maria Tinkle

Hagerstown Elementary School

299 North Sycamore Street
Hagerstown, IN 47346
Phone: 765.489.4555
Fax: 765.489.6275
www.nettlecreekschools.com/hes

HES Office Staff

Mrs. Belinda Locke, Principal
Mrs. Erin Morgan, Assistant Principal
Ms. Lindsey Stuffel, Guidance Counselor
Mrs. Sondra Glunt, Administrative Secretary
Mrs. Abbey Payne, Corporation Nurse
Officer Marc Koons, School Resource Officer

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

School Colors……Purple and Gold
School Mascot……Tigers

SCHOOL HOURS

Office Hours: 7:30am - 3:30pm, M-F
Before School Care in Cafeteria: 8:00am - 8:20am
Tardy Bell: 8:30am
Dismissal: 2:40pm-2:45pm

VISION

To be the preeminent school in Indiana known for its exceptional teachers, empowered learners, and culture of unrivaled support.

MISSION

Nettle Creek Schools will develop successful, responsible, and confident individuals by delivering exemplary instruction and providing educational experiences utilizing innovative tools and techniques, all within a safe yet challenging environment.

BELIEF STATEMENTS

We believe that:

- Kids come first.
- Students and staff have a right to a safe and caring environment.
- We have an unwavering belief in every learner's potential.
- Transparent communication between administration, teachers, parents, and students is essential to success.
- Stewardship of our school, our community, and our world makes us valuable citizens.
- Extracurricular activities are a significant part of the total learning experience.
- The ability to persevere in difficult situations is fundamental to students' growth.
- Integrity is at the heart of every true success.

PORTRAIT OF A TIGER GRADUATE

Beginning in Pre-School/Kindergarten, Tigers will be introduced to the qualities that we will intentionally teach, reinforce, and assess through their educational careers in Nettle Creek. Regardless of whether our students enroll in a post-secondary institution, enlist in a service academy, or become employed upon completion of high school, these qualities will ensure our students' success.

- Confident Communicator
- Creative Problem-Solver
- Respectful Citizen
- Effective Team Player
- Dependable
- Resilient

FOREWORD

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 this 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.

ACADEMIC INTEGRITY POLICY

The success of each student is the ultimate goal of the Nettle Creek School Corporation. Teachers, administration, students, parents and the community work together to help students become meaningful contributors to their school and community. The Nettle Creek School Corporation is committed to advancing the pursuit of excellence and to maintaining the highest standards and expectations for academic integrity among all students.

Academic dishonesty is using a person's work, concepts, design, data, ideas, research, or documentation, without giving proper credit to the source. It goes beyond plagiarism to also include lying, cheating, using or providing unauthorized materials in preparation for an exam/test/quiz, or using or providing unauthorized materials during an exam/test/quiz, and other acts, such as the theft or falsification of records and files.

I. Nettle Creek School Corporation Artificial Intelligence Policy

A. Purpose
This policy provides clear guidelines about the appropriate and inappropriate use of artificial intelligence (AI) tools in academic work.

B. Definitions
1. AI Tools: Computer programs that can generate text, solve problems, or complete tasks using advanced technology
2. Academic Dishonesty: Using unauthorized methods to complete schoolwork, including AI-generated content

C. AI Usage Guidelines
1. Prohibited Actions
    a. Submitting AI-generated work as original student work
    b. Using AI to complete entire assignments without teacher permission
    c. Copying and pasting AI-generated text without proper citation
    d. Using AI tools to write essays, solve math problems, or complete homework
2. Permitted AI Interactions
    a. Using AI as a learning support tool with teacher guidance
    b. Utilizing AI for research brainstorming
    c. Asking AI tools to explain complex concepts
    d. Reviewing AI-generated content critically

D. Responsible AI Learning
Students are encouraged to:
1. Understand how AI works
2. Use AI as a learning tool, not a replacement for thinking
3. Always ask teachers about appropriate AI usage

E. Citation Requirements

When using AI-generated content:

1. Cite the AI tool used
2. Explain how the AI content was incorporated
3. Demonstrate original thinking and analysis

II. Plagiarism Policy

A. **Plagiarism**

Plagiarism comes from the Latin word plagiarius which means "kidnapper." Plagiarism is literary theft and ranges from taking ideas from others and passing them off as one's own to outright copying without giving credit to the source of the information. Plagiarism may be intentional or accidental—either way it is wrong and it is cheating just as looking on another student's test and copying an answer is cheating. Each student will be provided a copy of the NCSC English Department Plagiarism Policy which contains information about proper citation and tips for avoiding plagiarism.

Examples of plagiarism include but are not limited to the following:

1. Copying material from the source, including the Internet, without citing the source (or citing the source but omitting quotation marks).
2. Paraphrasing the source without proper citation.
3. Copying stories, in whole or in part, which appear in books, magazines, television, or film.
4. Copying directly, without making changes, alterations or adaptations from a drawing, painting, illustration, photographic image, or graphic symbol without citing the source.
5. Submitting papers written in whole or part by someone else, including the Internet.
6. Submitting papers on which the student has received substantial assistance from peers and/or adults that dramatically changes the character of the work so that it is no longer the student's own.

B. **Cheating**

Cheating is the use or attempted use of unauthorized materials, information study aids, unauthorized copying or collaboration. The term assessment includes exam, test, quiz, essay, take-home test, lab, homework, assignment or any other means of assessing student knowledge and skills. Examples of cheating include but are not limited to the following:

1. Copying from others.
2. Having or using resources not specifically authorized, reviewed or approved by the teacher.
3. Providing or receiving information about all or part of an assessment, including answers or unauthorized materials (e.g. telling someone in a subsequent block what was on the assessment or seeking this information.)
4. Altering a graded assessment and resubmitting it for a better grade without teacher permission.
5. Using or displaying during an assessment any prohibited or unauthorized information or a device

(e.g., programmable calculators, cell phones, "cheat sheets," etc.)

6. Seeking unauthorized assistance on a take-home or make-up assessment.
7. Failing to stop work promptly on an assessment when the allocated time has elapsed.
8. Failing to abide by teacher or school instructions as related to an assessment.

C. **Responsibilities**

1. **Student Responsibility**

   Students assume full responsibility for the content and integrity of the work they submit.

   a. Students must do their own work and submit only their own work on assignments (including homework), examinations, reports, and projects, unless otherwise permitted by the teacher.
   b. Students may benefit from working in groups. They may collaborate or cooperate with other students on graded assignments or examinations as directed by the teacher.
   c. Students must follow written and/or verbal instructions given by teachers prior to taking examinations, tests and quizzes.
   d. Students are responsible for following all course requirements as specified by the teacher in the course syllabus.

2. **Parent Responsibility**

   Parents of students in the Nettle Creek School Corporation will:

   a. Read and know the school's Academic Integrity Policy and support the assignment of consequences if the Academic Integrity Policy is violated.
   b. Communicate to their children the need for ethical behavior as it relates to the production and submission of academic work.
   c. Provide a quiet time and place to study.
   d. Support the student's efforts, but will not edit, type or in any other way do the work of the student.
   e. Encourage wise use of time.

3. **Teacher Responsibility**

   Teachers in the Nettle Creek School Corporation will make reasonable efforts to help students by providing:

   a. Information about academic integrity, expectations for student work and consequences for failure to abide by school policy concerning academic dishonesty.
   b. Assignment sheets with detailed requirements and directions.
   c. Specific information as to whether work is to be cooperative or individual, i.e., clarify the definition and expectation of "group work."
   d. Projects that stress problem-solving and higher-level thinking skills.
   e. Clear guidelines regarding acceptable amounts of help from peers or other adults.

4. **Administrative Guidelines: Consequences for Violations of Policy**

   a. Each incident of academic dishonesty is subject to review and consideration by the classroom teacher, and is subject to the penalties as stated in the Academic Integrity Policy.

b. The Academic Integrity Policy will be implemented in grades four through twelve.
c. Consequences for violation of the Academic Integrity Policy are cumulative.
d. Information concerning the Academic Integrity Policy will be included in student handbooks.
e. Parents/Guardians will acknowledge acceptance of the Academic Integrity Policy at the time of registration.

III. Consequences for Lack of Academic Integrity

a. First Offense
   - Collection of unauthorized material;
   - Conference with student and teacher;
   - Teacher contact with parent/guardian;
   - Students will be required to redo work as assigned by the classroom teacher.
   - Half credit will be given.

b. Second Offense
   - Collection of unauthorized material;
   - Conference with student and teacher;
   - Teacher contact with parent/guardian;
   - No credit will be given for work.

c. Third Offense
   - Collection of unauthorized material;
   - Conference with student and teacher;
   - Teacher contact with parent/guardian;
   - No credit will be given for work.
   - One to five day in-school suspension will be assigned by an administrator.

d. Subsequent Offenses
   - Collection of unauthorized material;
   - Conference with student and teacher;
   - Teacher contact with parent/guardian;
   - Student will receive a failing grade for the nine week grading period;
   - Out of school suspension will be assigned by an administrator;
   - Letter in academic file detailing the offense

APPEARANCE

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 innuendos 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.

ARRIVALS & DISMISSALS

In general, students in grades K-6 may be at Hagerstown Elementary School from 8:00am - 2:45pm. Morning supervision begins at 8:00am in the cafeteria. Students who are dropped off by car between 8:00am - 8:30am should be dropped off at Circle Drive. Students should not be dropped off in the front of the school unless the student is arriving late (after 8:30am).

Buses will unload in front of the school between 8:20am -8:25am. Students should not be in the hallways prior to 8:20am unless they have permission from or are being supervised by an adult staff member.

Parents are not permitted to walk their child to class EXCEPT for kindergarteners on the first day of school ONLY.

Parents who wish to pick up their child at "Kindergarten Doors" (Door #2) must park on Sycamore St. and walk along the sidewalk. Please do not walk across the parking lot.

Parents picking up their child by car must pick up at Circle Drive between 2:40pm - 2:50pm. Please do not line up at Circle Drive prior to 2:00pm.

There are no dismissals to the office at the end of the day unless in case of emergency.

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.

Students are not to stay after school unless they are under the direct supervision of a teacher, school sponsor, and/or coach.

ATHLETIC PROBATION

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.

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.*

IC 18-2-.6.5 defines **habitual truancy** to include students absent ten (10) days or more from school within a school year without being excused or without being absent under a parental request filed with the school. Guidance from the Indiana Department of Education defines **chronic absenteeism** as students absent from school for ten percent (10 percent) or more of a school year for any reason.

Under **IC 20-33-2-25**, the "Superintendent or an attendance officer having jurisdiction **shall** report a child who is **habitually truant** from school in violation of this chapter to an intake officer of the juvenile court or the department of child services. The intake officer or the department of child services shall proceed in accord with IC 31-30- through IC 31-40.

IC 20-33-2.5 Truancy Prevention Policy: Sec. 1. As used in this chapter, "absent student" means a student who: (1) is enrolled in a school in kindergarten through grade 6; and (2) is absent from school five (5) days within a ten (10) week period without being: (A) excused; or (B) absent in conformity with a note on file from the student's doctor, therapist, or other professional requesting frequent absences be excused under the student's: (i) individualized education program; (ii) service plan developed under 511 IAC 7-34; (iii) choice scholarship education plan developed under 511 IAC 7-49; or (iv) plan developed under Section 504 of the federal Rehabilitation Act of 1973, 29 U.S.C. 794. Sec. 2. As used in this chapter, "governing authority" refers to the: (1) governing body of a school corporation; or (2) organizer of a charter school. Sec. 3. As used in this chapter, "school" refers to a public school, including a charter school. Sec. 4. Each governing authority shall adopt a truancy prevention policy regarding absent students that includes the following: (1) A school shall immediately provide written notification to the parent of an absent student that includes the following information: (A) That the student is an absent student based on the student's school attendance. (B) That the parent is responsible for:(i) monitoring the absent student's school attendance; and (ii) ensuring the absent student attends school in accordance with compulsory attendance laws. (C) That the school will be initiating truancy prevention measures regarding the absent student. (D) That the parent is required to attend an attendance conference regarding the truancy prevention measures that the school will be implementing for the absent student. (E) That, if the student meets the requirements of a habitual truant, the: (i) superintendent or attendance officer of the school is required to report the student to an intake officer of the juvenile court or the department of child services in accordance with IC 20-33-2-25; (ii) juvenile court may determine that the student is committing a delinquent act as provided under IC 31-37-2-3; and (iii) parent of the student may be subject to prosecution under IC 35-46-1-4. (2) Except as provided under section 5 of this chapter, a school shall hold an attendance conference with at least the following individuals to discuss the student's absences and establish a plan for the student to prevent future absences: (A) A representative of the school. (B) A teacher of the student. (C) The student's parent. (D) A representative chosen by the student's parent who may provide insight into the student's absenteeism if the student's parent: (i) makes a request to the school that the representative attend; and (ii) provides notice to the school regarding the identification of the representative; at least forty-eight (48) hours before the attendance conference. (3) A school shall establish a plan under subdivision (2) that may include the following: (A) Any wraparound services that are able to be provided to the absent student to ensure the absent student attends school. (B) A specific description of the behavior that is required or prohibited for the absent student. (C) The period for which the plan will be effective, not to exceed forty-five (45) instructional days after the date the plan is established. (D) Any additional disciplinary action the school will take if the absent student does not comply with the plan. (E) If applicable, a referral to counseling, mentoring, or other services for the student. (F)If applicable,whether a parent is expected to attend the counseling, mentoring, or other services under clause (E) with the student. (G) To the extent possible, the signature of the parent of the student agreeing to comply with the plan. (4) A school shall offer additional counseling or services to an absent student if the school determines that the student's absences are related to any of the following: (A) The student's pregnancy. (B) That the student is in foster care (as defined in IC 31-9-2-46.7). (C) That the student is homeless. (D) That the student has a severe or life threatening illness or related treatment. Sec. 5. (a) A school shall hold an attendance conference described in section 4(2) of this chapter not more than five (5) instructional days after the student's fifth absence described in section 1(2) of this chapter regardless of whether: (1) the parent of the student; or (2) a representative described under section 4(2)(D) of this chapter; is able to attend the conference. (b) A school shall make all reasonable efforts to hold an attendance conference as required under subsection (a) on a date and at a time that works with the schedule of the student's parent.

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 10th 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 an administrator
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
    d. failure to complete eLearning attendance requirements

Types of 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.
- Other absences for emergencies or unique opportunities that may be approved by the principal.

Types of Unexcused Absences/Tardies

- Car trouble
- Missed the bus
- Oversleeping
- Inclement weather (if school is in session)
- Truancy
- Any absence beyond the 10th 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 (Family Choice Planned - FCP)

- Vacation requests will be considered; however, approval is at the discretion of administrators. **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 office at least five (5) school days in advance of the requested days of absence.
- Vacation requests will not be approved during ILEARN, 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 at school after 8:30 a.m. are considered tardy and must report to the office with a 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.

Truancy & Tardiness Concerns

- Parents will receive written notification when their child has reached his or her fifth (5th) unexcused absence or tardy. If a child has reached his or her fifth (5th) unexcused absence within a ten-week period, the school is required by law to hold an **attendance conference** with the child's parent/guardian, a classroom teacher, and a school representative. Parents can also choose to have an additional representative attend the meeting if that representative can shed additional light into the student's absenteeism and if the parent provides notification to the school regarding the identification of said representative at least 48 hours prior to the attendance conference. The attendance conference must take place within five (5) instructional days after the child's fifth (5th) unexcused absence. At the attendance conference, the school shall establish an attendance plan not to exceed forty-five (45) instructional days after the date the plan is established.
- Parents will receive written notification when their child has reached his or her tenth (10^{th}) unexcused absence or tardy. When a student reaches the tenth (10^{th}) unexcused absence or tardy, the school is **required by law** to make a referral to the Wayne County Prosecutor's Office.Failure to ensure that a child attends school regularly is a class B misdemeanor and educational neglect is a level 6 felony.

Extra-curricular Participation after an Absence or Habitual Truancy

- 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 extracurricular 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.
- Students who are habitually truant (10 or more unexcused absences within a school year) may be suspended from all extracurricular activities including dances, field trips, sports, and any other school sponsored activities.

Procedures for Reporting an Absence

- Parents must contact the school by phone or via ParentSquare attendance note on the day of the absence. Please call before 9:00 a.m. Any medical or legal documentation that may accompany the absence can be sent with the child when he or she returns to school or faxed to 765-489-6275.
- An absence may be reported on the school's general voicemail 24 hours a day by calling 765-489-4555. **Notification is needed each day a student is absent.**

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 before it will be picked up, and it will be available for pick-up in the office on the following day between 3:00 and 3:30 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.

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 at 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.

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.

CAFETERIA

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.

CELL PHONES & WIRELESS COMMUNICATION DEVICES

Generally, no student may use a personal wireless communication device during the school day, pursuant to Indiana law. Further, if students bring a personal wireless communication device to school, it must be stored away, powered off, and inaccessible throughout the school day.

"Wireless communication device" means any portable wireless device that has the capability to provide voice, messaging, or other data communication between two or more parties, including a cellular telephone, tablet computer, laptop computer, gaming device, or smart watch that is connected to a cellular telephone, a cell tower, or the Internet.

"School day" means the entirety of the time a student is present on school property for a student instructional day.

A student is permitted to use a school sanctioned wireless communication device only when directed by a teacher for educational purposes during the school day.

Notwithstanding the above, a student may use a wireless communication device under the following

circumstances:

1. In the event of an emergency. An emergency for this purpose includes the use of a wireless communication device during the school day to make an otherwise lawful alert or call for assistance in response to a condition or situation causing an immediate risk to health, life, or property. It does not include the use of a wireless communication device in an unlawful act, nor does it include the use of a wireless communication device in a manner that impairs, obstructs, or disrupts emergency response or assistance by the Corporation, health professionals, government officials, or other authorized persons.
2. As necessary for the management of a documented medical condition pursuant to an order provided by a licensed health care provider.
3. As permitted by the student's Individualized Education Program (IEP) or Section 504 Plan.
4. As necessary for language translation to ensure access for multi-lingual learners, prioritizing school-managed wireless communication devices or applications where available.

Violations of this policy may result in disciplinary action and/or confiscation of the WCD. 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 WCD 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 WCD 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 WCDs 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 board policy. If multiple offenses occur, a student may lose his/her privilege to bring a WCD to school for a designated length of time or on a permanent basis.

A person who discovers a student using a WCD 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 WCDs. The Board assumes no responsibility for theft, loss, or damage to, or misuse or unauthorized use of, WCDs 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.

Students using their WCD to contact their parent/guardian to pick them up during the school day, thereby circumventing the authority of the school nurse and/or school administrators, will not be tolerated and may result in disciplinary action and an unexcused absence.

1st offense - warning, teacher confiscates the device until end of day & contacts parent
2nd offense - office referral, admin confiscates the device until end of day & contacts parent
3rd offense - office referral, admin confiscates the device & contacts parent, parent must pick up the device in the office, student serves lunch detention in the office
4th offense - office referral, admin confiscates the device and contacts parent, parent must pick up the device in the office, student serves 1 day OSS for each additional offense

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**.

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 others, 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 non consensual 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 academic 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, including artificial intelligence (AI), 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. Bullying means overt, unwanted, repeated acts or gestures, including verbal or written communications or images transmitted in any manner (including digitally or electronically), physical acts committed, aggression, or any other behaviors, that are committed by a student or group of students against another student with the intent to harass, ridicule, humiliate, intimidate, or harm the targeted student and create for the targeted student an objectively hostile school environment that:
    (1) places the targeted student in reasonable fear of harm to the targeted student's person or property;
    (2) has a substantially detrimental effect on the targeted student's physical or mental health;
    (3) has the effect of substantially interfering with the targeted student's academic performance; or
    (4) has the effect of substantially interfering with the targeted student's ability to participate in or benefit from the services, activities, and privileges provided by the school.

    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

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.

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.

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 students in school and allows students 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.
1. Assignments completed while in the in-school suspension room will count.
2. Students may be assigned additional days if he/she does not complete assignments satisfactorily or if they arrive late to the in-school suspension room.
3. Students in the in-school suspension room will not attend convocations, recess, etc. unless special permission is granted by the administration.
4. **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.**

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 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.

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.

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 provided that s/he has attained the age of five (5) on or before August 1. 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.

Early Entrance into Kindergarten

In order to be considered for early entrance for kindergarten, the child must have a birthday that falls between August 2 - September 30.

In order to be accepted for early entrance into kindergarten, the child must score 90% or above on kindergarten readiness assessments.

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.

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.

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.

FERPA

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; and (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. 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 prior arrangements with the principal.

Rights to Inspect and Protection from Disclosure.
Parents and eligible students (students who have attained their 18th 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. 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. The review of the record will take place in the presence of the principal or designated representative of the principal. Requests 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. If there is no 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.

The records maintained by the school include:

- cumulative folder
- health card
- reports of individual testing
- enrollment card or Student Information Document (SID)
- records received from school previously attended by the student outside of this district
- high school transcripts for students in grades 9-12

- standardized test scores
- student schedules and report cards
- attendance records

The school will not disclose these records or any part of these records of a personally identifiable nature to anyone or any agency without prior approval of the parent (guardian) or eligible student except as listed below:

1. Personnel within the school who "need to know" the information contained in the records - teachers, counselors and administrators.
2. Federal, State and Local governmental authorities who are required by statute to review records in pursuit of their vested duties.
3. Representatives of accrediting organizations in order to carry out their accrediting functions. The building principal is required to maintain the signatures of all personnel who have reviewed individual student records in the students' cumulative record folder.

Disclosure of Personally Identifiable Information Without Approval.
The Law permits the disclosure of a certain information without approval of parents or eligible students under certain conditions. This type of information is referred to as "directory information" and includes:

- 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
- photographic likeness
- other similar information

Directory information is used primarily to recognize students who have achieved awards and honors, who participate in school activities, and who achieve noteworthy success in school related activities. Parents and eligible students may refuse to allow the Corporation to disclose any and all of such "directory information" upon written notification to the Corporation within five (5) days after receipt of the Superintendent's annual public notice. (NOTE: The Superintendent is required to give recruiting representatives of the U.S. Armed Services and the Indiana Air, Army National Guard, and the service academies of the armed forces of the United States or an institution of higher education access to the high school campus and student directory information when directed to do so. A parent or secondary school student may request that the student's directory information listed not be released to armed services or military academies without prior consent of the parent or student. The parent or student must make the request in writing at the end of the student's sophomore year in high school. This is a one-time opt-out opportunity.) It is the purpose of this publication 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.

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**.
7. Attending field trips is a privilege. It is possible that students may lose their field trip privileges due to poor choices or misbehavior at school.

GRADING & REPORT CARDS

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.

Grading Scale (Percentage)

100 – 99.9	A+	82.9 – 80.0	B-	66.9 – 63.0	D
99.9 – 93.0	A	79.9 – 77.0	C+	62.9 – 60.0	D-
92.9 – 90.0	A-	76.9 – 73.0	C	59.9 – 0	F
89.9 – 87.0	B+	72.9 – 70.0	C-		
86.9 – 83.0	B	69.9 – 67.0	D+		

Report cards are sent electronically via ParentSquare every nine weeks. Parents in grades 3-6 also have access to the PowerSchool Parent Portal to view their child's attendance and grades. This can be accessed through the Nettle Creek School Corporation Website. Parents that need to receive or reset the login information should contact the elementary office.

HARASSMENT

The Nettle Creek School Corporation does not discriminate or tolerate harassment on the basis of a protected class including but not limited to race, color, national origin, sex, age, religion, genetic information or disability in the programs or activities which it operates or the employment therein or admission thereto. This commitment applies to all School Corporation operations, programs, and activities. All students, administrators, teachers, staff, and all other school personnel share responsibility for avoiding, discouraging, and reporting any form of unlawful harassment. This policy applies to unlawful conduct occurring on school grounds immediately before, during, or immediately after school hours; in any school program or activity taking place in school facilities, on school transportation, or at other off-campus locations, such as at school-sponsored field trips or a training program; or using property or equipment provided by the school, including school-owned computers and the school's computer network. In accordance with IC 22-9.3, it is unlawful discrimination for a school corporation to take an education or employment action based on race, religion, color, sex, national origin, or ancestry ("personal characteristics"). Also in accordance with IC 22-9-3, it is unlawful to require an employee to undergo training that asserts that a person having a specific personal characteristic is inherently superior or inferior to a person having a different characteristic, that a person, by virtue of the person's personal characteristic, should be blamed for actions committed in the past, or that a person's moral character is determined, in whole or in part, by the person's personal characteristic, and a school corporation employee may not implement any of these theories or compel a student to do so. The School Corporation has designated several staff members as coordinators of nondiscrimination and anti-harassment. The identity and contact information for these staff members are listed below. The coordinators are responsible for monitoring and ensuring compliance with all non-discrimination and anti-harassment laws. The coordinators shall document all reports of discrimination or harassment and establish a protocol for recordkeeping. Nothing in this procedure shall supersede or substitute an employee's other mandatory reporting obligations including, but not limited to, reporting suspected child abuse and neglect and bullying. Title VI Coordinator (Race, color, national origin) Director of Learning Administrative Office (765) 489-4543 Section 504 Coordinator (Disability) School Counselor (654) 489-4555 or (765) 489-4511 Title IX Coordinator (Sex, including sexual harassment/sexual assault, sex discrimination) Director of Learning Administrative Office (765) 489-4543 Non-discrimination Coordinator (All other forms) Director of Learning Administrative Office (765) 489-4543.

HEALTH CLINIC & WELLNESS

Health 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.

1. The following services are included in our health program:
   a. Yearly screening test for visual acuity in grades K, 3, 5. (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, such as 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.**

<u>If your Child Becomes Ill</u>

It is extremely important that parents provide current contact phone numbers, address information, and emergency contact information to the school in case of an emergency for their child.

A. If your child is absent, please notify the school.
B. We will ask for symptoms, for the purpose of tracking illness within the school.
C. If a communicable disease, such as chicken pox, pink eye, ringworm, scabies, impetigo, etc., are suspected, the child should stay home from school and contact their physician for proper diagnosis and guidance on when to return to school.
D. We ask that students be fever/vomit/diarrhea free without the use of medication for 24 hours before returning to school. This request is to help maintain the health of our students.
E. If your child becomes ill, or is injured at school, you or another responsible adult on the Emergency Contact list will be called to pick the child up from school.
F. Students will be sent home for persistent vomiting, fevers greater than 100 degrees, suspected pink eye, unidentified rashes, or if the school health clinic personnel deem it necessary.
G. **PLEASE NOTE**: <u>Once a child is at school, they are not to leave ill without the permission of clinic staff. Students are not to call/text parents to leave. Doing so will result in an unexcused absence for missed classes.</u> Your child's education is important to us, and being at school is vital to learning.

How Sick is too Sick?

Symptom	Send to School	Keep at Home
Fever	During the past 24 hours, the student's temperature has been below 100.4 degrees and no fever-reducing medication has been taken.	During the past 24 hours, the student's temperature has been more than 100.4 degrees.
Diarrhea	During the past 24 hours, no more than one watery stool has occurred.	During the past 24 hours, more than one watery stool has occurred.
Vomiting	During the past 24 hours, no vomiting has occurred.	During the past 24 hours, vomiting has occurred.

Eye Irritation	Eyes may be itchy, but are not red, crusty, or draining.	Eyes are pink, draining, crusty, itching, painful, sensitive to light, or student has vision changes.
Cough/Runny Nose	Slight cough or runny nose, but no fever, and the student is able to cover cough, blow nose, and wash hands.	Symptoms are severe enough that the student is unable to learn. The student has a fever, or is unable to cover cough, blow nose, or wash hands.
Rash	Rash is not draining or spreading. The student does not have a fever, and symptoms of itching are not severe enough to impede learning.	Rash is bothersome and distracting. The student has a fever or severe itching, or rash is spreading or draining.
Asthma	Symptoms are well controlled, and the student knows when to contact a school adult for assistance or the student has an asthma action plan on file at the school and is following the plan.	Symptoms are not well controlled. The student is not able to recognize when he/she needs assistance, and no asthma action plan is on file at the school.

This information sheet is designed to be used as general guidance for parents.
If parents have medical questions, they are encouraged to consult with a healthcare provider.

NETTLE CREEK SCHOOLS MEDICATION POLICY

Students are not permitted to carry medication to school. Arrangements must be made for an adult to transport medications.

A. Prescription medications:

1. MUST be in an original pharmacy container with the original label (nothing in baggies, envelopes, etc. will be accepted)—this includes inhalers, eye drops, etc.
2. A parent permission form and a physician statement must be on file.
3. Indiana law requires both of these forms.

B. Over-the-counter medications:

1. MUST be in original packaging with instructions clearly labeled. -- this includes, but is not limited

to: Tylenol, Ibuprofen, Benadryl, cough drops, TUMS, essential oils, CBD oil, and Orajel.
2. A parent permission form must be on file.
3. Only the manufacturer's directed dosage will be administered unless a physician note with other instructions is on file. We cannot legally take parent orders to give a larger dose of medication.

SCHOOL IMMUNIZATIONS

Whenever a child enrolls in the Nettle Creek School Corporation, the parents are required to furnish the school corporation with a written statement of the child's immunization prior to the first day of school, accompanied by the physician's certificates or other documentation, unless a written statement is on file with the corporation. All students shall meet the State of Indiana School Immunization Requirements for the current school year.

Any student who does not meet the state immunization requirement, and/or other diseases as determined by the Indiana State Board of Health may be excluded from school until the requirement is met. The law does provide for exemption from immunization for those children who show a physician's statement indicating the child cannot receive the immunizations 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.

CHIRP PROGRAM IMMUNIZATION INFORMATION

The Indiana State Board of Health is requiring your student's immunization information to be added to the CHIRP program (a state registry of all Indiana children's shot records). The information will be entered by the school's nursing staff. IF YOU DO NOT WANT THIS INFORMATION ENTERED, please send a note to the nurse's office at the beginning of the current school year.

POLICY FOR HEAD LICE

Nettle Creek Schools follows the guidance of the Centers for Disease Control and Prevention (CDC) regarding head lice. The CDC emphasizes effective treatment and prevention and does not support strict "no-nit" policies. According to CDC guidance, students identified with head lice do not need to be sent home immediately and may remain at school for the remainder of the day. Students may return to school after appropriate treatment has been initiated, even if nits (eggs) remain present. Treatment may include over-the-counter (OTC) or prescription medications, washing bedding and clothing in hot water, and soaking combs and brushes in hot water. Prevention strategies include avoiding head-to-head contact and not sharing personal items such as hats, brushes, or hair accessories.

School Procedures

- The corporation nurse, nurse assistant, or school administrator will notify the student's parent/guardian if lice are detected.
- Students may remain at school for the remainder of the day and should begin treatment at home.
- Students may return to school the following day after treatment has been started.
- Treatment should be repeated according to the medication manufacturer's instructions.

- Families needing assistance with treatment should contact the corporation nurse or administration.

HIGH ABILITY SERVICES

Students who are identified as High Ability will receive differentiated instruction and/or accelerated curriculum provided by their classroom teacher.

INTERNET & ELECTRONICS

A. Acceptable Use – The purpose of 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' networks 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 secrets. 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.

LEGAL SETTLEMENT, RESIDENCY, & TRANSFER

To be eligible for admission and attendance in the Nettle Creek School Corporation, a student must meet the following criteria and requirements:

A. Reside within the school district boundaries.
B. Meet entrance requirements as established by the Board of School Trustees.
C. At the end of each academic year, out-of-district students are subject to evaluation of attendance, discipline, and academic performance in order to determine eligibility to return to Nettle Creek Schools the following year.
D. All students must be enrolled in at least one in-person class (must be Math or ELA) to be eligible to participate in extra-curricular clubs and/or activities.
E. Students may also be placed on a contract if attendance, discipline or academic performance is subpar.

In addition to students with legal settlement in the Corporation, students without legal settlement in the Corporation (hereafter referred to as "transfer students") will be enrolled in compliance with I.C. 20-26-11-32 and the following procedure:

A. By July 1, the Board will establish the number of transfer students that can be accepted in each building and grade level.

B. The Board will establish a date by which requests to enroll a transfer student must be submitted to the Superintendent. This date shall be submitted to the Indiana Department of Education and published on the Corporation Internet website.

C. Requests to enroll a student without legal settlement in the Corporation shall not be denied if the student to be transferred:

1. has been enrolled in the Corporation in the prior school year;

2. is a member of a household in which any other member of the household is a student in the transferee school; or

3. has a parent who is an employee of the Corporation and has a salary of at least $8,000.

D. If the number of requests to enroll in each building and grade level exceeds the number established by the Board reduced by the number of transfers that may not be denied as described in paragraph (C) above, the students to be enrolled in each building and grade level shall be determined by random selection in which each application submitted on or before the date established by the Board pursuant to paragraph (A) above has an equal chance of being selected.

Pursuant to State law, the Board may deny a student's application to transfer to the Corporation, discontinue enrollment of a transfer student currently attending, rescind approval of a student approved to attend in a subsequent year, or establish terms or conditions for enrollment or for continued enrollment in a subsequent school year, if:

A. during the preceding twelve (12) months, the student has been suspended or expelled for:
   1. ten (10) or more school days;

   2. possession of a firearm, deadly weapon, or a destructive device;

   3. causing physical injury to a student, school employee or visitor to the school; or

   4. a violation of the Corporation's drug or alcohol rules.

B. the student has had a history of unexcused absences, and the Board believes that, based upon the location of the student's residence, attendance would be a problem for the student if the student is enrolled in the Corporation.

For the purposes of computing the number of days of suspension of the student requesting enrollment, student discipline received from a teacher pursuant to I.C. 20-33-8-25(b)(7) and I.C. 20-26-11-32(j) shall be included in the calculation of the number of school days that a student has been suspended.

The Board delegates authority to the Superintendent to deny a student's application to transfer to the Corporation, discontinue enrollment of a transfer student currently attending, rescind approval of a student approved to attend in a subsequent year, or establish terms or conditions for enrollment or for continued enrollment in a subsequent school year if the student meets the criteria listed above.

Transportation will not be guaranteed to be provided by the School Corporation for transfer students accepted for enrollment unless the transfer student has an Individualized Education Program (IEP) in which transportation is required to be provided as a related service.

No transfer student shall be accepted for enrollment for athletic reasons.

Transfer students will not be charged unless otherwise required by law.

Nonpublic School Transfer Student

The Corporation shall accept a transferring student who resides in Indiana and who does not have legal settlement in the Corporation if:

A. the student attended an accredited nonpublic elementary school located in the attendance area of the Corporation for at least two (2) school years immediately preceding the school year in which the student transfers to a high school in the Corporation under this section;

B. the student is transferring because the accredited nonpublic school from which the student is transferring does not offer grades nine (9) through twelve (12);

C. the majority of the students in the same grade as the transferring student at the accredited nonpublic school have legal settlement in the Corporation and will attend a school under the authority of the Corporation; and

D. the Corporation has the capacity to accept students.

If the number of students who request to transfer to the Corporation under this section causes the Corporation to exceed its maximum student capacity, the Board shall determine which students will be admitted as transfer students by a random drawing in a public meeting.

Transfer students will not be charged unless otherwise required by law.

LOST & FOUND

Students who find lost articles are asked to take them to the front office. Owners of lost articles can claim articles in the front office. Lost articles not claimed within a reasonable time will be given to charity. Hagerstown Elementary School and its employees shall not be held responsible for student items that are lost, stolen and/or misplaced.

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.

RECESS

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-sacks, 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.

If the windchill is 28 degrees or below, students will stay inside for recess.

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 a 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 extracurricular 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 may complete the "Light's Retention Scale", look at classroom performance, date of birth, maturation, test scores, previous retention, parent input, etc. Teachers, administrators, the school counselor and parents will work together to make the decision, but the final decision will be up to school administrators.

Per Indiana law, students in grade 3 who do not pass IREAD-3 must be retained in grade 3 unless the student qualifies for a Good Cause Exemption.

SAFETY DRILLS

A. These drills include fire, tornado, earthquake, and lockdown.
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 promptly follows directions and procedures.
D. Written instructions are posted in each classroom.

SCHOOL COUNSELOR

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

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.

In balancing these competing interests, the Board directs the Superintendent to utilize the following principles:

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's Person and Possessions**
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. The student shall be given the option of selecting the witness from the faculty members on the school premises at the time of the search. 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, also shall be permitted in all situations in which the student is under the jurisdiction of the Board as defined by I.C. 20-33-8-14.

Permission for a student to bring a vehicle on school property shall be conditioned upon consent of the

search of the vehicle and all containers inside the vehicle by a school administrator with reasonable suspicion to believe the search will produce evidence of a violation of law, a school rule, or a condition that endangers the safety or health of the student driver or others. The student shall have no expectation of privacy in any vehicle or in the contents of any vehicle operated or parked on school property.

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. **Metal Detectors**
To address the School Corporation's duty to maintain a safe learning environment free of the potential presence of weapons, school officials, school resource officers and other school personnel trained in the usage of metal detectors are authorized to use metal detectors, either hand-held wands or walk through devices, for the purpose of determining if a person is in possession of weapons or other dangerous metal objects. When the school administration has a reasonable suspicion to believe weapons or other dangerous metal objects are in the possession of an identified person, a search of the identified person and/or of his/her possessions shall be conducted in accordance the requirements of this policy's provisions for searching a Student's Person or Possessions (B. above) and AG 7440B.

E. **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 Superintendent 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 item seized and its disposition

D. the time and date of notice to the parent or guardian in the case of the search of the person of a student

The Superintendent shall prepare administrative guidelines to implement this policy.

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 Individuals 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:
   a. Public service announcement in local newspaper.
   b. Announcement in parent/student handbook.
   c. Posted notice in each public school building.
   d. 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).

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 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 athletics, 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.

Students Living in Town

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 8:15 am – 8:30am and 2:30pm – 2:50pm.
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.

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 (8:30 – 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 at all times, with the exception of the front main entrance on Sycamore Street during morning arrival. 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.

WEATHER

In the event of severe weather, when school may be delayed or closed and bus service disrupted, students should refer to the following sources for official updates:

- **Twitter**: @EmilyASchaeffer
- **Facebook**: Nettle Creek Schools - Superintendent
- **TV Stations**: WISH-TV Channel 8 and WTHR Channel 13
- **Radio Stations**: G101.3 and KICKS 96
- **ParentSquare**
- **Website**: www.nettlecreekschools.com
- **Automated Call System**: Notifications will be sent out regarding delays or closures.

PLEASE NOTE*: School personnel receive weather-related updates from the same media outlets listed above. They do not receive additional information and cannot provide further details. Do not call school officials for updates.*

AFFIRMATIVE ACTION

The Nettle Creek School Corporation has a policy of providing equal opportunity. Education service, employment in and admission to, any educational program or activity, instruction, and facilities will not be denied to anyone in the Nettle Creek School Corporation because of his or her age, race, color, sex, handicapping condition or national origin, including limited English proficiency. Any other information concerning the above policies may be obtained by contacting the corporation superintendent:

Mrs. Emily Schaeffer — Superintendent of Schools
297 East Northmarket Street
Hagerstown, Indiana 47346
(765) 489-4543

BOARD APPROVAL OF THIS DOCUMENT

Revisions and/or additions to this handbook since its last publication have been reviewed and approved by the school board of the Nettle Creek School Corporation at its board meeting on **NEW DATE**.

BOARD OF SCHOOL TRUSTEES

Shaun Lieberman, President ……..	At-Large
Sandi Schraub, Vice President ……...	At-Large
Julie Blaase, Secretary ……	District A
Mike Banning, Member …….	District C
Marcie Houghton, Member …….	At-Large
Ruthie LaMar, Member …….	At-Large
Cody Sankey, Member ……	District B