Escuela Primaria Fairmont



Manual de padres y estudiantes 2023-2024

Directora- Susie Gahan
Subdirectora- Taylor Eiler

1725 Abbie Dell Ave, New Albany, IN 47150
Oficina: (812) 542-5501
Línea de asistencia: (812) 981-7430

Síganos en Facebook: @FairmontCards
Sitio web escolar: https://fairmont.nafcs.k12.in.us/

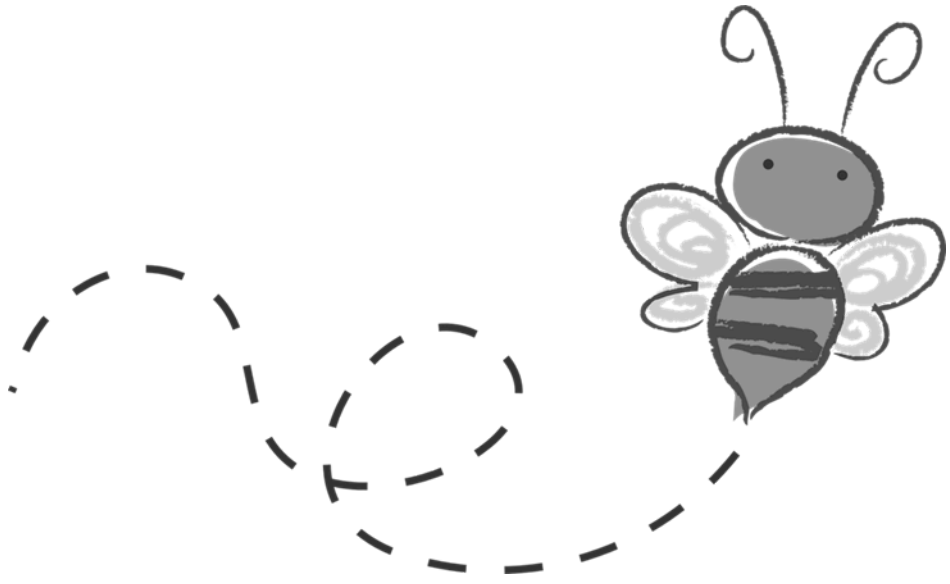
Estimadas Familias de Fairmont,

¡Bienvenidos al año escolar 2023-2024! En Fairmont este año estamos disfrutando de nuestro tema de “Todos Bee-long en Fairmont”. Estamos muy contentos de estar de vuelta en la escuela y estamos listos para un gran año.

Hay muchas maneras de involucrarse en la escuela, pero lo más importante es trabajar con su hijo/a y el maestro/a para asegurarse que él/ella está aprendiendo lo más posible. Por favor supervise la práctica en casa de su hijo/a y llámenos si tiene preguntas. Revise cada tarde la carpeta de su niño/a para tareas, trabajo escolar completado y notas. Mandamos a casa cada viernes el boletín informativo el cual contiene información sobre eventos próximos, oportunidades extracurriculares, el menú de almuerzo y más. Recuerde, la mejor manera de asegurar el éxito de los niños en la escuela es que la escuela y el hogar trabajen en equipo. Gracias por elegir Fairmont Elementary School. ¡Nos alegra que estén aquí!

Sinceramente,

Susie Gahan, Directora y Taylor Eiler, Subdirectora



Declaración de Visión

La Escuela Primaria Fairmont faculta a todos los estudiantes con las habilidades académicas y sociales para convertirse en aprendices de por vida y miembros activos de la sociedad.

Declaración de Misión

La Escuela Primaria Fairmont trabaja en cooperación con los estudiantes, familias, y la comunidad para inculcar un alto nivel académico y fomentar el necesario desarrollo físico, social y emocional para ser responsables miembros contribuyentes de una sociedad diversa.

Declaración de Creencia

- Todos los estudiantes tienen el reto de aprender y sobresalir.
- Un ambiente seguro y propicio es previsto para todos los niños.
- Nuestro personal experto en el cuidado implementa prácticas educacionales actualizadas para satisfacer las necesidades individuales.
- Alentar a todos los estudiantes a ser respetuosos y responsables por sus actos.
- La participación de los padres, el estímulo y el apoyo son claves para el éxito del estudiante.
- La comunicación continua con los padres les ayuda a sentirse bienvenidos, necesitados y una parte importante en la educación de sus niños.

Propósito

Nosotros aseguramos altos niveles de aprendizaje **para todos** los estudiantes

Información General:

Colores de la Escuela: Rojo Negro, y Blanco
Mascota de la Escuela: Cardenal

PROMESA DE BONDAD

Me comprometo a mí mismo este día a
Tratar de ser bueno en todos los sentidos
A todas las personas grandes y pequeñas
Yo les ayudaré si se caen
Cuando me amo a mi mismo y a los demás también
Esto es lo mejor que puedo hacer.

Personal y Facultad de Fairmont

Directora	**Susie Gahan**
Subdirectora	**Taylor Eiler**
Supervisora de oficina	**Donna Cullen**
Oficinista	**Crystal McConnell**
Consejera	**Katie Fahy**
Ayudante de Enfermería	**Amie Thompson**
Coordinadora de Alfabetización	**Missy Julian**
Jardín de niños	**Carrie Ransom, Hannah Thomas**
Primer Grado	**Dee Burke, Nancy Mires, Pam Warren**
Segundo Grado	**Philip Forkert, Rachel Seitz, Sarah Davis**
Tercer Grado	**Lindsay Smith, Steven Tinius, Stephanie Watson**
Cuarto Grado	**Brigitte Emmert ,Megan Hill, Shari Smith**
Educación especial	**Lisa Feeney, Emily Blankenbaker, Marilene Fletcher**
Maestros de Aceleración	**Blair Goldschmidt, Jean Martin, Tabitha Resener, Eric Summers y Keith Whitaker**
Inglés como segundo idioma	**Brian Clemons, Susan Robbins, Miguel Monroy**
Traductores/Intérpretes	**Jimmy Hinton, Luchy Vera de Anderson y Cristina Garzaro**
Maestra de Música	**Jenny Casey**
Maestra de Música de Apoyo	**Sally Barrett**
Maestra de Arte	**Ramey Satterly**
Maestra de Arte de Apoyo	**Mary Arnold**
Maestro de Educación Física	**Brenden Bube**
Maestro de Ed. Física de Apoyo	**Zach Koetter**
Laboratorio de computadoras	**Sydney Davis**
Biblioteca	**Tonda Wilhoite**
Terapista del habla y Lenguaje	**Shannon Whitaker**
Operador de Planta	**Shelly Dunn**
Servicios de Comida	**Margie Plummer (Gerente)**



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ADMISIONES

Su niño/a debe tener cinco años de edad cumplidos para el 1° de Agosto para ingresar al Jardín Infantil. El niño/a debe de tener completa una cartilla de vacunación y sus padres/guardianes deben de vivir en el área de asistencia de la Escuela de Fairmont. Cualquier traslado debe de ser aprobado por la escuela, así como también por El Centro de Servicio Administrativo.

DETENCIÓN DESPUES DE LA ESCUELA

Se le excluirá a su hijo/a de la clase de "área especial" o recibirá una detención en la hora de su almuerzo si su práctica en clase o tarea, su trabajo en clase o su comportamiento ha sido un problema. El maestro/a del salón de clase mandará una forma a casa con su niño/a para que sea firmada y regresada.

ENTRADA

La escuela empieza a las **8:00 A.M.** Todos los estudiantes que lleguen en carro deben entrar al edificio por la perta de atrás #5. Por favor entre desde la calle Roanoke Ave. Los buses dejarán a los estudiantes en el frente del edificio y usarán la puerta #1. Los estudiantes entrarán a la escuela e irán directamente a sus clases de lunes a jueves. El desayuno será servido de 7:40 a 7:55 a.m. y puede ser buscado en la cafetería antes de reportarse a su clase. Los viernes los estudiantes se reportarán en el gimnasio.

Por favor no permita que su hijo/a llegue a la escuela antes de las 7:40. Los maestros y empleados no están disponibles hasta las 7:40 No hay supervisión de estudiantes hasta las 7:40 a.m. Por favor no deje a los estudiantes en el frente del edificio. **Los estudiantes que llegan por la línea de carros o sus guarderías deben usar la puerta #5.**

Sólo los buses pueden estacionar en el área para dejar a los estudiantes (frente al edificio). Esto ayudará en la seguridad de nuestros estudiantes. Los autos no tienen permitido estacionar en la línea de loa autobuses.

Arte, Música y Movimiento Físico

Todas las actividades y programas curriculares serán desarrolladas por maestros titulados con experiencia en las materias de instrucción. Tome atención especial cuando tengamos exhibiciones en nuestra escuela para que nos puedan acompañar a ver obras de teatro y otros programas.

ASISTENCIA – Política y Procedimiento

La Corporación de Escuelas Consolidadas del Condado de New Albany-Floyd NAFCS requiere que los estudiantes asistan a la escuela todos los días que está en sesión. Cada

día de escuela es parte del proceso secuencial del aprendizaje, por eso debe evitarse que faltan, aunque sea un día sin tener buena razón.

REPORTE DE FALTAS O AUSENCIAS A LA ESCUELA

Los padres deben de avisar a la oficina de la escuela la ausencia de un estudiante **antes de las 9:30a.m.** Cuando reporte una falta por favor use la línea de asistencia **(812) 981-7430**, y deje la siguiente información: **el nombre del niño/a, maestro/a, si vendrá a recoger la tarea, y la razón de la falta.** Si no llama antes de las **9:30** para reportar la falta, será considerada como una falta **no justificada.**

Citas de doctor, dentista y terapista deben de planearse después de la escuela cuando sea posible. Si no lo puede evitar, por favor notifique a la oficina y su niño/a puede asistir a clases antes y después de la cita fija. Una nota del doctor puede ser un requisito para una falta o ausencia extendida. Después de diez días de ausencia, una carta/nota del doctor se requerirá cada vez que el estudiante falte por el resto del año escolar. Una carta o nota de un profesional médico con licencia documentando una ausencia puede permitir que esa falta sea cambiada a una falta justificada.

Si una o más de lo siguiente ocurre, su niño se mandará a casa: temperatura de 100 o más alta, vomito, dolor fuerte en el pecho o estomago, desmayo, si se le encuentra piojos en su cabello, y/o una herida. *Por favor tenga **dos contactos de emergencia** en la forma de inscripción del niño/a. Por favor póngase en contacto inmediatamente con la escuela si esta información cambia durante el año.*

Definición de una Ausencia Justificada

Ausencias por las siguientes razones serán consideradas como ***ausencias justificadas***:

- Enfermedad que involucre fiebre, vómito, heridas o situaciones cuando un doctor recomienda que el estudiante este ausente de la escuela. La ausencia y razón de la ausencia debe de ser reportada a la oficina de la escuela para las 9:30 A.M.
- Fallecimiento de un miembro cercano de la familia.
- Citas medicas o dentales que no pudieron ser fuera del día de escuela (una nota escrita por el doctor debe de entregarse a la oficina de la escuela)
- Días Festivos Religiosos
- Ausencias de orden judicial (corte)
- Otras circunstancias fuera de lo ordinario cuando sean aprobadas por la directora y solicitadas por adelantado del evento.
- Un viaje por un tiempo limitado que incluya experiencias nuevas educativas para el estudiante, lo cual se solicita por un padre o guardián por lo menos una

semana antes de la ausencia propuesta. Las cartas deben de ser presentadas a la directora de la escuela para su aprobación.

Definición de las Ausencias NO Justificadas

Ausencias por las siguientes razones serán consideradas ausencias injustificadas:

- "Fines de semana largos" y vacaciones sin aprobación anterior
- Días para mudarse (cambio de residencia)
- Problemas de transportación
- Citas medicas dentales sin una nota/carta del doctor
- Citas para actividades que no son esenciales como un corte de cabello, ir de compras, etc.…
- Ausencias extendidas para el tratamiento de piojos.

Definición de una Tardanza

Estudiantes que llegan a la escuela **después de las 8:00 a.m. son considerados tarde**. Los que llegan **después de las 8:00 a.m.** deben de reportarse a la oficina para obtener un pase que les permite entrar a clase. Los padres o guardianes del estudiante deben de firmar en la oficina e indicar la razón por la tardanza del estudiante. La tardanza será documentada en la oficina. Tardanzas justificadas son esas que se pueden verificar escritas por un profesional médico, consejero o terapeuta, etc.… o esas que han sido aprobadas por el/la directora del edificio debido a unas circunstancias especiales.

Definición de Salidas Temprano

Solicitudes para permitir que los niños salgan de la escuela antes de las 2:20pm crean una interrupción al ambiente del aprendizaje. Salidas justificadas temprano son esas que son verificadas en escrito por un profesional médico, consejero o terapeuta, etc.… o esas que son aprobadas por la directora de la escuela por circunstancias especiales. **Salidas temprano serán registradas como tardanzas.** Si una salida temprano es inevitable, por favor sigua este procedimiento:

- Mande una nota al maestro/a de su niño/a incluyendo la fecha, tiempo, y razón por la salida temprano.
- Repórtese a la oficina al tiempo designado. Se le llamará a su niño/a cuando usted llegue a la oficina.

Procedimiento de Ausencias Excesivas, Tardanzas, o Salidas Anticipadas

Si un estudiante obtiene **diez** ausencias sin justificación, un reporte se presentará a los Servicios de Protección del Niño (Child Protective Services) de acuerdo al Código de Indiana. La documentación del reporte incluye:

- Evidencia de que la escuela ha comunicado las preocupaciones de la asistencia del niño/a a los padres

- Una declaración del impacto académico que incluye las calificaciones y el progreso en el desempeño.
- Notas de la asistencia.

Cada vez que un estudiante está ausente una porción del día escolar (salida anticipada, tardanza, citas durante el día) el estudiante se marcará tarde para el mantenimiento de datos exactos. Si el período de tiempo excede mitad del día del estudiante, el estudiante se marcará ausente por medio día.

Solicitud para Recuperar la Pérdida de Trabajo o Asignaciones

Notifique a la escuela o maestro/a apropiado al inicio del día escolar de cualquier solicitud de prácticas en casa o tareas. El padre del estudiante quien ha estado ausente es el responsable de verificar la solicitud de trabajos y tareas que pueden ser buscados en la oficina principal de la escuela con la secretaria.

Solicitudes de trabajos y tareas para ausencias pre-aprobadas deben ser solicitadas a la directora de la escuela directamente.

Padres por favor noten si recogen a su niño/a antes de las 2:20 será una tardanza no justificada sin una nota del doctor. Asistencia perfecta consiste en que cada nueve semanas no tengan ningunas ausencia o tardanza.

PREMIOS POR BUENA ASISTENCIA

Los certificados por una excelente asistencia serán presentados a los estudiantes al final de cada periodo de calificaciones. Asistencia perfecta consiste en que cada nueve semanas no tengan ningunas ausencia o tardanza/salida temprana. Los premios de asistencia perfecta al final del año escolar se les otorgarán a los estudiantes quienes tuvieron una asistencia perfecta durante cada periodo de calificaciones.

TIENDA DE LIBROS

Tenemos estos útiles en nuestra tienda de libros: lápices, reglas, papel, barras de pegamento, borradores, tijeras, marcadores y resaltadores. Nuestra Tienda está abierta todas las mañanas de las 7:40-7:55am.

ACOSOS/BURLAS

Fairmont tiene el compromiso de proveer un ambiente de educación seguro, positivo, productivo y substancial para todos los estudiantes. Comportamiento de acoso o burlas contra un estudiante, ya sea por un estudiante, empleado, o de una persona tercera es

estrictamente prohibido y no se tolerará. Burlas como se define en la ley del Estado quiere decir al manifiesto de actos o gestos repetidos, incluyendo comunicación escrita o verbal, actos físicos cometidos, o cualquier otro comportamiento cometido por un estudiante o un grupo de estudiantes contra otro estudiante con el intento de atormentar, ridiculizar, humillar, intimidar, o dañar a otro estudiante. Cualquier estudiante que crea que ella/el ha sido o es actualmente una víctima de burlas o sabe de una situación que envuelve burlas debe reportar la situación inmediatamente a un adulto. Todas las quejas acerca del comportamiento de las burlas serán investigadas prontamente. Basado en el Programa de Prevención de Olweus Bullying y en el entrenamiento de las 40 Habilidades del Desarrollo, Fairmont ha desarrollado un plan de una forma-específica para la prevención de las burlas.

CANCELACION DE ESCUELA

Si la escuela debe ser cerrada debido al mal tiempo u otra emergencia, por favor escuche las estaciones de la radio local WHAS (84 AM) y WNAS (88.1 FM) y WHAS-TV (Canal 11) y WNAS TV de Cable canal 25. Usted también puede revisar en el sitio de la red de la corporación. Los días de recuperación por nieve serán de aprendizaje virtual o se recuperarán los días: 3/21, 22, 23, 24 25.

Por favor no llame a la escuela de Fairmont por cancelaciones o retrasos. También recibimos nuestra información de procedencia superior. Si el sistema de escuela tiene un teléfono al corriente entonces recibirá una llamada de la corporación acerca de los retrasos o cancelaciones. Los Padres también pueden enlistarse para recibir mensajes de texto del sistema escolar.

CAMBIO DE /DOMICILIO

Por favor avise a la oficina de la escuela inmediatamente si usted ha cambiado de dirección/domicilio o número de teléfono durante el año escolar. Es esencial tener los archivos de la escuela con las direcciones/domicilios actualizados.

FIESTAS DEL SALON DE CLASE

Las fiestas del salón son limitadas a tres por año. Nuestras fiestas son las Fiestas de Otoño, Navidad y Día de San Valentín. El maestro/a del salón y los padres del salón y la Organización de Padres (PTO) trabajan juntos para coordinar estas actividades.

Es imposible celebrar cada cumpleaños de los estudiantes con fiestas y pastelitos. Sin embargo, sí reconoceremos los cumpleaños en el salón de clase, la cafetería y en el gimnasio como un día especial del estudiante. Les damos gracias por su cooperación.

COMUNICACIONES

Nuestros maestros/as y nuestra directora mandan las “Noticias Semanales” a casa todos los viernes con los eventos que pasaran y/o logros especiales. Los menús de

alimentos se mandan a casa mensualmente. Durante todo el año recibirá información de ambos la oficina y el maestro/a de su niño/a. Asegúrese de leer esta información cuidadosamente y responda si es necesario. En grados K-2 nuestros maestros/as mandarán a casa una carpeta de la semana con el trabajo de su niño/a. En grados 3 & 4 cada estudiante tendrá un cuaderno de asignaciones para que los padres lo revisen. Firmemente animamos a los padres que se comuniquen con nosotros también. Por favor llame a la oficina o escriba una nota con cualquier pregunta o preocupación que tenga.

CONFERENCIAS

Los maestros tendrán una junta con los padres en las conferencias del otoño en noviembre. También estamos disponibles para tener una junta con los padres para discutir cualquier preocupación. Por favor no dude en llamar al teléfono (812) 542-5501.

SALIDA

Los autobuses se llamarán en el Sistema Voceo al Publico (Public Address System) y los estudiantes deben de escuchar cuando se les llama a su autobús. **Los que se van en autobús** saldrán por la puerta # 1 (la entrada principal) **Los que se van en un carro o automóvil:** Saldrán por la puerta #5 (atrás de la escuela cerca del área de juegos). Nosotros llevaremos a su niño/a a su automóvil. ***Les pedimos que los padres/adultos no hablar en sus teléfonos celulares mientras este en la línea de carros para recoger a su niño/a. Les solicitamos abstenerse de fumar mientras espera a su hijo/a. Todas las escuelas de NAFCS son zonas donde está prohibido fumar.***

Los que van a la Guardaría de Niños: saldrán por la puerta #8, cerca de la calle Ormand. **Los que Caminan:** Los padres/guardianes que desean esperar a su niño/a lo pueden hacer en la puerta #6 y #7 atrás de la escuela por el parque. Por favor instruya o eduque a su niño/a a observar todas las reglas del tráfico, que crucen en las áreas designadas y que no acepten irse con personas extrañas que no conozcan. **Ningún automóvil se permite al frente del edificio por razones de seguridad.**

Esperamos el mismo tipo de buen comportamiento de nuestros estudiantes cuando entran, cuando salgan y también dentro de la escuela. Los chóferes de los autobuses repasaran las reglas con sus niños al empezar el año escolar. Cada niño/a debe de seguir estas reglas para asegurar la seguridad y el bienestar de todos los estudiantes. Si no siguen las reglas, puede resultar en una suspensión del servicio de autobús.

Si usted va a cambiar el plan de salida usual, usted nos tiene que informar antes de la 1:30p.m. Nosotros no cambiaremos la manera como regresa su hijo/a a casa sin hablar son uno de los padres.

CODIGO DE UNIFORME

La Escuela de Fairmont tiene una política de uniforme. Los Empleados de Fairmont con el Comité Ejecutivo del PTO (Organización de Padres/Maestros) creen que los uniformes mejoran la disciplina de la escuela, promueven la seguridad de la escuela, mejora el ambiente del aprendizaje para que los estudiantes tengan éxito académica-mente y socialmente, y les enseña a los estudiantes a vestirse adecuadamente. Estamos comprometidos a buscar donaciones y económicamente buscar el mejor precio de ropa para ayudar a nuestras familias hacer el uniforme una política conveniente.

El uniforme que es aprobado para la Escuela Primaria de Fairmont:

COLOR AZUL MARION, CREMA/BAIGE O NEGRO SÓLIDO DE ALGODÓN.

PANTALONES
FALDAS
VESTIDO SIN MANGAS (puesto sobre la blusa) / VESTIDOS
SHORTS o "pantalones cortos" (NO SHORTS DEL 31 DE OCTUBRE AL 1 DE ABRIL)

ROJO SÓLIDO, BLANCO, ROSA, AMARILLO, AZUL MARINO Y AZUL CELESTE, O NEGRO

CAMISAS CON CUELLO
CAMISETAS CON EL NOMBRE DE FAIRMONT
SUDADERAS
SUETERES

Las camisas deben fajarse, y se debe usar un cinto si el estudiante está en los grados 1-4 (si cualquier prenda tiene ojales para cinto). Algunas variedades se pueden permitir por razones religiosas. Estas situaciones se tomarán en cuenta individualmente y con respeto adecuado para la diversidad. Pueden comprar las prendas del uniforme en Target, Kmart, Wal-Mart, Dillard's, Goodwill, The Salvation Army y The General Dollar Store.

Ropa que **NO** es considerada como prendas de uniforme de Fairmont son las siguientes: Blusas de tirantes delgados, blusas/camisetas que enseñan el torso, ropa atlética como pantalones de sudadera, mallas, o pantalones cortos/shorts de nylon, o cualquier prenda que no se considera adecuada para la escuela. Los shorts o pantalones cortos **NO** se pueden usar del **31 de octubre al 1 de abril** debido al clima. Zapatos que son también patines **NO** se permiten.

Consecuencias al no seguir las reglas del uniforme son las siguientes:

1ra ofensa - Una carta se mandará a casa

2da ofensa - El estudiante comerá su almuerzo trabajando en asignaciones

3ra ofensa - La directora llamará a la familia para tener una conferencia y el estudiante posiblemente tendrá una suspensión de la escuela.

Los viernes serán "Viernes Casuales". A los estudiantes se les permite NO usar el uniforme, pueden usar prendas a su gusto, siempre y cuando cumplan con las reglas de

la corporación. Vea la página 57 de este documento para que se entere sobre la pólitica de la corporación acerca del uniforme.

SIMULACROS DE EMERGENCIA

Por ley se requiere que todas las escuelas conduzcan los siguientes:

- Simulacros de fuego mensuales
- Un simulacro por semestre para tomar refugio (intruso/terremoto)
- Un simulacro por semestre para tomar asilo/abrigo (tornado)

El propósito de estos simulacros es para enseñar a los niños como responder en una manera rápida, ordenada, y segura en situaciones de emergencia. Se requiere que los estudiantes cooperen enteramente y de una manera seria. Conducta correcta se supone tener todo el tiempo para tener la seguridad de todos.

Los simulacros de fuego son efectuados mensualmente. El propósito del simulacro de fuego es para enseñar a los estudiantes a evacuar el edificio de una manera rápida, ordenada y segura.

Los simulacros para tomar asilo/abrigo (tornados) serán programados una vez por semestre. A los estudiantes se les enseña a tomar refugio en un lugar estructuralmente fuerte en el sótano del edificio sin ventanas. Los estudiantes se hacen de frente contra la pared en una posición de rodillas cubriéndose las cabezas.

Los simulacros para tomar refugio (terremotos) son opcionales y se pueden llevar a cabo una vez por año. A los estudiantes se les enseña a colocarse rápidamente bajo un mueble para su protección en caso de un terremoto.

Los simulacros para tomar refugio (intruso) también se llevan a cabo una vez por semestre. Los estudiantes y maestros toman refugio para que estén fuera de alcance en el caso que un intruso se presente en los campos de la escuela.

INFORMACION DE EMERGENCIA

En caso de emergencia es requerido que cada estudiante tenga en nuestros archivos de la oficina de la escuela, lo siguiente:

1. Nombre(s) de padres(s) o tutor legal.
2. Dirección completa y actualizada.
3. Teléfono de casa y los números del trabajo de padre(s)/tutor(es) legal(es).
4. Números de teléfono de emergencia de un amigo o un pariente.
5. Nombre y número de teléfono de su doctor.
6. Información de alertas medicas.
7. Forma de salida temprano.

VIAJES DE EXCURSION

Los viajes de excursión entre la ciudad o puntos de interés cercanos son elegidos por los maestros una vez al año. Estos viajes son designados para complementar los diferentes aspectos de nuestro programa de escuela y para introducir a los estudiantes a los recursos de la comunidad. Los padres recibirán avisos de las excursiones antes de la fecha fijada del viaje. Cualquier arreglo especial como precio, ropa especial, y bolsa de lonche será incluido en el aviso. ***Si un estudiante ha sido suspendido por su conducta o por los pobres hábitos de trabajo durante las nueve semanas, él/ella NO es elegible para cualquier viaje de excursión durante el periodo de 9 semanas. Un estudiante debe de tener A, B o C en conducta para asistir al viaje de excursión***.

SERVICIOS DE COMIDA

Desayuno y Almuerzo se sirven en Fairmont. El costo del desayuno es $1.75 diariamente. Servimos desayuno de las **7:30-8:00 am,** El precio reducido es $0.30 diariamente. El precio para adultos es de $2.25 diariamente. Tenemos cocineros profesionales que trabajan en conjunto con un nutricionista para preparar los almuerzos escolares. El costo del almuerzo es de $2.60 diariamente. El precio reducido es de $0.40 diariamente. La leche cuesta $0.60. **Los estudiantes pueden traer su propia comida, aunque les pedimos que no traigan envases de vidrio o sodas.** Pueden comprar leche si traen su comida de la casa, el costo es $0.60. Tenemos adultos supervisando durante el horario de alimentos y requerimos una conducta apropiada de cada niño. El precio del almuerzo para adultos es de $3.55.

Las solicitudes para precio reducido o sin costo de los alimentos están disponibles en el sitio web del distrito escolar.

Políticas de las Cuentas de Alimentos de Estudiantes

El Programa Nacional de Almuerzos Escolares (NSLP) les requiere a las autoridades de alimentos escolares que establezcan una guía administrativa de procedimientos por escrito para manejar las cuentas de alimentos de los estudiantes. Es la responsabilidad del padre o guardián proveer los medios para que su hijo sea propiamente alimentado y listo para aprender. Para cumplir con esto, ellos deben: proveer el dinero para que el niño o los niños compren un alimento escolar, completen la aplicación de alimentos para determinar si son elegibles para asistencia o deberán traer su comida de casa.

MyPaymentsPlus

A todos los padres o guardianes se les requiere abrir una cuenta de MyPaymentsPlus para manejar la cuenta de alimentos de su hijo. MyPaymentsPlus es na manera segura y conveniente de monitorear compras, hacer pagos y recibir notificaciones cuando el balance está bajo en la cuenta de alimentos de su hijo. Ingrese en **www.MyPayments Plus.com**

Pagos de Alimentos

Todas las compras de la cafetería deben de ser pre-pagadas antes de que comience el servicio. Los pagos se pueden hacer de dos maneras:

1. MyPaymentsPlus: Ingrese en www.My PaymentsPlus.com
2. Haga pre-pagos en la escuela: los padres pueden hacer pagos por adelantado enviando un cheque a la escuela. Los cheques deben tener el nombre y el número PIN del estudiante. Los cheques deben hacerse a nombre de Fairmont.

Política de Cargo a la Cuenta de alimentos – Visite www.NAFCSnutrition.com para los detalles.

La Corporación de New Albany Floyd County Schools reconoce que en rara ocasión, a los estudiantes se les puede olvidar traer dinero para su comida. Pedir que se cargue en la cuenta puede ser vergonzoso para los estudiantes. Los estudiantes y adultos están supuestos a pagar diariamente o por adelantado todas las compras de comidas. Las cuentas no pagadas se descontinúan según las regulaciones del programa Federal de Nutrición Escolar: las deudas no pagadas deben ser cobradas y pagadas al Programa Escolar de Nutrición Y Alimentos.

Re-embolso:

El dinero solamente será re-embolsado a los padres que lo requieran por escrito. Visite www.NAFCSnutrition.com para que lea la guía de procedimientos. Imprima la forma "Refund Meal Account" y entréguela a la supervisora de Alimentos y Nutrición de la escuela.

Fairmont tiene un fondo especial este año y a todos los estudiantes se les servirá desayuno y almuerzo sin costo. Si un estudiante trae su almuerzo de casa y desea comprar leche, ésta cuesta 60 centavos. Los padres pueden abrir una cuenta para pagar por leche o bocadillos extra.

ESCALA DE CALIFICACIONES

La corporación de Escuela de New Albany/Condado de Floyd ha adoptado la siguiente escala:

A+ = 100% - 99%	***A = 98-92%***	***A- = 91-90%***
B+ = 89-88%	***B = 87-82%***	***B- = 81-80%***
C+ = 79- 78%	***C= 77-72%***	***C- = 71-70%***
D+ = 69-68%	***D = 67-62%***	***D- = 61-60%***
F= 59% y más bajo		

GOMA DE MASCAR O CHICLE

No se permite la goma de mascar en la escuela.

CABELLO

Los estudiantes no deben de usar mohawks puntiagudos. El color de cabello inusual y los estilos extremos son grandes distracciones y pueden interferir con la instrucción y el ambiente del salón de clase. Por favor tener esto en cuenta al escoger el estilo de cabello de su niño.

ACOSO

POLITICA O POLIZA DE DESCRIMINACION RACIAL, ACOSO RACIAL, DESCRIMINACION SEXUAL, ACOSO SEXUAL, Y DESCRIMINACION O ACOSO EN BASES a OTRAS CARACTERISTICAS PROTEGIDAS

1.POLITICA

A. Es la Política de las Escuelas Consolidadas de New Albany-Condado de Floyd de mantener y operar un ambiente de enseñanza que este libre de discriminación racial y de acosamiento racial y de acosamiento y discriminación en el fundamento de sexo, edad, color, creencia, incapacitad, posición económica o social de familia, origen nacional o de religión; de ese modo para proteger el interés de los empleados y estudiantes en la dignidad y libertad personal de humillación, tener disponible a la Corporación contra la lucha domestica y el desasosiego cual amenaza las instituciones democráticas, para preservar la seguridad publica, privilegios de salud de individuos entre la Corporación.

B. Será una violación de la Política de las Escuelas Consolidadas de New Albany-Condado de Floyd el discriminar o acosar a otro empleado o a un estudiante en

el fundamento de raza, sexo, edad, color, creencia, incapacidad, posición económica o social de familia, origen nacional o de religión.

C. Si desea presentar una queja, por favor póngase en contacto con la oficina de la escuela para el procedimiento y las formas.

2.LEY DEL ESTADO DE ACOSO O DE BURLAS:

El estado de Indiana caracteriza el acosar o burlar como la manifestación de actos repetidos o gestos, incluyendo: (1) comunicaciones transmitidas escritas o verbales; (2) actos físicos o (3) cualquier otro comportamiento cometido por un estudiante o un grupo de estudiantes contra otro estudiante con el intento de acosar, ridiculizar, humillar, intimidar, o dañar a otro estudiante.

3.PLAN DE ACCION PARA PREVENIR ACOSO/BURLA EN FAIRMONT:

A. Acosar o burlar son actos de agresión repetidos causando vergüenza, dolor o incomodidad a otra persona. Puede tomar diferentes formas como física, verbal y/o comportamiento sin palabras.
B. Reglamentos de acosar/burlar de Farimont
    a. No acosaremos/burlaremos a otros.
    b. Ayudaremos a los estudiantes que son acosados/burlados
    c. Incluiremos a los estudiantes que no son incluidos.
    d. Cuando sabemos de alguien a quien se acosa/burla, le diremos a un adulto en la escuela y en casa.
C. Laboratorio de Prevención de acosar/burlar (BPL)
    a. Los estudiantes se acompañarán a la entrada/o a la oficina, en la mañana, por un adulto escolta.
    b. El adulto caminará al estudiante al cuarto donde el/ella estará.
    c. Los estudiantes estarán aislados en un salón donde trabajarán por el día.
    d. El consejero y maestro/a trabajaran en un arreglo de comida para mantener al estudiante aislado.
    e. El estudiante será escoltado a su autobús o automóvil al fin del día.
D. Responsabilidad de los Empleados
    a. Identificar cuando un estudiante ha sido acosado/burlado.
    b. Interceptar el acoso/burla.
    c. Completar una forma con los detalles.
    d. Investigación sobre los detalles.

Nivel 1-Enterados

- El estudiante es enterado que su comportamiento no es aceptable, es lastimoso, y no se tolerara.
- Se animará al estudiante que sea más respetuoso y responsable.
- El estudiante recibirá consecuencias de la corporación (si se aplica)
- El estudiante firmara el plan de acción.

Nivel 2-Empatía

- El estudiante ha participado repetidamente en el comportamiento de burlas.
- El estudiante es enterado que su comportamiento no es aceptable, es lastimoso y no se tolerara.
- El estudiante escribirá una carta de disculpa al estudiante a quien ha burlado y a sus padres o guardianes.
- El estudiante les llamara a sus propios padres/guardianes para explicarles sus acciones.
- El estudiante recibirá consecuencias de la corporación (si se aplica)
- El estudiante firmará el plan de acción.

Nivel 3-Consecuencias Sociales 1

- El estudiante ha repetido el comportamiento de burlas la tercera vez.
- El estudiante es enterado que su comportamiento no es aceptable, es lastimoso y no se le tolerara.
- El estudiante escribirá una carta de disculpa al estudiante a quien ha burlado y a sus padres o guardianes.
- El estudiante les llamará a sus propios padres/guardianes para explicarles sus acciones.
- El estudiante recibirá consecuencias de la corporación (si se aplica) y 1 día en BPL.
- Se animará al estudiante que sea más respetuoso y responsable.
- El estudiante firmará el plan de acción.

Nivel 4-Consecuencias Sociales 2

- El estudiante ha repetido el comportamiento de burlas la cuarta vez.
- El estudiante es enterado que su comportamiento no es aceptable, es lastimoso y no se tolerara.
- El estudiante escribirá una carta de disculpa a la persona que ha burlado y a sus padres o guardianes.
- El estudiante les llamará a sus propios padres/guardianes para explicarles sus acciones.
- El estudiante recibirá consecuencias de la corporación (si se aplica) y 3 días en BPL.
- Se animará al estudiante de ser más respetuoso y responsable.
- El estudiante firmará el plan de acción.

Niver5-Consecuencias Sociales 3

- El estudiante ha repetido el comportamiento de burlas la quinta vez.
- El estudiante es enterado que su comportamiento no es aceptable, es lastimoso y no se tolerara.
- El estudiante escribirá una carta de disculpa a la persona a quien ha burlado y a sus padres o guardianes.

- El estudiante les llamará a sus propios padres/guardianes para explicarles sus acciones.
- El estudiante recibirá consecuencias de la corporación (si se aplica) y 5 días de BPL cuando regresen.
- Se animará al estudiante de ser más respetuoso y responsable.
- El estudiante firmará el plan de acción.

SERVICIOS DE SALUD

Una enfermera escolar revisa los servicios de salud que se ofrecen en esta escuela. Sin embargo, una enfermera escolar quizá no esté en la escuela todos los días porque la mayoría de las enfermeras viajan de un edificio a otro. En caso de una enfermedad o de una herida, el niño/a será atendido por un miembro de la escuela que ha sido entrenado. Si su niño/a tiene una alerta de salud, por favor incluya esta información en la historia de salud o notifique a la escuela tan pronto como le sea posible. Esta información permanece confidencial y se comparte con el personal de la escuela solamente en función de la necesidad. Si un tratamiento de emergencia es necesario, nos pondremos en contacto con los padres. Si los padres no están disponibles, se le llevara al niño/a al hospital en una ambulancia a costo de los padres. ***Recuerde, un numero de teléfono de emergencia para contactar a los padres debe de estar en el expediente de la escuela y es vital al tratar de contactar a los padres en caso de una emergencia.***

MEDICAMENTOS EN LA ESCUELA

1. Una forma de “Solicitud para la Administración de Medicina “Recetada” debe de ser firmada y fechada por el doctor y el padre/tutor legal. Esta solicitud por escrito debe permanecer en los archivos de la oficina de escuela antes de que la medicina, receta, o medicina sin receta, pueda administrarse por un empleado. La solicitud debe de tener el nombre del estudiante, nombre de la medicina, la dosis, y hora en que se debe administrar. La forma debe ser renovada al principio de cada año escolar o si la medicina cambia durante el año escolar.

2. Un estudiante debe de ser autorizado de tener y de darse la medicina a si mismo para una enfermedad crónica o condición médica si la medicina es necesaria en una situación de emergencia. La forma "Autorización al Estudiante que Posee y Administre su Medicamento" debe de ser firmada y fechada por el doctor y el padre/tutor legal. Esta forma es sometida en adición de la forma de "Solicitud para la Administración de Medicina Recetada".

3. La medicina debe de ser entregada a la escuela por el padre/guardián diariamente. Cualquier excepción a la dosis de requisito diario debe de ser aprobada por la directora después de consultar con la enfermera de la escuela. La excepción será limitada a una (1) semana de escuela de la medicina y debe de ser traída a la escuela por el padre/tutor legal, o por cualquier otro arreglo aprobado por adelantado por la directora. La medicina debe de entregarse a la escuela satisfaciendo los requisitos mencionados en el #5 abajo.

4. Todo el medicamento sin receta debe estar en el envase/botella original y debe de tener claramente el nombre del niño/a en la etiqueta.

5. Todo el medicamento con receta debe de estar en la botella con la etiqueta de la farmacia o empacada con la siguiente información: Número de la receta, Nombre del niño/a, Nombre del doctor, Nombre de la medicina, Dosis y Horario de administración.

6. Todo medicamento debe entregarse a un empleado de la escuela para su administración y se mantendrá en un lugar cerrado con llave.

7. La enfermera de la escuela proveerá instrucción/entrenamiento como sea necesario a los empleados quienes dispensaran el medicamento al estudiante.

8. Pomada de labios sin receta y 2 pastillas de tos por día (con una nota del padre) se permiten sin una carta o declaración del doctor.

ENFERMEDADES DE RUTINA Y REGRESO A LA ESCUELA

Los estudiantes no deben de venir a la escuela si manifiestan alguna de las condiciones mencionadas abajo. Si están en la escuela, los estudiantes se mandan a casa por las razones siguientes *y una nota de su doctor se requiere para la readmisión:*

1. Ojo(s) rojos con posible supuración o incomodidad. Infección de la piel persistente (incluyendo heridas abiertas).
2. Salpullido inexplicable o sin diagnosis.
3. Herida que causó pérdida de la consciencia y sea documentada.
4. Supuración de la piel que no se ha tratado médicamente.

Los estudiantes no deben de venir a la escuela si están teniendo cualquiera de las condiciones mencionadas abajo. Si están en la escuela, los estudiantes se mandan a casa por las razones siguientes:

1. *Temperatura de 100.4 grados o más. Los estudiantes deben de estar libres de calentura por 24 horas (sin ayuda de medicamentos tales como *Tylenol/Ubuprofen*) antes de regresar a escuela. Ver #6
2. Temperatura de 96.5 o menos.
3. Piojos – Los estudiantes se mandarán a casa si se encuentran piojos vivos. Si los estudiantes tienen liendres, él/ella puede quedarse en la escuela por ese día, pero deben de tratar médicamente a los piojos y se revisaran por el personal de la escuela antes de que regresen a su clase el día siguiente. De acuerdo con la Política de la Mesa Directiva de la Escuela de New Albany-Condado de Floyd, no se les revisará la cabeza en el salón de clase.

4. * Vomito. Los estudiantes deben estar libres de vómito por 24 horas antes de regresar a la escuela a menos que tengamos documentación que nos indique de alguna alguna causa o diagnosis que no sea contagiosa. Vea #6

5. Diarrea. Los estudiantes deben estar libres de diarrea por 24 horas antes de regresar a la escuela o a menos que tengamos documentación que nos indique de alguna causa o diagnosis que no sea contagiosa. Vea #6.

6. Durante periodos de contagio comunitario de enfermedades tales como el COVID-19, guías para ser excluido de la escuela y su regreso a la escuela pueden ser extendidas e incluir síntomas adicionales. Contribuciones serán tomadas del Departamento de Salud del Condado de Floyd, consejero médico de las NAFCS y del Departamento de Salud del Estado de Indiana.

ALERGIAS SEVERAS EN LA ESCUELA

Si su hijo/a tiene una alergia potencialmente mortal a la comida, picadura de insectos, al hule o a otro agente alérgico, por favor asegúrese que el proveedor de salud de su hijo/a completa un Plan de Acción contra Alergias para su hijo/a y provee a la escuela con un EpiPen/Autoinjector de acuerdo con el Plan de Acción contra Alergias de su hijo/a.

Pero que sucede si su hijo/a tiene una reacción alérgica por primera vez en la escuela la cual nunca ha sido diagnosticada? De la misma manera las enfermeras de las escuelas de los condados de New Albany y Floyd están preparadas para manejar este tipo de reacciones alérgicas potencialmente mortales. Si su hijo/a experimenta una reacción alérgica potencialmente mortal en la escuela que involucre inflamación de labio, cara, lengua o garganta, dificultad severa para tragar o respirar o pierde el conocimiento, serán notificados 911 y un padre. Una enfermera o un empleado de la escuela calificado bajo la dirección de la enfermera de la escuela puede usar una medicación para salvar vidas llamada EpiPen/auto-inyector de acuerdo con las instrucciones del consejero médico. Si usted no desea que su hijo/a reciba este tipo de medicación para salvar vidas, por favor contacte la enfermera de la escuela por escrito.

SALUD Y BIENESTAR EN LA CLASE

De acuerdo con la política de bienestar de NAFCS, toda la comida que es proveída, no vendida, a los estudiantes en los edificios de la escuela durante el día escolar, debe cumplir con la Guía Dietética USDA para americanos y los estándares de nutrición para los bocadillos inteligentes USDA para las escuelas. Visite la página https://foodplanner.healthiergeneration.org/calculator. Algunos edificios de la corporación independientemente tienen permitido tres días de excepción de la política con el propósito de las fiestas de clase. Cada edificio independientemente decidirá los tres días en los que la comida será servida (proveída) la cual no cumple con la guía de la USDA. Sin embargo, las escuelas son aconsejadas de servir agua y proveer opciones de frutas o vegetales como parte de la celebración. Toda la comida para las fiestas o celebraciones debe venir en empaques y tiene que ser comprada en tiendas y tener una etiqueta que describa los ingredientes, alérgenos, y conteo de carbohidratos. Si las celebraciones en clase de los cumpleaños son permitidas, artículos otros diferentes a la comida son recomendados, tales como libros, pelotas de goma, sorpresas de fiestas, lápices, etc.

INMUNIZACIONES

Un cierto número de inmunizaciones son requeridas por la ley del estado para que los estudiantes sean admitidos en una escuela pública. Evidencia de que ha recibido estas inmunizaciones o una carta de objeción medica o religiosa se requiere antes de empezar la escuela. Su hijo/a puede ser excluido de asistir a la escuela con otros estudiantes si la prueba requerida de inmunizaciones o su objeción no han sido entregadas a la escuela.

ENFERMEDAD QUE CAUSA LA MENINGITIS (Meningococcal Disease)

Una ley de Indiana requiere que cada año los padres/tutores legales sean informados “acerca de la enfermedad de meningococcal disease (bacteria que causa meningitis) y

su vacuna" (IC-20-30-5-18). La enfermedad que causa Meningitis (Meningococcal disease) es una enfermedad peligrosa que puede atacar a los niños y a los jóvenes. Esta enfermedad puede progresar rápidamente y después de unas horas de los primeros síntomas, pude resultar en muerte o en una incapacidad permanente que incluye pérdida de la audición, daño al cerebro, o amputaciones de alguna extremidad del cuerpo.

Los síntomas de la enfermedad se parecen a la gripe y puede incluir calentura, dolor de cabeza, nausea, y cuello tenso, haciendo difícil el diagnóstico. La bacteria que causa meningitis es transmitida por gotas de aire y por contacto directo con una persona infectada. Afortunadamente hay una vacuna disponible y los Centros que Controlan las Enfermedades y su Prevención recomiendan las vacunas de rutina de meningococo para los niños de edades 11 a 12 años. Para los jóvenes, la vacuna se recomienda al comienzo de la escuela preparatoria (6° grado) con una segunda dosis a los 16 años de edad, al comienzo del último grado de secundaria (12° grado). La vacuna para la meningitis es requerida para los estudiantes de 6° y 12° grados para asistir a la escuela.

SALUD Y LAS ACTIVIDADES EXTRACURRICULARES

Las escuelas de los condados de New Albany y Floyd ofrecen servicios de enfermeras durante las horas escolares. Sin embargo, una enfermera escolar o ayudante de salud no están en el edificio después de las horas de clase. Si su hijo/a tiene alguna condición médica que requiera cuidado de enfermería o un plan especializado de cuidado y tiene la intención de participar en cualquier actividad antes o después de la escuela, deportes o el programa de guardería del YMCA, por favor notifique la enfermera de la escuela. Varias agencias usan el edificio de nuestra escuela, pero no tienen la información de salud de su hijo/a o entrenamiento en cómo atender preocupaciones de salud.

La enfermera de la escuela puede ayudarle para saber qué pasos debe tomar para mantener a su hijo/a saludable y seguro fuera del día normal de escuela. Para actividades que no son patrocinadas por la escuela (tales como la guardería de YMCA antes y después de clases, After School Rocks y deportes de la escuela elemental) los padres son responsables por comunicar las necesidades de salud de su hijo/a al director del programa o proveer cualquier medicación/tratamiento necesario para el cuidado de su hijo/a.

PRACTICA EN CASA

La tarea es parte del programa para extender y reforzar la experiencia del aprendizaje. La práctica apoya la maestría Académica de las Normas de Indiana y al mismo tiempo se desarrolla responsabilidad, independencia, hábitos positivos de estudio, y destrezas del pensamiento. La tarea será basada en la habilidad y las necesidades del estudiante y será asignada con dirección clara. La cooperación de los padres y la actitud positiva

hará la diferencia en la actitud de sus niños y el esfuerzo sobre la práctica en casa. Los padres deben de ponerse en contacto con el maestro si tienen preguntas específicas acerca de la práctica.

SEGURO

El seguro de la escuela se ofrece al principio de cada año escolar.
Por favor tome tiempo para leer la política e información adicional que se le ha previsto, para que usted pueda determinar si su familia está interesada en participar.

BIBLIOTECA/CENTRO DE MEDIOS

¡Fairmont tiene una biblioteca excelente! Se le anima a cada clase a que usen la biblioteca una vez a la semana. Los estudiantes pueden usar la biblioteca para sacar libros para que hagan investigaciones independientes en otro tiempo con tal que ellos tengan permiso de su maestro/a. Por favor anime a su niño/a a compartir con ustedes su libro(s) de la biblioteca. Solo por compartir, ustedes podrán ver el progreso y el desarrollo de su niño/a y le podrá dar su apoyo para que el/ella tenga éxito en la escuela. **Nuestros estudiantes son responsables por entregar los libros a tiempo y reemplazar los libros perdidos o dañados**. Los padres de Fairmont son bienvenidos a sacar juegos, libros y materiales de nuestra biblioteca para Padres. Por favor vea a nuestra Coordinadora del Titulo I para preguntas y ayuda.

PRENDAS PERDIDAS Y ENCONTRADAS

En Fairmont nuestro lugar de prendas perdidas y encontradas esta localizado en el gimnasio. Por favor pregunte a su niño/a que revise ahí por cualquier artículo y ropa que ha perdido. ***Por favor ponga el nombre de su niño/a en las prendas de ropa***. Al fin de cada trimestre donamos los artículos que se han perdido a una agencia de la comunidad.

PADRES VOLUNTARIOS

La Escuela de Fairmont considera los padres voluntarios un recurso muy especial. Los animamos a que usted ayude en nuestros salones de clase y programas. Por favor llame a la oficina o al oficial del PTO (Organización de Padres-Maestros) si usted tiene tiempo o habilidades que pueda donar para hacer a nuestra escuela un mejor lugar para que los estudiantes aprendan y crezcan. Debemos de conducir verificación de antecedentes penales para cada persona que sea voluntaria.

EDUCACION FISICA

La educación física es una parte importante de la experiencia educacional de su niño/a y es una parte integral de nuestro programa escolar. El desarrollo y mantenimiento del cuerpo saludable es esencial para el bienestar físico como el bienestar mental. Mientras

intentamos desarrollar carácter, podemos concentrarnos en el liderazgo, la deportividad, y habilidades de simpatía. Su niño/a debe de estar preparado para la Educación Física (P.E.), a menos que el/ella haya estado enfermo/a.

Si este es el caso, por favor escriba una nota a la maestra explicando la situación y mencionando cuando su niño/a puede regresar a las actividades de Educación Física. Habrá un instructor/a para la Educación Física que proporciona la instrucción para su niño/a por 40 minutos a la semana.

PROTECCION DE LA PROPIEDAD PÚBLICA Y PERSONAL

Nuestra escuela es una propiedad pública. Depende en todos nosotros mantenerla en condición excelente. Tenemos un operador de planta y conserjes quienes trabajan muy duro, con el resto de nuestros empleados, para mantener a Fairmont. Necesitamos la cooperación de todos los estudiantes y padres para que respeten y cuiden nuestro edificio
y terreno. Fairmont está equipada con un sistema contra incendios y monitoreo de alarmas contra vandalismo. Sin embargo, si usted ve cualquier actividad sospechosa, por favor llame al 585-2253 (AbleAlarm) o la policía local. Cuidado de propiedad personal es un problema que esta siempre presente. Muchos artículos, durante todo el año, se pierden, se roban, se dañan o se extravían. Ayudaremos a localizar estos artículos, pero esperamos que cada niño/a sea responsable por sus pertenencias***. Ropa (especialmente abrigos) deben de tener el nombre de su niño/a. Sus niños nunca deben de cargar mucho dinero más de lo que es necesario para el día de escuela.***

PTO

Nuestra Organización de Padres y Maestros (PTO) en Fairmont esta interesada en mejorar nuestra escuela para nuestros estudiantes, empleados y padres. Urgimos a todos los padres/guardianes a participar en esta organización y que enseñen su apoyo a Fairmont. Si le gustaría envolverse por favor llame a la oficina de la escuela y nosotros le pasaremos la llamada a una persona del comité ejecutivo. En nuestra primera junta de PTO nuestros maestros y empleados se presentarán y les daremos una introducción breve. Esperamos verlos y esperamos que participen en esta actividad.

LIBERACION DE LOS ESTUDIANTES DURANTE EL DIA ESCOLAR

La seguridad de sus niños es una preocupación importante para nosotros, nos adherimos a las siguientes directrices con relación a que los estudiantes salgan durante el día escolar.

1. No se permite que los niños salgan directamente del salón de clase. Por favor reporte a la oficina y le hablaremos al estudiante para que venga a la oficina. ***Los estudiantes deben de ser liberados en la oficina de la escuela.***

2. No se permite que los niños se salgan fuera del edificio de la escuela. Ellos deben ser recogidos adentro, en la oficina de la escuela.
3. No se les permitirá a los niños que se vayan con alguien más que con sus padres o guardián solo si tenemos un permiso escrito del padre o guardián indicando la aprobación de ellos.
4. Si va a recoger a su niño/a para el almuerzo, por favor escriba una nota al maestro/a, preséntese a la oficina cuando llegue y observe el periodo de treinta minutos que tienen para comer y regrese a su niño/a al tiempo correcto.
5. Si sale temprano de la escuela se tomará en cuenta como **una tardanza sin excusa**, si no se presenta una nota médica.

BOLETAS DE CALIFICACIONES

Las boletas son distribuidas cada nueve semanas. Los padres deben de firmar y regresar la boleta a la escuela de una manera oportuna. Preocupaciones con respecto a las calificaciones del estudiante deben de discutirse con el maestro/a de su niño/a. Reportes de medio término son enviados a casa a la mitad de cada trimestre. Para los maestros que mandan reportes semanales, el reporte de la semana en la mitad del trimestre es considerado como el reporte de mitad del periodo.

RETENCION

Estamos preocupados del desarrollo de nuestros estudiantes y por eso hemos diseñado los siguientes procedimientos para cuando los maestros consideran la retención de un estudiante.
1. El maestro/a aportara al estudiante antes del Comité de RTI (Respuesta a la Intervención). Vamos a revisar la Escala de Reatención en lo que respecta a su estudiante y se utiliza como una herramienta. El propósito de este instrumento es para hacernos concientes de todos los aspectos que se deben considerar.
2. Nos reuniremos con el maestro/a del año anterior y con el maestro/a del próximo grado para obtener contribución a esta decisión.
3. En una doble retención es el seguimiento de los puntos 1 y 2, pero se incluye a la directora en esta reunión. El comité desaconseja la doble retención, pero reconoce que puede haber razones que existen que puedan justificar esta acción.
4. Informe a los padres de la decisión de retención cerca del fin del tercer trimestre. La retención es una decisión muy seria y será tratada como tal.

ASIGNADO: Si un estudiante es asignado al próximo grado, una conferencia automática tomara lugar al fin de las primeras nueve semanas para avaluar el progreso del estudiante. Trataremos de arreglar esta conferencia el Día de Conferencia de Padres.

Esta conferencia envolverá el maestro/a del año pasado, maestro/a presente, directora y padre. En esta conferencia se determinará si el estudiante se ha colocado correctamente o si otras opciones se deben de explorar.
A todos los estudiantes que son asignados se les enviará una carta declarando esta política. Cada maestro/a del salón de clase debe de señalar o notar los estudiantes asignados.

DERECHOS Y RESPONSABILIDADES

Los padres/guardianes recibirán un folleto separado discutiendo los derechos y las responsabilidades del estudiante. Con el propósito de este folleto nos gustaría simplificar el comportamiento y las expectativas señalando algunos "Nunca" "Nevers" y recordándoles a todos que el comportamiento de nuestros estudiantes es basado en una combinación de cortesía común, respeto y de consideraciones de seguridad.

Los siguientes tipos de conducta **NUNCA** son permitidos:
(1.) Pelear, (2.) Desafío a los empleados de la escuela, (3.) El uso de profanidad,
(4.) Negarse a preparar asignaciones o participación en clase, (5.) Posesión de armas o de objetos dañinos, (6.) Posesión o uso de tabaco o alcohol (7.) Posesión o uso de cualquier sustancia controlada.
Estas normas están en vigor en todos los autobuses escolares, actividades patrocinadas por la escuela, y en las paradas de autobuses escolares.

Las Reglas Amplias y la Carta de Derechos de la Escuela de Fairmont son:

1. **TENGO EL DERECHO Y RESPONSABILIDAD DE APRENDER.**
2. **TENGO EL DERECHO DE ESTAR SEGURO Y DE QUE ME TRATEN CON RESPETO, Y LA RESPONSABILIDAD DE TRATAR A OTROS DE LA MISMA MANERA.**
3. **TENGO EL DERECHO DE TENER UN AMBIENTE SEGURO, LIMPIO, Y SALUDABLE EN EL CUAL SE PUEDA APRENDER Y LA RESPONSABILIDAD DE AYUDAR A MANTENERLO DE ESA MANERA.**

LINEA DE SEGURIDAD DE LA ESCUELA

Esta línea es usada para que los padres o los miembros de la comunidad puedan dejar información en relación a la posibilidad de una amenaza a la seguridad sin que ellos necesiten dejar su nombre. La información se remite a la directora de la escuela para investigación. El número para llamar si tienen preocupaciones en relación a la seguridad de la escuela es **1-800-418-6423 ext. 359.** Este número de servicio funciona de la misma manera para todas las escuelas de New Albany-Condado de Floyd.

HORARIO DE ESCUELA

7:35. . . . . Las puertas se abren-autobuses llegan (entrada por la puerta principal)
7:40 . . . . . .El desayuno empieza en las aulas de clase
8:00 . . . . . .La escuela empieza
10:30-1:30 . . . Almuerzo (horario de almuerzo escalonado)
2:30- . . . . . Salida de la Escuela

FOTOGRAFIAS DE LA ESCUELA

Fotografías individuales del estudiante serán tomadas en la escuela por un estudio profesional cada otoño. Usted recibirá información adicional cuando se acerque el tiempo para tomar las fotografías. Las fotografías se pueden tomar en la primavera también. Se mandará la información a casa con suficiente tiempo para que participen si desean.

SERVICIOS ESPECIALES

Fairmont y la Corporación de las Escuelas Consolidadas de New Albany-Condado de Floyd ofrecen muchas actividades y servicios fuera del programa designada del estado.
Algunos de los servicios que su niño/a puede participar son los siguientes: drama, terapia de lenguaje, y servicios de apoyo.
Uno de nuestros servicios especiales en Fairmont es del programa del Titulo Uno. Este programa es designado para dar mas ayuda a nuestros estudiantes que necesitan asistencia adicional en la lectura y matemáticas. Este programa que es financiado Federalmente se concentra en tutores personales, fonéticos, vocabulario y comprensión y habilidades de matemáticas. A través de estos servicios especiales el éxito de nuestros estudiantes y el disfrutar en la escuela se incrementa.

HABILIDADES DE ESTUDIO

Un padre puede ayudar a que su niño/a a ser consciente de las habilidades y técnicas, que hacen el aprendizaje más fácil y mas agradable. Anime a su niño/a a desarrollar los siguientes hábitos de estudio:

l. Venir a clase preparados con lápiz, papel, y otros materiales necesarios.
2. Ser un participante activo en clase. Escuchar bien y tomar parte en clase
3. Hacer preguntas para clarificar problemas.
4. Planificar su día y horario para hacer su tarea.
5. Usar lo que ha aprendido y aplicar su conocimiento en situaciones nuevas.
6. Esforzarse por hacer el mejor trabajo posible.

TARDANZAS

La llegada a la escuela debe ser puntual para todos los estudiantes. Llegada tarde interrumpe la clase y causa la pérdida de tiempo instruccional. Todos los estudiantes deben de llegar a la escuela, estar en el gimnasio y listos para empezar los ejercicios del principio del día a las **7:55 A.M. puntualmente**. La salida de un estudiante **antes de las 2:20** sin certificado médico se considera una tardanza. Los estudiantes necesitan reportarse a la oficina si llegan tarde a la escuela***. Un adulto debe de acompañar al estudiante para firmar y reportar la tardanza en la oficina.***

LIBROS DE TEXTO

Hay una cuota para la renta de libros y de materiales. La cuota varía para cada nivel de grado. La cuota cubre el precio de libros, materiales de arte y materiales para los exámenes de todos los grados. La renta de los libros debe de pagarse cuando se inscribe al estudiante. Pagos parciales se aceptan y/o un plan diferido de pago puede arreglarse con la directora. Si su niño/a se mueve fuera de nuestra corporación, se le devolverá su dinero de acuerdo con el horario de nuestra corporación.

ARTICULOS SIN AUTORIZACION

Consideración y sentido común es la mejor guía en determinar si debe de traer posesiones personales a la escuela. En general, los estudiantes no deben de traer juguetes o artículos que no son comunes a la escuela a menos que se intenten usar en un propósito específico en el salón de clase y si la maestra le ha dado permiso para traer ese artículo(s).

Ciertos artículos se les prohíben en la escuela y se les quitaran, se les devolverán cuando los padres los reclamen. Estos artículos no son limitados a los siguientes:

1. Encendedores, cerillos o cigarros
2. Cuetes, balas o aparatos explosivos
3. Cuchillos o instrumentos filosos
4. Pintura pulverizada
5. Aceite de canela o pica dientes de canela
6. Drogas de cualquier forma (excepción-vea medicamento)
7. Dibujos/fotos o literatura obscenos
8. Pistolas de cualquier tipo (agua, juguete, lardo, chinanpina o chispa, aire, etc.)
9. Juguetes (excepto con el permiso del maestro/a)
10. Animales (excepto con el permiso del maestro/a o de la directora)
11. Radios, grabadoras CD, y IPODS (excepto con el permiso del maestro/a), y otro artefacto electrónico como Game boys, Nintendo DS, teléfonos celulares (se permiten si se apagan durante el día de escuela) y etc.

12. Ropa, joyería o color de cabello (como azul, verde, morado, etc.) que interrumpe el proceso educacional.
13. NO se permiten zapatos con ruedas.

VISITANTES

Visitantes a la Escuela de Fairmont deben de presentarse a la oficina de la escuela. Aquí se registrarán y recibirán una identificación de visitantes para que la usen durante la visita. Seguimos este procedimiento para proteger a nuestros estudiantes y para limitar la interrupción de nuestros salones de clase. Se les anima a los padres/guardianes que visiten las clases. Sin embargo, nos gustaría que observaran algunas políticas simples.

1. A la mayoría de los maestros les gusta empezar el día de clase antes de que los visitantes lleguen, pero la mayoría sienten que la mañana ofrece el mejor tiempo para visitar.
2. Traten de no fijar una visita antes de una vacación, durante exámenes o el primer o último día de un semestre.
3. Hablando generalmente, a los maestros les gusta saber cuando esperar los visitantes. Siempre trate de llamar y hablar con el maestro/a antes de la visita.
4. Cuando visite, por favor no traiga niños pequeños. Esto puede causar interrupción al proceso educacional.
5. Limite su visita a una hora a menos que otros arreglos se han hecho previamente.
6. Por favor no use esta visita como una conferencia de padre-maestro. Visitantes pueden fijar una conferencia después, si es necesario.
7. Siempre repórtese a la oficina antes de ir al salón de clase.
8. Todas las puertas exteriores están aseguradas, con la excepción de la entrada principal, para la protección de nuestros estudiantes.

Al visitar la clase de su niño/a un padre/tutor estará en mejores condiciones para comprender la función de su niño/a como el/ella mismo se refiere a si mismo a sus compañeros de clase y la parte del maestro/a como un líder de instrucción.

DISPOSITIVOS O APARATOS INALÁMBRICOS DE COMUNICACIÓN (WCDs)

Los estudiantes pueden poseer aparatos inalámbricos de comunicación (WCDs) en la escuela, en la propiedad de la escuela, durante actividades después de escuela (por ejemplo: actividades extra-curriculares) y funciones relacionadas a la escuela. WCDs deben de ser apagados completamente (no solo colocado en el modo de vibrador o silencio) durante las horas de escuela y guardados fuera de vista. Se permitirá que los estudiantes usen estos aparatos (WCDs) después de las horas de escuela y en eventos de la escuela. Un “dispositivo o aparato inalámbrico de comunicación” es un aparato

que emite una señal acústica, vibra, muestra un mensaje, o de otra convocatoria o entrega una comunicación al poseedor. Los siguientes aparatos son ejemplos de WCDs: celular y Blackberrys/telefonía móvil o inalámbrica, con Wi-Fi de banda ancha o dispositivos de acceso, radios de dos vías o depositivos de video de radiodifusión. Los estudiantes si pueden usar WCDs mientras se conduce a la escuela en un autobús escolar u otro vehiculo previsto por la Junta o Mesa Directiva a menos que haya un comportamiento de distracción o ruido que crea un ambiente inseguro.
También durante actividades después de la escuela cuando es dirigido por el administrador o patrocinador. WCDs deben de ser apagados completamente (no solo colocado en el modo de vibrador o silencio) y guardados fuera de vista.

Los requisitos de WCDs que deben de ser apagados completamente no aplicará en las siguientes circunstancias cuando un estudiante obtiene la aprobación previa del director/a de la escuela:
El estudiante tiene circunstancias especiales de salud (por ejemplo: un familiar enfermo o su propia condición especial de salud). El estudiante utiliza la WCD para finalidad educativa o de instrucción. Los estudiantes tienen prohibido el uso de WCDs para capturar, grabar o transmitir las palabras (es decir, de audio) y/o imágenes (es decir, fotografías/video) de cualquier estudiante, empleados de la escuela o mientras asiste a una actividad relacionada con la escuela, sin el expreso previo aviso y consentimiento expreso para la captura, grabación o transmisión de dichas palabras o imágenes. El uso de un WCD para tomar o transmitir audio y/o imágenes/video de un individuo sin su consentimiento se considera una invasión de la privacidad y no esta permitido, a menos que tenga autorización del director/a de la escuela.
El uso de WCDs que contienen construidas cámaras (es decir, que tengan dispositivos o aparatos fijos o películas, ya sea en uno u otro formato digital) esta prohibido en los vestuarios, salones de clase, baños y/o piscinas. No expectación de mantener la confi-dencialidad existirá en el uso de WCDs en el local escolar o propiedad.

Los estudiantes tienen prohibido el uso de WCD en cualquier parte que pudiera razonablemente crear en la mente de otra persona una sensación de estar amenazada, humillada, acosada, avergonzada o intimidada. Los estudiantes también están prohibidos de usar una WC para capturar y/o transmitir información de un examen/prueba o cualquier otra información de manera constituida fraude, robo, engaño, o deshonestidad académica. Del mismo modo, los estudiantes tienen prohibido usar sus WCDs para recibir esa información.

La posesión de una WCD por un estudiante es un privilegio que puede ser perdido por cualquier estudiante que no mantiene los términos de esta política, o de otra manera se involucra en el uso indebido de este privilegio. Violación de la política puede resultar

en acción disciplinaria y/o decomiso de la WCD. El director/a de la escuela también podrá someter el asunto a la policía si la violación implica una actividad ilegal (por ejemplo, la pornografía infantil). La disciplina será impuesta a una escala creciente que van desde una advertencia a una expulsión basado en el numero de violaciones anterior y/o la naturaleza o circunstancias que rodean la violación concreta. Si se producen múltiples delitos, un estudiante puede perder su privilegio de traer un WCD a la escuela por un periodo de tiempo determinado o sobre una base permanente.

Los estudiantes son única y personalmente responsables del cuidado y la seguridad de sus WCDs. La Junta o Mesa Directiva no asume ninguna responsabilidad por robo, pérdida, daño o vandalismo a WCDs traídos en su propiedad, o el uso sin la autorización de estos dispositivos.

A los padres/guardianes se les aconsejan que la mejor manera de ponerse en contacto con su niño/a durante el día escolar sea llamar a la oficina de la escuela. Los estudiantes pueden usar teléfonos de la escuela para comunicarse con los padres/guardianes o tutores durante el día escolar.

New Albany-Floyd County Schools



Student Rights and Responsibilities

PREAMBLE

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

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

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

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

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

I. BASIC FREEDOMS AND RESPONSIBILITIES OF STUDENTS

1. Freedom of Speech and Assembly

a. The School Corporation recognizes students' constitutional rights to free expression. While participating in, or present at, any school activity or any school sponsored extracurricular activity, students may not engage in speech (spoken or written) or conduct (including by wearing clothing, jewelry, or hairstyles) that: is obscene, lewd, vulgar, indecent or plainly offensive ; actually or is reasonably be expected to substantially disrupt the school; promotes alcohol or other illegal drug use; incites imminent lawless action; threatens violence; asserts false statements of fact about another person or entity; or expresses school sponsored speech that is inconsistent with educational interests.

b. The School Corporation recognizes students' freedom to assemble peacefully. Conducting demonstrations which interfere with the operation of the school or classroom is inappropriate and prohibited. All student meetings in school buildings or on school grounds may function only as a part of the formal educational process or as authorized by the school principal. In considering such requests, the principal shall not unlawfully withhold permission based on the identity of the speaker or viewpoint being expressed. The use of obscenities is prohibited. Violence, threats of violence and possession, use or threatened use, of weapons are prohibited.

2. Freedom to Publish

a. Students may edit, publish, and distribute printed, handwritten, or duplicated matter among their fellow students within the schools. Students must assume the responsibility for the content of such publications or handwritten opinions. The distribution of such material must not interfere with, or disrupt, the educational process, learning environment, or endanger the safety of student and employees. Such material must include the name of any student author(s) and distributor(s). Students may not write, edit, publish, or distribute materials that violate I.1.a above in school, on school grounds, at any school sponsored functions, or at any time while under the supervision of school personnel.

3. Search and Seizure

a. A student has no expectation of privacy in a school locker, desk or other area assigned to the student for use, or in the contents of those assigned areas.

b. The school principal or designee may search a student's locker, desk, or other assigned area at any time without reasonable suspicion.

c. Other than a general search of student lockers, desks, or other assigned areas, any search shall be, where appropriate as deemed by the principal, conducted in the presence of the student whose locker is the subject of the search.

d. A law enforcement officer with appropriate jurisdiction may, at the request of the school principal, assist the school administration in searching such a locker and its contents.

e. The principal or designee may search the person or property of a student, with or without the student's consent, whenever they have reasonable suspicion to suspect that the search is required to discover evidence of a violation of law or of schools' rules. The extent and conduct of a search will be governed by the student's age, gender, and the nature of the infraction. Strip searches are prohibited.

f. To combat escalating school violence and the potential presence of weapons in our schools, and in accordance with School Corporation policy and procedures, the School Corporation may utilize metal detectors, including, but not limited to, wands for random and reasonable suspicion-based searches to detect firearms, knives, and other weapons.

g. Permission for a student to bring a vehicle on school property shall be conditional upon consent of the search of the vehicle and all containers inside the vehicle by an administrator without individualized reasonable suspicion. The student and the owner of the vehicle shall have no expectation of privacy in any vehicle or in the contents of any vehicle on school property. The Superintendent shall prepare a written agreement consistent with this Policy to be signed each school year by each student driving to school and the owner of each vehicle driven to school. Each vehicle brought on school property by a student shall display a decal showing that the written agreement permitting the search of that vehicle has been signed.

Student vehicles parked off school property but falling within the scope of this Policy shall be subject to search by a school administrator with individualized reasonable suspicion.

h. In an effort to promote a drug-free campus and to protect the district's educational purposes, including campus safety and health of the district's faculty, staff, and students, the district may routinely direct local law enforcement to conduct random searches of lockers, classrooms, and

school parking lots. During those partnerships, the Board has authorized the use of specially trained dogs to locate and detect the presence of weapons and prohibited drugs on school property.

i. 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 or turned over to an appropriate law enforcement authority.

4. Identification

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

5. **Student Conduct at Events on and Off School Grounds and at Other Times When Not at School**

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

b. Students are required to observe school rules and regulations and to be subject to the authority of school officials at school events, whether on or off school grounds. Students are required to be courteous and obedient in response to all reasonable orders from school personnel at school events, whether on or off school grounds.

6. **Criminal Organizations and Activity**

As required by Indiana Law, I.C. 20-26-18-3, a copy of the School Corporation's criminal organization policy (Board Policy 5840 Criminal Gang Activity), is included below: 5840- CRIMINAL GANG ACTIVITY

Prohibited Conduct
New Albany-Floyd County Consolidated School Corporation prohibits criminal gang activity on school property, school buses, or at school-sponsored functions.

New Albany-Floyd County Consolidated School Corporation prohibits reprisal or retaliation against individuals who report criminal gang activity or who are victims, witnesses, bystanders, or others with reliable information about criminal gang activity.

Definitions
Per IC 35-45-9-1, "criminal gang" means a group with at least three members that specifically either:

a. Promotes, sponsors, or assists in; or participates in; or

b. Requires as a condition of membership or continued membership; the commission of a felony or an act that would be a felony if committed by an adult or the offense of battery (IC 35-42-2-1).

"Gang Activity" means knowing or intentional participation by a student in a criminal gang, or knowing or intentional solicitation, recruitment, enticement, or the intimidation of another individual to join a criminal gang.

Procedures for Reporting and Investigating
A school employee is required by law to report any incidence of suspected criminal gang activity, including criminal gang intimidation or criminal gang recruitment, to the principal and school safety specialist.

The principal or designee shall conduct a thorough and complete investigation for each report of suspected gang activity.

Each school within the school corporation shall record the number of investigations disposed of internally and the number of cases referred to local law enforcement, disaggregated by race, ethnicity, age, and gender. Each school shall report this information to the Superintendent who shall submit a written report to the Indiana Department of Education by June 1 of each year, starting in 2017.

Consequences

A confirmed incident of criminal gang activity is a violation of the school's code of conduct.
The principal or the principal's designee shall respond to criminal gang activity, according to the parameters described in the school's code of conduct.

Support Services
The principal may provide information or relevant support services to a student involved in, or suspected of, being involved in a criminal activity. The following types of services, including family support services, are available:

a. Refer to counseling
b. Establish programs to enhance school climate
c. Enlist parent cooperation and involvement
d. Enlist community cooperation and involvement

Criminal Gang Prevention and Education
The school corporation shall establish an evidence-based education criminal gang awareness program for students, school employees, and parents (IC 20-26-18-4).

The school corporation shall implement school employee development to provide training to school employees in the implementation of its criminal gang policy (IC 20-26-18-4).

The superintendent shall ensure that notice of this policy appears in the student handbooks and on the corporation's website.

7. **Criminal Organization Activities, Clothing or Accessories**

Students may not display signs, wear clothing or hairstyles, or otherwise display symbols that advertise criminal gang activity. Any activity, clothing or accessory affiliated with a criminal organization that can be construed to intimidate, separate or distract students from the primary mission of the schools is prohibited and provides grounds for suspension or expulsion under Article II, herein.

8. Policy Against Discrimination and Harassment Including Title IX

a. The New Albany-Floyd County Consolidated School Corporation does not discriminate on the basis of a protected class including but not limited to race, color, national origin, age, religion, disability or sex (including sexual stereotype nonconformity), in the programs or activities which it operates or the employment therein or admission thereto. The Corporation strictly adheres to all non-discrimination and anti-harassment laws. Discrimination, harassment, hazing, provocation, or intimidation of another person is

prohibited and will not be tolerated 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.

b. The School Corporation has appointed as Title IX and Complaint Coordinator to coordinate and carry out its Policies against discrimination and harassment on the basis of any protected characteristic:

   Jeanine Corson
   2813 Grant Line Road
   Telephone 812-949-4200
   jcorson@nafcs.org

   The coordinator is responsible for monitoring and ensuring compliance with all non-discrimination and anti-harassment law. The coordinators shall document all reports of discrimination or harassment and establish a protocol for recordkeeping. Nothing in this procedure shall supersede or substitute an employee's other mandatory reporting obligations including, but not limited to, reporting suspected child abuse and neglect and bullying.

c. Individuals with questions regarding non-discrimination laws may contact the appropriate coordinator listed above or the United States Department of Education, Office for Civil Rights' Chicago Office, which serves Indiana, as follows:

   Office for Civil Rights, Chicago Office
   U.S. Department of Education
   Citigroup Center
   500 W. Madison Street, Suite 1475
   Chicago, IL 60661-4544
   Telephone: 312-730-1560
   Fax: 312-730-1576; TDD: 800-877-8339
   Email: OCR.Chicago@ed.gov

A student violating this Policy is subject to discipline including suspension and expulsion. An employee violating this Policy is insubordinate and is therefore subject to discipline, including reprimand, suspension without pay and discharge.

Information on the Corporation's nondiscrimination and anti-harassment policy and procedures can be found on the Corporation's website https://www.nafcs.k12.in.us. Hard copies can be obtained in office upon request by Jeanine Corson.

9. ANTI-BULLYING

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

Definition

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

(1) places the targeted student in reasonable fear of harm to his or her person or property;

(2) has a substantially detrimental effect on the targeted student's physical or mental health;

(3) has the effect of substantially interfering with the targeted student's academic performance;

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

Bullying does **not** include, and should not be interpreted to impose any burden or sanction on, any of the following:

a) participating in a religious event;

b) acting in an emergency involving the protection of a person or property from an imminent threat of serious bodily injury or substantial danger;

c) participating in an activity consisting of the exercise of a student's freedom of speech rights;

d) participating in an activity conducted by a nonprofit or governmental entity that provides recreation, education, training, or other care under the supervision of one (1) or more adults;

e) participating in an activity undertaken at the prior written direction of the student's parent; and

f) engaging in interstate or international travel from a location outside Indiana to another location outside Indiana.

"Bullying," as defined by this policy and state law, does **not** include actions involving employees.

Applicability

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

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

Education

The Corporation will provide training and/or instruction on anti-bullying prevention and policy to all students in grades 1 through 12, as well as employees, in accordance with Indiana law.

Reporting

Anyone who believes that a student has possibly been or is the victim of bullying is encouraged to **immediately** report the situation to an appropriate employee such as a teacher, school counselor, or administrator (including the Superintendent). All employees, volunteers, and contracted service providers who observe or receive a report of suspected bullying shall notify a designated school administrator in charge of receiving reports of suspected bullying within the same day. If an employee does not know who to make a report to, he or she should report directly to the building principal or Superintendent. Bullying reports to the Department of Child Services and/or law enforcement must be made as required by law (where the bullying constitutes child abuse, neglect, or other violation of law), such as when an employee believes that a student is the victim of abuse or neglect. Any person who makes a report of bullying and requests to remain anonymous will not be personally identified as the reporter or complainant to extent permitted by law. The Corporation will act appropriately to discipline employees, volunteers, or contracted service providers who receive a report of

bullying and fail to initiate or conduct an investigation of a bullying incident, and for persons who falsely report an incident of bullying. The Corporation will act appropriately to discipline students, employees, visitors, or volunteers who make false reports of bullying.

Investigation

Once a report of suspected bullying is received by the designated school administrator, an investigation shall follow. The investigation should be facilitated by the designated school administrator or other appropriate school employees.

Intervention/Responses

If a report of suspected bullying is substantiated through an investigation, then the Corporation shall take appropriate intervention and responses as consistent with policy and procedure. The Corporation will take prompt and effective steps reasonably calculated to stop the bullying, remedy the bullying, and prevent the bullying from recurring. Interventions and responses include, but are not limited to: separating the bully and the target; follow-up school counseling for the target; bullying education for the bully; and prompt disciplinary action against the bully. These steps should not penalize the target of the bullying. Disciplinary actions against the bully may include, but are not limited to: suspension and expulsion for students. Also, if the acts of bullying rise to the level of serious criminal offense the matter may be referred to law enforcement. The Corporation shall inform the parents of all students involved in alleged incidents, and, as appropriate, may discuss the availability of counseling and other intervention services.

Parental Involvement

Parents are encouraged to be involved in the process of minimizing bullying. Parents should report suspected acts of bullying to an appropriate school official. In addition, parents of students suspected of bullying will be notified with a phone call or through other appropriate means of communication. Conversely, parents of students suspected of being the target of acts of bullying will also be notified with a phone call or through other means of appropriate communication.

Reporting to IDOE

Each school within the Corporation will record and report to the Superintendent or his or her designee the frequency of bullying incidents in the following categories: verbal bullying, physical bullying, social/relational bullying, and electronic/written communication bullying (or a combination or two or more of the above categories). The Superintendent or his or her designee shall report the number of bullying incidents by category for each school and the entire corporation for each school term to the Indiana Department of Education by July 1.

10. **Human Dignity Policy**

It is the Policy of the School Corporation that all employees, parents/guardians, students and members of the community should be

treated and should treat others with courtesy, fairness and decency. Respect for the dignity and worth of every member of the school community must be recognized and promoted in the School Corporation. Accordingly, it is a violation of Board Policy to degrade, demean, harass, haze, bully, stereotype or ridicule any person..

11. Charges by a Parent/Student

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

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

Student records maintained by the New Albany-Floyd County Consolidated School Corporation are governed by laws including the Family Education Rights and Privacy Act ("FERPA"). FERPA affords parents and students over eighteen (18) years of age ("eligible students") certain rights with respect to student education records. They are:

a. The right to inspect and review the student's records within forty-five (45) days of the day the School Corporation receives a request for access. Parents or eligible students should submit to the school principal a written request that identifies the record(s) they wish to inspect. The principal will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

b. The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate or misleading. Parents or eligible students may ask the School Corporation to amend a record that they believe is inaccurate or misleading. They should write the school principal, clearly identifying the part of the record they want changed, and specify why it is inaccurate or misleading. If the School

Corporation decides not to amend the record as requested by the parent or eligible student, the School Corporation will notify the parent or eligible student of the decision and inform them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

c. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interest. A school official is a person employed by the School Corporation as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the School Corporation has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Under certain circumstances, education records may be disclosed to a state or local juvenile justice agency. Also, federal law requires the school corporation to release a student's name, address and telephone listing to military recruiters unless the parent requests that such records not be released. Upon request, the School Corporation will disclose education records without consent to officials of another school corporation in which a student seeks or intends to enroll.

d. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the School Corporation to comply with the requirements of FERPA.
Parents and eligible students who wish to file a complaint under FERPA should do so by submitting the complaint form found at www.studentprivacy.ed.gov/file-a-complaint electronically to FERPA.Complaints@ed.gov. Alternatively, individuals may print out the form, sign, and mail to the following address:

U.S. Department of Education
Student Privacy Policy Office
400 Maryland Ave., SW

Washington, DC 20202-8520

Directory Information: The School Corporation has classified the following information about individual students as “Directory Information”:

Name; address; telephone listing; date and place of birth; school enrolled in; photograph or videotape not used in a disciplinary matter; student work displayed at the discretion of the teacher with no grade displayed; academic majors and minors; participation in any officially recognized activities or sports; weight and height of members of athletic teams; dates of attendance; degrees and awards received; recognition of service or achievement; and the most recent previous educational agency or institution attended. The School Corporation may disclose any of those items without prior written consent, unless notified in writing to the contrary by the following procedure:

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

Release of Information to the Military: Federal law requires schools to provide high school juniors and seniors’ names, addresses, and telephone numbers to military recruiters. Parents may opt out of this disclosure of directory information to military recruiters by delivering the request in writing to the school within fourteen days of the start of school or within fourteen days of enrolling their student.

13. **Screening for Health Concerns**

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

14. **Student Insurance**

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

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

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

16. **Unsupervised Students on School Property**

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

17. **Administration of Medications**

The administration of prescribed medication and/or medically-prescribed treatments to a student during school hours will be permitted only when failure to do so would jeopardize the health of the student, the student would not be able to attend school if the medication or treatment were not made available during school hours, or the child has a disability and as a result, requires medication to benefit from his/her educational program.

All medication needed during school hours or at school functions that are supervised by school staff, except those subject to I.C. 20-33-8-13 (student possession and self-administration), will be administered by the nurse, administrator, or designated trained staff under the following conditions:

1. A written authorization form for medication administration must be completed by the parent/guardian and be on file before any medication transported to the health clinic (prescription or non-prescription) will be administered.

    a. Medication shall be administered in accordance with the instructions printed on the bottle (in the case of non-prescription medicine) or the physician's order (on the case of prescription medicine).

    b. The consent of the parent shall be valid only for the period specified on the consent form and in no case longer than the current school year.

2. All non-prescription medicine must be kept in its original container accompanied by the package label or package information.

3. All prescription medicine, including medication administered by injection, emergency medication (i.e. Epinephrine, Glucagon), and diabetes monitoring of a student must be accompanied by a physician's order, which is current and correct to the way that the student is to receive the medicine. The nurse may require additional information prior to administering medication.

4. All medication administration will be documented and kept on file in the health office.

5. If the medication is to be terminated prior to the date on the prescription, a withdrawal of consent of the parent is required. The written consent of the parent and the written order of the physician shall be kept on file in the health office.

The Corporation does not honor requests by parents or physicians to administer over-the-counter herbs, minerals and vitamins and other homeopathic products as there is currently no standardization relative to these products and no FDA approval and guidelines.

Any unused medication which is unclaimed by the parent will be destroyed by the Corporation when a prescription is no longer to be administered according to the authorization form, or at the end of the school year.

All designated staff responsible for administering medication to students will be trained by a registered nurse on the proper administration of medication and/or diabetes care. A record of this training will be kept on file in the health office.

All medication, both prescription and non-prescription, must be brought into the nurse's office by a parent or guardian. Only students meeting the criteria of Indiana code who have valid medical authorization and parent permission on file in the school office will be permitted to carry medications and self-administer such substances. These exceptions are explicitly stated in the law and detailed below.

Indiana law permits an individual or entity in a position to assist an individual who, there is reason to believe, is at risk of experiencing an opioid-related overdose, to administer an overdose intervention drug to an individual who is suffering an overdose.

The Corporation, in good faith, believes it is an entity in a position to assist an individual who there is a reason to believe is at risk of experiencing an opioid-related overdose; therefore, it may obtain an overdose intervention drug from a prescriber or entity acting under a standing order issued by a prescriber and may maintain such intervention drug on-site in school facilities to provide such assistance.

Chronic Disease or Medical Condition
In accordance with Indiana statute, a student with a chronic disease or medical condition may possess and self-administer medication for the chronic disease or medical condition 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 for a school activity, function, or event, if the following conditions are met:

1. The student's parent has filed an authorization with the student's principal for the student to possess and self-administer the medication. The authorization must include the physician's statement described below in #2.
2. A physician states in writing that:
    a. the student has an acute or chronic disease or medical condition for which the physician has prescribed medication;
    b. the student has been instructed in how to self-administer the medication; and
    c. the nature of the disease or medical condition requires emergency administration of the medication.

The authorization and statement described in subsection (2) must be filed with a student's principal annually.

Students with diabetes, seizures, or chronic diseases shall be appropriately accommodated per Indiana statutes. An appropriate plan for the student, which may be a Section 504 Plan, individual health plan, or IEP, will be developed and implemented.

Transportation of Medications by Students
Medication that is possessed by a school for administration during school hours or at school functions for a student may be released to:

1. The student's parent or guardian;
2. An individual who is at least eighteen years of age and designated in writing by the student's parent or guardian to receive the medication; or

Do Not Resuscitate (DNR) Orders / Physician Orders for Scope of Treatment (POST) Forms

Each student with a potentially life-threatening medical condition should have a health care plan and/or emergency medical plan. Corporation employees shall follow normal procedures for addressing emergencies occurring while students are on Corporation property (including being transported in vehicles owned, leased, or operated by Corporation); and during Corporation events, even if held outside of Corporation property (for example, prom or field trips).

Therefore, Corporation employees will not adhere to Do Not Resuscitate (DNR) Orders or Physician Orders for Scope of Treatment (POST) forms which prohibit individuals from administering resuscitation (CPR) or medical interventions measures to a student. This policy shall not interfere with a health care provider's obligation under Indiana law.

If the school is presented with a DNR order or POST form, the parent or guardian should be advised of the Corporation's policy and should be directed to the hospital(s) in the area where the student may be transported in an emergency and advised to discuss the order with such facility.

18. **Enrollment/Residence/Withdrawal**

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

19. **Parental Involvement/Visitor/Media**

The School Corporation welcomes and encourages visits to school by parents, guardians, and others, 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. Disruptions to the educational environment will not be tolerated.

Visitors must register at the school office and seek permission to see a student or employee, participate in an activity, or observe. All visits are subject to the approval of the Superintendent, building principal, or designee. The prohibitions and expectations governing classroom observations are equally applicable to online instruction. Specifically, visitors are reminded:

- Visitors are to be silent observers and not create any kind of disturbance or distraction.

- Statements and actions of other students (or statements by an instructor to other children) are to be maintained in confidence.
- Instruction and services may not be recorded in any manner (audio, video, cell phone, use of Alexa, etc.) unless first receiving approval from the principal and instructor.

Student visitors, except for those involved in a student council exchange program, are not permitted. All other visitors must have the approval of the principal or his designee.

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

20. McKinney-Vento

The Corporation will work with homeless students and their families to provide stability in school attendance and other services. Special attention will be given to ensuring the enrollment and attendance of homeless students not currently attending school. Homeless students will be provided corporation services for which they are eligible, including Head Start, Title I, special education, bilingual education, vocational and technical education programs, gifted and talented programs and school nutrition programs.

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

• Enrollment in the school they last attended or the school in whose attendance are they are currently staying even if they do not have all of the documents normally required at the time of enrollment;

• Access to free meals and textbooks, Title I and other educational programs, and other comparable services including transportation where applicable;

• To attend the same classes and activities that students in other living situations also participate without fear of being separated or treated differently due to their housing situations.

Any questions about these rights can be directed to the Corporation's Civil Rights Coordinator or the State Coordinator.

Questions about enrollment of a student who may be considered homeless should be directed to Katie Stein (kstein@nafcs.org), Licensed School Social Worker/McKinney Vento Liaison (812-542-5505) or Tony Duffy (tduffy@nafcs.org), Assistant to the Superintendent for Elementary Education (812-542-2142).

21. **Asbestos**

Under the Asbestos Hazard Emergency Response ACT (AHERA) of 1986, the School Corporation is required to annually notify all school building employees, building occupants or legal guardians, of the availability and location of the Asbestos Management Plan and of any post-response action activities, including re-inspection and surveillance activities that are planned or in progress.

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

II. ENFORCEMENT OF RULES AND REGULATIONS

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

1. **After School Detainment**

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

2. **Restraint and Seclusion**

   New Albany-Floyd County Consolidated School Corporation has a plan and policy 5620 in place for the use of restraint and seclusion, as a last resort, to control students only if there is an imminent risk of injury to the student or to another person and in emergency situations. A copy of this plan is located at the central office by calling 812-942-4200.

3. **Teacher Temporary Dismissal**

A teacher may dismiss a student from participation in any educational function under that teacher's charge and supervision for a reasonable period consistent with state/federal law and also the teacher handbook.

4. **Suspension**

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

   a. In Indiana, a suspension is defined as a disciplinary action whereby a student is separated from school attendance for a period of ten or fewer school days. Within 24 hours, or such additional time as is reasonably necessary, following a suspension, the principal/designee shall send a written statement to the student's parent(s) describing the student's conduct, misconduct or violation of any rule or standard and the reasons for the action taken. The principal/designee shall make a reasonable effort to hold a conference with the parent before or at the time the student returns to school. Failure of the parent to participate in a conference with the principal/designee does not justify extending the period of the student's suspension.

      Students who have been suspended or expelled from the regular school setting, following applicable Indiana law, will not be permitted to attend or participate in any extracurricular activity during the time of their suspension/expulsion. Students who have been suspended or expelled are not permitted to participate in extracurricular practice, contests, or performances until the day of their return to the normal classroom setting following the suspension or expulsion.

      Grounds for suspension or expulsion are student misconduct and/or substantial disobedience for which a student may be suspended or expelled include, but are not limited to the items in II.8 below. For more information on suspension and expulsion, please refer to [identify policy].Policy 5610.

5. **Expulsion**

   a. **An expulsion is:**

      i. A denial of the right of a student to take part in any school function for any period greater than ten (10) days;

ii. A separation from school attendance for the remainder of the current semester of current year unless the student is permitted to complete required examinations in order to receive credit for courses taken in the current semester or current year.

b. In accordance with the due process procedures defined in this policy, a student may be expelled from school for a period no longer than the remainder of the current semester plus the following semester, with the exception of a violation Section II.8.f below.

a. An expulsion for violation of the rule against knowingly possessing, handling, or transmitting a firearm, while under the jurisdiction of the School Corporation, will be for a full calendar year, as set out in Article II, Section 8, f., below.

b. The expulsion process offers the opportunity for a student due process meeting (See Article III, below).

c. An expulsion that takes effect more than three (3) weeks before the beginning of the second semester of a school year must be reviewed before the beginning of the second semester. An expulsion that will remain in effect during the first semester of the following school year must be reviewed before the beginning of the school year. Such reviews shall be conducted by the Superintendent or his/her designee after notice of the review has been given to the student and the student's parent or guardian. The review is limited to newly discovered evidence or evidence of changes in the student's circumstances occurring since the original expulsion meeting and may lead to a recommendation that the student be reinstated for that semester.

d. A principal may require a student who is at least sixteen (16) years of age and who wishes to enroll after an expulsion to attend an alternative program.

e. The Board has voted to not hear any appeals on the decision of the Expulsion Examiner.

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

a. A principal, teacher or other school staff member who supervises students may discipline a student as necessary to ensure a safe, orderly, and effective educational environment by:

    i. Counseling with a student or group of students;
    ii. Conferencing with a parent or group of parents;
    ~~Assigning additional work;~~
    iii. Rearranging class schedules;
    iv. Requiring a student to remain in school after regular school hours to do school work or for counseling;
    Restricting athletic and other extracurricular activities, including removal from participation in such activities.

b. A principal or designee may assign a student to:

    i. A special course of study;
    ii. An alternative educational program

c. A principal or designee may remove a student from school sponsored transportation;

d. The disciplinary actions listed in this Section do not constitute suspensions or expulsions, and the list of disciplinary actions are not exhaustive.

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

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

    a. On a school bus;

    b. On school grounds immediately before, during, and immediately after school hours and at any time when the school is being used by a school group (including summer school or intersession);

    c. Off school grounds at a school activity, function, or event, or;

    d. Traveling to or from school or a school activity, function, or event.

The grounds for expulsion or suspension may also apply when a student's conduct on or off school grounds is unlawful and may reasonably be considered to be interference with school purposes or an educational function, or the student's removal is necessary to restore order or protect persons on school property. This includes any unlawful

activity meeting the above criteria which takes place during weekends, holidays, school recesses, or during the summer when a student may not be attending classes or other school functions. Please refer to I.C. 20-33-8-15

e. The grounds for bullying may be applied regardless of physical location of the bullying behavior when a student demonstrating bullying behavior and the targeted student attend a school within the Corporation and disciplinary action is reasonably necessary to avoid substantial interference with school discipline or prevent an unreasonable threat to a safe and peaceful learning environment.

8. Grounds for Expulsion or Suspension are:

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

a. Student misconduct; and/or

b. Substantial disobedience.

The following enumeration is illustrative of the type of conduct for which suspension or expulsion may be imposed. This list is not exhaustive.

a. Use of violence, force, noise, coercion, threat, intimidation, fear, passive resistance or other comparable conduct constituting an interference with school purposes, or urging other students to engage in such conduct, such as (without limitation):

    i. Occupying any school building, school grounds, or part thereof with intent to deprive others of its use;
    ii. Blocking the entrance or exit of any school building or corridor or room therein with intent to deprive others of lawful access to or exit from, or use of, the building or corridor or room;
    iii. Setting fire to or substantially damaging any school building or property;
    iv. Making bomb threats, false 911 calls, false fire alarms or throwing smoke bombs, fireworks or other comparable conduct;
    v. Firing, displaying or threatening use of firearms, explosives, or other weapons on school premises;.
    vi. Preventing or attempting to prevent by physical act the convening or continued functioning of any school or education function, or of any lawful meeting or assembly on school property;

vii. Continuously and intentionally making noise or acting in any manner so as to interfere with the ability of any teacher or any other school personnel to conduct the educational function under their supervision. This subparagraph shall not, however, be construed to make any particular student conduct a ground for expulsion where such conduct is constitutionally protected as an exercise of free speech or assembly or other right under the Constitution of Indiana or the United States.

viii. Harassing on the basis of race, color, ethnicity, national origin, sex, sexual orientation, gender identity, socioeconomic status, disability, religion, or other protected characteristics in violation of the Policies described in Article I, Section 8, above.

ix. Possessing, handling or transmitting a knife or any object that can reasonably be considered a weapon, is represented to be a weapon, or simulates a weapon. "Any object" includes any item that is considered a weapon but is not a firearm as defined below.

x. Violating the School Safety Policy (Section IV).

b. Causing or attempting to cause damage to school or private property, stealing or attempting to steal school or private property.

c. Intentionally causing or attempting to cause physical injury or intentionally behaving in such a way as could reasonably cause physical injury to any person. Self-defense or reasonable action undertaken on the reasonable belief that it was necessary to protect some other person is not a violation of this rule.

d. Engaging in any kind of aggressive behavior that does physical or psychological harm to another person or urging of other students to engage in such conduct. Prohibited conduct includes coercion, harassment, hazing, or other comparable conduct.

e. Engaging in violence against any student, staff member, and/or other persons. Prohibited violent or threatening conduct includes threatening, planning, or conspiring with others to engage in a violent activity.

f. No student shall possess, handle, or transmit any firearm or destructive device on school property. The following devices are considered to be a firearm under this rule: 1) any weapon that will, or is designed to, or may readily be converted to expel a projectile by the action of an explosive, 2) the frame or receiver of any weapon described above, 3) any destructive device

which is an explosive, incendiary, or poison gas bomb, grenade, rocket having a propellant charge or more than four ounces, missile having an explosive or incendiary charge of more than one-quarter ounce, mine, or any similar device, 4) any weapon that will, or that may be readily converted to, expel a projectile by the action of an explosive or other propellant, and that has any barrel with a bore of more than one-half inch in diameter, 5) 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, 6) an antique firearm, 7) a rifle or a shotgun which the owner intends to use solely for sporting, recreational, or cultural purposes. A "destructive device" as defined in I.C. 35-47.5-2-4 means: 1) an explosive, incendiary, or over pressure device that is configured as a bomb, a grenade, a rock with a propellant charge for more than four (4) ounces, a missile having an explosive or incendiary charge of more than one-quarter ounce, a mine, a Molotov cocktail, or a device that is substantially similar to an item described above, 2) a type of weapon that may be readily converted to expel a projectile by the action of an explosive or other propellant through a barrel that has a bore diameter of more than one-half inch, or 3) a combination of parts designed or intended for use in the conversion of a device into a destructive device. The penalty for possession of a firearm: suspension up to 10 days and expulsion from school for at least one calendar year with the return of the student to be at the beginning of the first semester after the one-year period. The length of the expulsion may be reduced by the superintendent if the circumstances warrant such reduction. The superintendent shall notify the appropriate law enforcement agency when a student is expelled under this rule and/or when a student brings a firearm or destructive device onto school property or is in the possession of a firearm or destructive device on school property.

g. Threatening injury to persons or damage to property or intimidating any person for any purpose, including obtaining money or anything of value regardless of whether there is a present ability to commit the act.

h. Failing to report the actions or plans of another person to school personnel where those actions or plans, if carried out, could result in harm of another person or persons or damage property when the student has information about such actions or plans.

i. Possession, use, transmission, or being under the influence of the following:

    i. Controlled substances as so designated and prohibited by Indiana or federal statute;

ii. All chemicals which release toxic vapors;
iii. All alcoholic beverages;
iv. Any “medication” including those prescribed by a physician and any non-prescribed (over-the-counter) drugs, preparations, and/or remedies, including, but not limited to, herbal remedies, anabolic steroids, dietary supplements, and antihistamines, except for those which permission to use in school has been granted pursuant to Board policies 5330 and 5330.01;
v. Any “look-alike’ substances;
vi. Any chemicals or substances that are precursors to drug manufacturing;
vii. Any other illegal substance so designated and prohibited by law;
viii. Any substance not taken as directed or prescribed;
ix. Any substance that alters behavioral patterns and is not prescribed by a physician.

It shall be sufficient grounds to prove transmitting a substance governed by this regulation if the provider transmits a substance which closely resembles such a substance, or which he/she represents to be a substance.

It is a violation of this Policy for a student to transmit paraphernalia used with any of the substances listed herein.

A charge of transmitting a substance covered by this subsection may include a charge of possession of such substance. It may be grounds for up to a 10-day suspension.

It shall be sufficient grounds to prove possession or use of a substance by this regulation if the student uses or possesses material which closely resembles such a substance or which he/she represents to be such a substance.

It is a violation of this Policy for a student to possess paraphernalia used with any of the substances listed herein.

Use of medication by a student when such medication has been prescribed for that student by a health care provider authorized by law to prescribe medication does not violate this rule, provided such medication is used by the student in accordance with the School Corporation policy governing the use of prescription drugs while under the jurisdiction of school authorities.

First time offenders determined to be in possession or under the influence of a prohibited substance, as set out herein, may be suspended up to five (5) days pending expulsion; however, an alternative to expulsion may be offered, by the school administrator to the student and his/her parents or guardian. A student is eligible for participation in this alternative program only one (1) time at each level of instruction (elementary, middle, and high) during his/her total enrollment in the New Albany-Floyd County Consolidated School Corporation.

Second or repeat offenders determined to be in possession or under the influence of a chemical substance, as set out herein may be immediately suspended pending expulsion without being offered the alternative educational program.

i. This program shall attempt to assist students in maintaining responsible behavior so that they may successfully complete school after experiencing the consequences of their violation of this Policy.
ii. If this alternative is chosen by the student and parents or guardian, the student must attend all sessions of the program. Any cost for the alternative program, not approved by the Corporation, will be the responsibility of the student's parents or guardian.
iii. If a student enrolls in the alternative program and then withdraws or otherwise fails to satisfactorily complete the program, the building administrator shall immediately resume the expulsion process for such student.
iv. If the student or his/her parents or guardian do not choose to participate in the alternative educational program, the building administrator shall immediately resume the expulsion process for such student. Such student may also be referred to the proper authorities.

j. Intending to cause intoxication, euphoria, excitement or a similar condition by ingesting or inhaling, or attempting to ingest or inhale the fumes of model glue or a substance containing toluene, acetone, benzene, N-butyl nitrite or other similar substances.

k. Possessing, using, distributing, purchasing, or selling tobacco or, nicotine-containing products, cigars, pipes, snuff, or other matter or substance that contains tobacco or nicotine as well as electronic, vape pens/devices (whether or not the vapor actually contains tobacco/nicotine), or other substitute forms of cigarettes, along with any

kind of look-alike products or other related products or devices associated with tobacco or nicotine use or electronic nicotine delivery systems.

l. Engaging in any activity forbidden by the laws of Indiana that constitutes an interference with school purposes or an educational function.

m. Violating any Board policy or administrative rules that are reasonably necessary in carrying out school purposes or an educational function and are established in accordance with Indiana law, including, but not limited to:

    i. Engaging in harassment of a student or staff member;
    ii. Disobedience of administrative authority;
    iii. Engaging in speech or conduct, including clothing that is profane, indecent, lewd, vulgar, or promotes illegal drugs, including tobacco and alcohol, ;
    iv. Violation of the Corporation's acceptable use of technology policy or rules;
    v. Engaging in sexual behavior on school property;
    vi. Violation of the Corporation's administration of medication policy or rules.

n. Failing to comply with directions of teachers or other school personnel during any period of time when the student is properly under their supervision, where such failure constitutes an interference with school purposes or an educational function.

o. Excessive truancy or absence from school without the knowledge and consent of both the parent and the school.

p. Excessive cutting of classes and/or tardiness to classes.

q. Living outside of the New Albany-Floyd County Consolidated School Corporation attendance area without approval of the Corporation.

r. Failing to completely and truthfully respond to questions from a staff member regarding school-related matters including potential violations of the student conduct rules or state or federal law.

s. Falsely accusing any person of violating a school rule, and/or state or federal law.

t. While on school grounds during school hours, knowingly possessing or using a laser pointer or electronic device in a situation or for a purpose not related to a school activity or an educational assignment without permission from the school principal or designee.

u. “Sexting” or using a cell phone, school issued technology, or any other personal communication device to send, distribute, share, view, or possess pictures, text messages, emails, or other material reasonably interpreted as indecent or sexual nature. In addition to taking any disciplinary action, **the device or devices in question** will be confiscated and any suspected violations of criminal law(s) will be reported to law enforcement authorities.

v. Personal or group messaging of inappropriate comments, pictures, emojis or videos that contain sexual, harassing or threatening messages.

w. Engaging in sexual activity that may include, but is not limited to, the showing of breasts, genitals or buttocks.

x. Unauthorized taking, recording, displaying and/or distributing pictures (digital or otherwise), video or audio recordings during a school function or activity

y. Aiding, assisting, agreeing or conspiring with another person to violate these student conduct rules or state or federal law.

z. Engaging in academic dishonesty, including cheating, intentionally plagiarizing, wrongfully giving or receiving help during an academic examination, and wrongfully obtaining test copies or scores.

aa. Engaging in pranks or other similar activity that could result in harm to another person and disruption to the education environment.

bb. Violating any school conduct rule the building principal establishes and give notice to students and parents.

cc. Engaging in bullying as defined by the bullying policy at I.9 above.

III. PROCEDURE FOR HANDLING SUSPENSIONS AND EXPULSIONS FROM SCHOOL

The Board of School Trustees of the New Albany-Floyd County Consolidated School Corporation has provided a procedure for the handling of student

suspensions and expulsions from school. The basic premise of this policy is fairness. A full text of the procedure required by Indiana Law is available in the Administrative Services Center, 2813 Grant Line Road, New Albany, Indiana 47150, upon request. The following is a summary of that procedure.

1. Suspension Procedures: When a principal (or designee) determines that a student should be suspended, the following procedures will be followed in accordance with policy 5610. A meeting will be held prior to the suspension of the student. At this meeting, the student will be entitled to:
    i. A written or oral statement of the charges;
    ii. If the student denies the charges, a summary of the evidence against the student will be presented; and
    iii. The student will be provided an opportunity to explain his or her conduct.

    The meeting shall precede suspension of the student except where the nature of the misconduct requires immediate removal. In such situations, the meeting will follow the suspension as soon as reasonably possible following the date of suspension.

    Following the suspension, the parent or guardian of a suspended student will be notified in writing. The notification will include the dates of suspension, describe the student's misconduct, and describe the action taken by the principal or his designee.

    If, after an investigation, the principal or designee decides that expulsion is warranted for any student, he/she shall file a written charge with the Superintendent requesting that the student be expelled.

1. The School Corporation may vary from the discipline procedures in this handbook where appropriate to comply with 511 Indiana Administrative Code Article 7.

2. When a principal or designee recommends to the Superintendent that a student be expelled from school, the following procedures will be followed:

    a. The Superintendent may conduct an expulsion meeting, or may appoint one of the following persons to conduct the expulsion meeting:

        i. A member of the administrative staff who did not recommend that the student be expelled and who was not involved in the events giving rise to that recommendation; or
        ii. Legal counsel.

b. The Superintendent or the person appointed to hold the expulsion meeting may continue the suspension of a student for more than the ten (10) school days of the principal's suspension and until the time of the expulsion decision, if he/she determines that the student's continued suspension will prevent or substantially reduce the risk of:

    i. Interference with an educational function or school purpose; or
    ii. A physical injury to the student, other students, school employees or visitors to the school.

However, a student may not be suspended from school pending a meeting on a student's proposed expulsion for an expulsion due to failure of legal settlement under I.C. § 20-33-8-17.

c. An expulsion will not take place until the student and the student's parent or guardian are given notice of their right to appear an expulsion meeting conducted by the Superintendent or the person designated by the Superintendent.

d. The notice of the right to appear must be in writing, delivered by certified mail or by personal delivery, contain the reasons for the recommended expulsion. and contain the procedure for requesting an expulsion meeting.

e. Failure by a student or a student's parent or guardian to request or to appear at an expulsion meeting shall be deemed a waiver of all rights administratively to contest the expulsion.

f. The Superintendent or the person designated to hold an expulsion meeting may issue subpoenas, compel the attendance of witnesses, and administer oaths to persons giving testimony at an expulsion meeting.

g. At the expulsion meeting, the principal or designee will present information to support the charges against the student. The student, parent or guardian will have the opportunity to answer the charges against the student, and to present information to support the student's position.

h. If an expulsion meeting is held, the person conducting the expulsion meeting will make a written summary of the evidence heard at the meeting, take any action found to be appropriate and give notice of the action taken to the student and the student's parent or guardian, by certified mail or personal delivery.

i. In accordance with Indiana Code, a student or parent may request an appeal to the Board of School Trustees on the action taken by the expulsion examiner unless the Board of Trustees has voted to not hear any appeals. The NAFC Board of Trustees voted not to hear any appeals. The ruling of the Expulsion Examiner is final.

3. Under Indiana law, judicial review of the Board of School Trustee's action, by the Circuit or Superior Court of Floyd County is limited to the issue of whether the School Corporation acted without following the procedure required by the student due process statute, I.C. 20-33-8 et. seq.

IV. **SCHOOL SAFETY POLICY**

The New Albany-Floyd County Consolidated School Corporation has adopted proactive safety policy governing students who commit, attempt to commit, or threaten aggressive acts toward persons (students, employees, or visitors) or property. This policy applies when a student is on a school bus, on school grounds, off school grounds at a school activity, function, or event, and while traveling to and from school or a school activity, function, or event. This policy may also apply when a student's conduct is unlawful and may reasonably be considered an interference with school purposes or an educational function, when such conduct occurs during weekends, holidays, school recesses, or during the summer when a student may not be attending classes or other school functions. Students who commit these acts will be suspended and may be expelled for up to one school year or one calendar year, in the case of firearms violations. Students will also be referred to the probation office or the prosecutor's office as required or appropriate. Students who make threats, whether spoken, written, by gesture, or expressed in digital means; and/or students whose behavior gives rise to a reasonable belief that the student is substantially likely to injure the student or others may be the subject to a Threat Assessment by the Corporation.

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

1. It shall be grounds for an immediate ten (10) days suspension pending expulsion for any student to possess, handle, use, threaten to use, demonstrate the intent to use or transmit weapons, firearms, or explosives. Except in instances involving firearms, upon the recommendation of the building principal, first-time offenders may be given the option of participating

in an approved educational/counseling program outside the school corporation. The cost of such outside educational/counseling program shall be the responsibility of the student and the student's parents or guardians. The School Corporation may consider a reduction in the length of the expulsion upon satisfactory completion of this program.

2. A student will be expelled for a full calendar year for possessing, handling, or transmitting a firearm, as defined by Indiana law, while under the jurisdiction of the school corporation. Under I.C. 35-47-1-5, a "firearm" means any weapon that is capable of expelling or designed to expel or that may readily be converted to expel a projectile by means of an explosion. A student expelled under this provision will not be re-enrolled in the school corporation until the beginning of the semester following the end of the expulsion. The length of expulsion for possession, handling, or transmitting a firearm may be reduced by the Superintendent, if the circumstances warrant such a reduction.

3. First-time offenders who threaten or commit aggressive acts toward persons or property and who are not in possession of and have not handled, used, threatened to use, or transmitted weapons, firearms or explosives may be immediately suspended for up to five (5) school days. Such students shall also be required to meet with the school counselor upon returning to school.

4. The remainder of this policy notwithstanding, when a first-time offender has engaged in violent conduct or has continued to demonstrate aggressive behavior after being told by a school employee to cease and desist (students must be able to immediately demonstrate restraint and self-control) such student may be suspended for ten (10) school days pending expulsion. The students may, upon the recommendation of the building principal, be given the option of participating in an approved educational/counseling program outside the School Corporation. The cost of such outside educational/counseling program shall be the responsibility of the school district. The Superintendent may consider a reduction in the length of the expulsion upon satisfactory completion of this program.

5. Second time offenders who threaten or commit aggressive acts toward persons or property and who are not in possession of and have not handled, used, threatened to use or transmitted weapons, firearms or explosives shall be immediately suspended up to ten (10) school days. Such conduct may also be grounds for expulsion; however, an educational/counseling alternative to expulsion provided by an approved outside agency may be offered by the building principal to the student and his/her parents or guardians. If the

educational/counseling alternative is offered, required documentation must be presented upon return to school.

a. This program will be designed to assist students in successfully managing and resolving conflicts in a nonviolent and non-aggressive manner, so that they may successfully complete school after experiencing the consequences of their violation of this policy.

b. If the outside educational/counseling program is chosen by the student and parents or guardians the student must attend all sessions of the program. Any cost for this program will be the responsibility of the student and the student's parents or guardians.

c. If the student enrolls in the outside educational/counseling program and then withdraws or otherwise fails to satisfactorily complete the program, the building administrator shall immediately resume the expulsion process for such student.

d. If the student or his/her parents or guardians do not choose to participate in the outside educational/counseling program, the building administrator shall immediately resume the expulsion process for such student. Such student may be referred to the Floyd County Probation Office for any appropriate action.

6. Students who threaten or commit aggressive acts on more than two occasions may be immediately suspended for ten (10) school days pending expulsion.

7. If a student's behavior is a criminal act, in addition to school discipline, the school will also notify the proper authorities.

V. **DRIVER'S LICENSE POLICY**

The School Corporation reserves the right to prohibit students from obtaining drivers' permits and/or drivers' licenses and/or to revoke students' drivers' licenses under the applicable provisions of state law and school corporation policy. The policy may be implemented for students who are habitually truant (those who have more than ten uncertified absences in a semester), are suspended from school for a second time, and/or are expelled or excluded from attendance at Delta High School. Delta High School may also implement this policy for students under the age of eighteen (18) who withdraw from school, including those who withdraw from school in order to avoid the

revocation process. The portion of this policy dealing with drivers' permits applies to students aged fourteen (14) and fifteen (15). The policy relating to the revocation of drivers' licenses applies to students under the age of eighteen (18). In the event that the process is implemented, a registered letter will be sent to the parent(s) or guardian(s) of the student. The student and parent(s)/guardian(s) will have due process rights. At the conclusion of the due process procedure if the student is determined to be in violation of this policy, the proper form will be sent to the Bureau of Motor Vehicles.

VI. SCHOOL BUS SAFETY CODE

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

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

Students must do the following:

1. Be at their bus pickups on time.

2. Wait their turns to load and unload the bus. Avoid standing or playing on the road while waiting for the bus.

3. The bus driver and bus monitors should be treated with respect.

4. Show consideration for the property where their bus stops are located. Damage and destruction at "stops" may result in the discontinuance of these "stops."

5. Nothing (arms, hands, heads, books, etc.) shall be allowed to protrude from open windows on the bus. Windows may only be opened or closed with the permission of the bus driver. Feet should be kept on the floor at the seats and not protrude into aisles of the bus.

6. Horseplay, littering, loud and boisterous conduct on the bus will not be allowed. This type of conduct distracts a driver and may result in a serious accident endearing every person on the bus.

7. Students must wear seat belts on buses where they are available.

VII. TELECOMMUNICATION

Student Access to the Internet

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

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

VIII. NEW ALBANY-FLOYD COUNTY CONSOLIDATED SCHOOL CORPORATION TELECOMMUNICATIONS USE AGREEMENT

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

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

IX. INTERNET-TERMS AND CONDITIONS

1. Responsible Use – Internet and Network access must be in support of education and research and consistent with the educational objectives of this School Corporation. Transmission of any material in violation of any U.S. or State regulation is prohibited. This includes, but is not limited to, infringement of any copyrighted material, threatening or obscene material, or material protected by trade restrictions. Users may not access, upload, or download

sexually explicit materials. Internet and Network access may not be used for commercial activities.

2. Privileges – The use of the New Albany-Floyd County Consolidated School Corporation telecommunications service is a privilege, not a right, and inappropriate use will result in a cancellation of all privileges. Assignments that require Internet access will have a faculty sponsor who will instruct and monitor student activity on the Internet. The sponsor and the Network administrators will deem what is inappropriate use and their decision is final. Parents, faculty sponsors, administration, faculty, or staff may request that further account privileges be denied, revoked, or suspended for any violation of this policy.

3. Network Etiquette – Users are expected to abide by the generally accepted rules of Internet etiquette. These include, but are not limited to, the following:

    a. Be polite. Do not be abusive in messages to others.

    b. Use appropriate language. Offensive or vulgar messages, such as messages that contain sexual or racial comments are strictly prohibited, in conformity with the School Corporation's existing Policies, rules, and regulations governing harassment and discrimination. Illegal activities are strictly forbidden.

    c. Do not reveal personal address or telephone number, or those of other students or colleagues.

    d. E-mail is not guaranteed to be private. System Operators may have access to all e-mail. Messages relating to or in support of illegal or improper activities will be reported to the proper authorities.

    e. Do not use the Internet or Network in such a way that would disrupt the use of the Internet or Network by other users.

    f. All communications and information accessible via the Internet should be assumed to be private property and safeguarded by copyright laws.

    g. Word messages carefully and be brief.

    h. Passwords may not be shared except with the teacher/supervisor and the System Operator.

    i. Users may not access another person's files or account without their permission.

4. Warranties – The New Albany-Floyd County Consolidated School Corporation makes no warranties of any kind, whether expressed or implied, for the service it is providing. The New Albany-Floyd County Consolidated School Corporation will strive to provide error-free, dependable access to the computing resources associated with Network and Internet use. However, this School Corporation is not responsible for any damages suffered due to loss of data resulting from delays, non-delivery, mis-deliveries, or service interruptions. Use of any information obtained via the Internet is at the user's risk. The New Albany-Floyd County Consolidated School Corporation specifically denies any responsibility for the accuracy or quality of information obtained through these Network and Internet services.

5. Security – Security on any computer system is a high priority, especially when the system involves many users. If a user feels that he/she can identify a security problem on the network, he/she must notify a sponsoring teacher or a system administrator. Do not demonstrate the problem to others. Do not use another individual's account without permission from that individual. Attempts to log on to the network as a system administrator will result in disciplinary actions. Any user identified as a security risk or having a history of problems with other computer systems will be denied access to the Internet services.

6. Vandalism – Vandalism will result in cancellation of privileges and possible disciplinary action. Vandalism is defined as any malicious attempt to harm or destroy data or another user of other networks that are connected to the New Albany-Floyd County Consolidated School Corporation wide area network. This includes, but is not limited to, the uploading or creation, or distribution of computer viruses. Users shall not intentionally seek information on, obtain copies of, or modify files, other data, or passwords belonging to other users, or misrepresent other users on the Internet.

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

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

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

X. **Every Student Succeeds Act**
   a. **Parent's Right to Know:** Upon a parent's request, the School Corporation will provide information regarding the professional qualifications of their student's classroom teachers, including whether the student's teacher (a) has met Indiana's qualification and licensing criteria for the teacher's grade levels and subject areas, (b) is teaching under emergency or other provisional qualification/licensing status, or (c) has been subject to discipline of the teacher's license, and whether the student is provided services by paraprofessionals and, if so, their qualifications.
   b. **Testing:** Upon request, parents will be provided with information regarding student participation in assessments mandated by state and federal law, or by the School Corporation. More information about Indiana's testing requirements is available at: http://www.doe.in.gov/assessment.

I. **Local School Wellness Policy:** In accordance with School Board policy, the Superintendent has appointed INSERT NAME AND/OR POSITION to serve as the Indoor Air Quality (IAQ) Coordinator for the Corporation. The IAQ Coordinator shall serve as the lead contact person for matters related to indoor air quality in the facilities operated by the Corporation. The IAQ Coordinator (Leslie Beach) may be contacted at lbeach@nafcs.org and 812-942-4200.

II. Meningococcal Disease: Indiana law requires each year that parents/guardians be informed "about meningococcal disease and its vaccine" (IC 20-30-5-18). Meningococcal disease is a dangerous disease that can strike children and youth. The disease can progress rapidly and within hours of the first symptoms, may result in death or permanent disability including loss of hearing, brain damage, and limb amputations. Symptoms of meningococcal disease often resemble the flu and can include a fever, headache, nausea, and stiff neck, making the disease difficult to diagnose. The bacteria that cause meningococcal diseases are transmitted through air droplets and by direct contact with an infected person. Fortunately, there is an immunization available and the U.S. Centers for Disease Control and Prevention recommends routine meningococcal immunizations at 11 to 12 years old. For teenagers, immunization is recommended at high school entry and incoming college freshman. Please talk with your child's health care provider about meningococcal disease and vaccination.

III. Pesticide Use: On occasion, the Corporation may find it necessary to utilize pesticides in order to control a pest problem. When these occasions occur, the school will use the lowest risk products available. If higher risk pesticides must be used, notices will be sent to all individuals registered in the school corporation's Pesticide Notification Registry. Parents, legal guardians, and school staff will be

notified of specific pesticide applications made at the school. **To receive notification, you must be placed on the notification registry. Forms are available in each school's office.** Notification will be given at least two days before planned pesticide applications during the normal school year. In addition, for pesticides applied anytime during the year, emergency application notifications will be given as soon as possible. Notifications need not be given for pesticide applications recognized by law to pose little or no risk of exposure to children or staff. The Corporation will keep records of pesticide applications and information about the pesticides used for two years. Anyone may request to review these records by contacting the corporation's Director of Facilities at 812-942-4200.

IV. Student Privacy, Parental Access to Information, and Inspection of Materials

a. The School Board respects the privacy rights of parents and their children. No student shall be required as a part of the school program or the Corporation's curriculum, without prior written consent of the student (if an adult or an emancipated minor) or, if an unemancipated minor, his/her parents, to submit to or participate in any survey, analysis, or evaluation that reveals information concerning:

- **i.** political affiliations or beliefs of the student or his/her parents;
- **ii.** mental or psychological problems of the student or his/her family;
- **iii.** sex behavior or attitudes;
- **iv.** illegal, anti-social, self-incriminating, or demeaning behavior;
- **v.** critical appraisals of other individuals with whom respondents have close family relationships;
- **vi.** legally recognized privileged and analogous relationships, such as those of lawyers, physicians, and ministers;
- **vii.** religious practices, affiliations or beliefs of the student or his/her parents; or
- **viii.** income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such a program).

b. The Superintendent will establish procedures whereby parents may inspect any materials used in conjunction with any such survey, analysis, or evaluation.

c. Further, parents have the right to inspect, upon request, a survey or evaluation created by a third party before the survey/evaluation is administered or distributed by the school to the student. The parent will

have access to the survey/evaluation within a reasonable period of time after the request is received by the building principal.

d. Additionally, parents have the right to inspect, upon request, any instructional material used as part of the educational curriculum of the student. The parent will have access to the instructional material within a reasonable period of time after the request is received by the building principal. The term instructional material means instructional content that is provided to a student, regardless of its format, including printed and representational materials, audio-visual materials, and materials in electronic or digital formats (such as materials accessible through the Internet). The term does not include academic tests or assessments.

e. The Board will not allow the collection, disclosure, or use of personal information collected from students for the purpose of marketing or for selling that information (or otherwise providing that information to others for that purpose).

f. The administration will notify parents of students in the Corporation, at least annually at the beginning of the school year, of the specific or approximate dates during the school year when the following activities are scheduled or expected to be scheduled:

g. Activities involving the collection, disclosure, or use of personal information collected from students for the purpose of marketing or for selling that information (or otherwise providing that information to others for that purpose); and

h. The administration of any survey by the Corporation or a third party that contains one or more of the items described above.

V. Access to Students with Disabilities: In compliance with state and federal law, the (LEA) will provide to each protected student with a disability without discrimination or cost to the student or family, those related aids, services or accommodations which are needed to provide equal opportunity to participate in and obtain the benefits of the school program and extracurricular activities to the maximum extent appropriate to the student's abilities. In order to qualify as a protected student with a disability, the student must be of school age with a physical or mental disability, which substantially limits or prohibits participation in or
access to an aspect of the school program. These services and protections for "protected students who are disabled" are distinct from those applicable to all eligible or exceptional students enrolled (or seeking enrollment) in special

education programs. For further information on the evaluation procedures and provision of services to protected disabled students, contact:
Name and/or Title Michelle Ferree, Director of Support Services
Address2813 Grantline Rd, New Albany, IN 47150
Telephone No.812-942-4200

VI. Directory Information

The Superintendent hereby provides public notice to students and their parents of the school corporation's intent to make available, upon request, certain information known as "directory information". The Board designates as student "directory information": a student's name; address; telephone number; photograph; date and place of birth; major field of study; participation in officially recognized activities and sports; height and weight, if a member of an athletic team; dates of attendance; date of graduation; awards received; or listing on an honor roll; and scholarships.

Directory information shall not be provided to any organization for profit-making purposes. The Superintendent may allow access to a school campus or give students' directory information to organizations that make students aware of educational or occupational options.

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 (student's name, address, and listed or published telephone number) when requested to do so. A secondary school student or parent of the student may request that the student's name, address and telephone listing not be released without prior consent of the parent(s)/eligible student.

The School Corporation hereby provides notice to parents and students that either one may request that the information not be released by the School Corporation to the military recruiting representatives. To complete this process, a student or parent would submit a written request to the building administrator at their respective school.

If the student opts-out and later changes his/her mind a revocation may be made by submitting a written revocation of opt out to the building administrator at their respective school. address].
Parents and eligible students may refuse to allow the Corporation to disclose any or all of such "directory information" upon written notification to the building administrator at their respective school within ten (10) days after receipt of this annual public notice.

In accordance with Federal and State law, the Board shall release the names, addresses, and telephone listings of secondary students to a recruiting officer for

any branch of the United States Armed Forces or an institution of higher education who requests such information. A secondary school student or parent of the student may request that the student's name, address, and telephone listing not be released without prior consent of the parent(s)/eligible student. The recruiting officer is to sign a form indicating that "any information received by the recruiting officer shall be used solely for the purpose of informing students about military service and shall not be released to any person other than individuals within the recruiting services of the Armed Forces". The Superintendent is authorized to charge mailing fees for providing this information to a recruiting officer.

Whenever consent of the parents/eligible student is required for the inspection and/or release of a student's health or educational records or for the release of directory information, either parent may provide such consent unless specifically stated otherwise by court order.

The Corporation may disclose "directory information" on former students without consent of the parent(s)/eligible student.