GRANT LINE ELEMENTARY SCHOOL



Parent/Student Handbook 2026 - 2027

Grant Line Elementary School
4811 Grant Line Rd.
New Albany, IN 47150

Office Hours: 7:30 a.m. – 3:30 p.m.

Office Phone	812-542-5502	Fax	812-542-4784
Attendance Line	812-542-5502, choose option 1		
Menu Line	812-542-2088		

Superintendent of Schools	Dr. Travis Madison
Director of Elementary Education	Tony Duffy
Principal	Marcy Satkoski
Administrative Intern	Kimberly LaMaster
Counselor	Shannon Donoho
Secretary	Michelle Baker
Clerk	Marsha Hosking

GRANT LINE SCHOOL MISSION STATEMENT

The mission of Grant Line Elementary School is to ensure that all students are learning at a high level by…

- *providing a positive and safe learning environment for all students and staff;*
- *providing a variety of learning experiences that promote students' academic, creative, emotional, social, and physical development in order to achieve each individual's maximum potential;*
- *encouraging self-discipline, respect, responsible citizenship, and appreciation for the interdependence and diversity of all people;*
- *encouraging good communication and cooperation between home, school, and community.*

GRANT LINE ELEMENTARY STAFF MISSION STATEMENT

Grant Line Elementary School is a Professional Learning Community that utilizes research based methods and practices to deliver instruction across grade levels so that we can better educate all students, and encourage them to perform up to and beyond their expected levels of achievement.

COLLECTIVE COMMITMENTS FOR STUDENTS

As students of Grant Line Elementary, we understand the importance of having an excellent school.
In order to do our part, we will:

- Show pride and spirit in our school by participating in school activities.
- Respect ourselves, others, and the property of the school.
- Share our talents and skills with other students so everyone can succeed.
- Extend our hand in friendship and kindness towards all students.
- Take responsibility for our own learning and actions.
- Reach and work towards our personal best with a positive attitude.
- Welcome new friends to our school with kindness and support.

COLLECTIVE COMMITMENTS FOR TEACHERS

As teachers, we recognize a collaborative culture is the underlying structure on which advancement toward the Grant Line Elementary shared vision is supported. In order to advance this shared vision, we, as members of collaborative teams, will:

- Use various and balanced assessments to guide instructional design and to monitor students progress towards intended curricular outcomes.
- Provide opportunities for students to develop academic and life skills necessary to make responsible choices, develop independence, and act respectfully and collaboratively.
- Commit to life-long learning, on-going professional development, and sharing and implementing relevant information and strategies into our learning environment.
- Provide a supportive school atmosphere where everyone feels emotionally, physically, and intellectually safe while acting with integrity, respect, and honesty.
- Be proactive to collaborate with and involve parents in the education of their children by communicating student progress and providing a support system for students.
- Provide differentiated instruction that incorporates conceptual, inquiry, and research-based practices, as well as real world learning at student's instructional level.
- Communicate with and utilize resources of the community.

COLLECTIVE COMMITMENTS FOR SUPPORT STAFF

In our varied roles as members of the Grant Line Elementary support staff, we share common commitments to assist the district in reaching its vision. In order to advance this vision, we will:

- Create an environment that is: courteous, welcoming, helpful, positive, safe, and nurturing.
- Be responsive to the needs and requests of students, staff, parents, and community in a timely manner.
- Approach all situations with an open mind.
- Maintain a professional presentation in our appearance and work environment.
- Promote our own emotional and physical health as well as that of our colleagues.
- Develop and support positive relationships with our colleagues, students, parents, and community.
- Participate in effective communication through 'chains of command' (i.e. teachers, principal, social worker, special services, etc.) while recognizing and honoring the need for confidentiality.
- Model a commitment to continuous improvement, a commitment to life-long learning by taking responsibility for our own career advancement, an appreciation for cultural diversity, and pride, ownership, and support of the school and district.

COLLECTIVE COMMITMENTS FOR PARENTS

As parents, we must become familiar with the vision statements of Grant Line Elementary. We can contribute to the pursuit of that vision and the success of our children when we:

- Create an environment conducive to learning by providing a quiet place for study, stressing the importance of continuous learning, insisting on good attendance and preparation for school, encouraging involvement in school activities, and encouraging our children to achieve their potential while offering praise.
- Become actively involved in the life of the school by learning about the available curricular, extracurricular, and student support programs, learning about student expectations in the classroom and in extracurricular programs, volunteering in the classroom, and attending school activities.
- Engage in open and timely communication with the school by responding to the school's feedback about our children's academic progress and behavior, advising school personnel of any special circumstances or needs of our children, being proactive in asking questions, expressing concerns, and seeking information, and understanding that we are our child's biggest advocate.
- Help our children become responsible, self-reliant members of the school community by teaching them to accept responsibility for their own learning, decisions, and behavior; insisting they observe the rules of the school; modeling respect, consideration, and cooperation in dealing with others and expecting our children to do the same, and modeling respect for cultural diversity, individuality, and the choices and rights of others.
- Promote a healthy lifestyle by modeling and supporting responsible lifestyle choices, monitoring the activities of our children and responding to behavior which jeopardizes their health and well-being, becoming informed of the risks associated with use of alcohol, tobacco, and other drugs, and discussing and developing family rules which prohibit illegal use of alcohol, tobacco, and other drugs.

Yellow Jacket Pledge - Cheer

Yellow Jackets that's our name,
Working hard is Grant Line's game,
Respecting others shows I care,
That's the only way it's fair,
Be the best that I can be,
"Super Me" is what you'll see!

GRANT LINE ELEMENTARY SCHOOL BELIEF STATEMENTS

The purpose of education is to discover, share, and seek knowledge in the pursuit of personal fulfillment, lifelong learning, and the improvement of humanity. Education should develop students into independent learners, critical thinkers, and problem solvers.

Our school provides a safe, nurturing, and challenging environment that is conducive to learning and builds self-esteem.

Mutual cooperation, communication, and respect among students, families, school corporation staff, and local community are important to student success.

High expectations of students and the belief that all children can learn are essential in helping achieve each student's maximum potential.

The consensus process is the model by which joint decisions are made, in order to implement exemplary practices.

The professional staff keeps abreast of child development issues, current curriculum research, and instructional standards.

Education is enhanced through the use of technology, field trips, and a variety of activities, both curricular and extracurricular.

Our school embraces the idea of diversity and promotes the acceptance of each child's racial, ethnic, socio-economic, and religious background.

SCHOOL HOURS

Please DO NOT drop children off at school before the 7:30 am bell.

Students arriving between 7:30 a.m. to 7:45 a.m. are to report to the gym or cafeteria for breakfast then to the classroom after 7:45 a.m.

7:30 a.m.	**Students arrive at school. At 7:45 am students are dismissed to go to their classrooms. One Monday a month students stay in the gym for our school family assembly.**
7:30 a.m. to 8:00 a.m.	**Breakfast**
8:00 a.m.	**School Begins**

AFTER 8:00 A.M. YOUR CHILD IS MARKED TARDY

* Please note that we are required by corporation policy to report excessive absences and tardies to the Department of Child Services.

Our car rider line remains open until 8:00 am. When arriving after 8:00 in the car rider line the student **MUST** check-in at the office **with a parent or guardian** to get a tardy slip so they may be taken off the absentee list. **Please do not simply let your students out at the office door.** If you pick up your child prior to 2:15 pm, they will also be considered tardy.

7:30 a.m.	**Office Opens and Students may start arriving.**
8:00 a.m.	**Tardy Bell Rings – Students are considered Tardy at this time.**
8:05 a.m.	**Morning Announcements**
2:15 p.m.	**Afternoon Announcements**
2:20 p.m.	**Dismissal**
3:30 p.m.	**Office Closes**

Lunch Schedule

Preschool	11:00 am - 11:35 am (in classroom)
Kindergarten	12:10 pm - 12:40 pm
1st Grade	11:35 am – 12:05 pm
2nd Grade	11:00 am - 11:30 am
3rd Grade	12:00 pm - 12:30 pm
4th Grade	11:25 am - 11:55 am

GRANT LINE ELEMENTARY SCHOOL INFORMATION

REPORT CARDS
Report cards are distributed every nine weeks. Parents should sign the report card and return it to school in a timely manner. Concerns regarding a student's grade(s) should be discussed with the child's teacher.

Midterm reports are sent home during the middle of each quarter.

CANCELLATION / DELAY OF SCHOOL
May occur due to inclement weather. Listen to one of the radio or television stations, WNAS-FM (88.1), WHAS-AM (840), or Cable Channel 25 for information related to school closings and delays. DO NOT CALL THE SCHOOL. Parents need to make prior arrangements with their child in the event of an early dismissal. Parents will also receive a phone call advising of a delay or closure. For this reason, it is imperative that we have current phone numbers in our computer.

CLASSROOM ASSIGNMENTS
A great deal of time is put into assigning students to classrooms. Assignments have been made on the basis of reading groups, ability, academic reports, boy/girl ratios, learning styles, and behavior. We have a very strong instructional staff across the building, so specific requests for a particular teacher will not be considered. Families will be notified who their teacher will be in the summer, prior to open house.

CLASSROOM PARTIES
Due to the importance of protecting instructional time in the classrooms, parties are limited to three times per year: Halloween, Christmas, and Valentine's Day. These parties are handled and arranged by the teacher and / or designated room parents.

CLASSROOM PARTIES/BIRTHDAY TREATS

The number of students with food allergies has increased significantly over the last several years. Student safety is our number one priority followed by ensuring instructional consistency and fidelity. Grant Line Elementary will announce student birthdays each day during morning announcements instead of distributing cupcakes, donuts, and other food items. Parents wanting the school to celebrate their child's birthday in a different way could celebrate with non-food items. Some ideas include donating a book to the classroom with a note to your child or donating items for the classroom to use during indoor or outdoor recess. Items for celebration aren't being expected or requested, but just serve as ideas for parents wanting further celebration of their child's special day. Thank you for supporting the health and wellbeing of our students while also supporting the fidelity of instructional time. Birthday invitations are only allowed to be distributed at school ONLY if all students are invited. If you wish to only invite specific students, you must do that from home. We cannot provide personal/contact information on students either. Invitations to individual children's homes, parties, etc., are to be arranged outside of school. **Individual recognition, gifts, or treats for special occasions, should occur at home and NOT AT SCHOOL.**

EMERGENCY DRILLS
All schools are required by state law to conduct the following drills:
- Monthly fire drill
- One take cover (manmade occurrence) drill per semester
- One take shelter (tornado) drill per semester

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

FIELD TRIPS
Field trips are part of the curriculum and considered an extension of the classroom. We have a field trip program funded by the school corporation and grants. Permission slips will need to be signed prior to each trip. Teachers will inform parents of field trip dates. Dates will also be in the newsletter.

GRADING SCALE

When assessing student performance, the following grading scale is used:

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%

59% and below = F

LIBRARY

Grant Line employs a media specialist. Students have a scheduled library time for 40 minutes each week. We also encourage volunteers. The library volunteers check out books, help with book selections, read stories to primary classes, and keep the library in good condition. If a student loses or damages a book, that student should notify the teacher and the principal to discuss replacement of the book. Volunteers who want to work in the library may sign up each year at registration. If at any time you decide to volunteer, please contact the school. You must have a Limite Crimial History check on file EACH YEAR to volunteer.

LUNCH

Please do not send candy, soft drinks, or colored drinks in school lunches. Colored drinks stain the tables and floors. We realize this is difficult as lunchables contain red drinks, but we request those not be sent for lunch. Thank you for your help! Also, door dashing food to students is not permitted.

LUNCH/SCHOOL/RECESS VISITS

We love having visitors! **However, when you eat lunch with your student it must be ONLY with your student unless we have a note/call from parents of other students on file.** We have many students with food allergies and we want to keep them safe. We also do not want parents of other children eating with your student without permission for safety as well. **Also, please do not Door Dash food to your students.** This is not manageable for a building of over 500+ students. If you'd like to bring in outside food and eat lunch with your student, this is completely fine. We would prefer no soft drinks. Please do not send candy at lunch.

If you'd like to visit your child's classroom for any reason, please touch base with your child's teacher. We like to keep this to a minimum unless for special events as routine is so very important. **We have many staff supervising recess. Parents are not allowed to attend recess.**

NEWSLETTER

The school newsletter is emailed to families by the end of each week. It will contain the latest news and important announcements. Contact the front office to have your email address updated if you aren't receiving this weekly communication. Immediate updates will be sent via email and dojo as needed. The newsletter will also be posted on the school website.

PARENT TEACHER ORGANIZATION

The Parent Teacher Organization (PTO) is a large, vital organization within our school community which seeks all parents, grandparents, and school staff as members. SUPPORT THE PTO BY JOINING IN THE FALL.

RESTROOM

If any student feels uncomfortable using our shared/public restrooms, any and all students have the option to request access to a private restroom (located in the health office).

If your student would like to utilize this option, please have them reach out to our administrative team. We want to ensure that all students feel comfortable and supported during the school day. We are happy to assist with any questions or concerns.

SCHOOL INSURANCE

Accident insurance forms are provided for those who would like to purchase the coverage. They are available through the office at the beginning of the year.

SCHOOL PICTURES
School pictures are taken in the fall of each year. You will be sent information before school pictures are taken. When you get the information, review it, check to see what package you want, and send the money **ON PICTURE DAY**. If your child is absent, you may have the picture taken on retake day. No pictures are taken in the spring.

SNACKS
Each class sets aside some time during the day for a nutritious snack. Snacks may be purchased in the cafeteria in the morning before school. **WE ENCOURAGE HEALTHY SNACKS –** NO CANDY, COOKIES, CAKES, CHIPS, CHOCOLATE, ETC. ***GUM IS NOT ALLOWED AT ANYTIME.***

SPECIAL SERVICES
The Grant Line staff works to meet the individual needs of the student. Our special service staff includes a school counselor, a part time social worker, 3 special education teachers, a speech therapist, a school nurse, an occupational therapist, and a physical therapist. Parents are encouraged to consult with the classroom teacher and Mrs. LaMaster about a child's special needs.

TELEPHONE AND ADDRESS INFORMATION
Please keep the school informed regarding a ***CURRENT*** address and phone number. It is highly recommended that we have at least TWO EMERGENCY contact numbers on file at all times, as well as any other pertinent information. This information is very important in case your child becomes ill or is injured.

WIRELESS COMMUNICATION DEVICES
Students are prohibited from using wireless communication devices during the school day. A wireless communication device means any portable wireless device that has the capability to provide voice, messaging, or other data communication between two or more parties, including, but not limited to: cellular telephone, tablet computer, laptop computer, gaming device, digital camera, or smart watches. Students may possess wireless communication devices (WCDs) in school, on school property, during after school activities (e.g. extra-curricular activities) and at school-related functions. WCDs should be powered completely off (i.e., not just placed into vibrate or silent mode) during school hours and stored out of sight.

Special circumstances may allow a student to use a WCD for educational purposes approved by the teacher, during an emergency, to manage health care, or if use is allowed as part of a student's individual education plan (IEP), 504 Plan, or limited English proficient plan (LEP). If a student is given permission to use a WCD and uses it in a manner which constitutes an interference with a school purpose or educational function, an invasion of privacy, or an act of academic dishonesty, or is profane, indecent, or obscene the student could be disciplined.

In addition to being disciplined, students who use a wireless electronic device in a manner which violates this rule may have the device confiscated by school administration. Such a device will be returned to the parent.

USE OF THE TELEPHONE
Telephone usage by students must be regulated. Students must obtain permission from their teacher before using the phone. Calling home in order to request permission to stay after school to attend athletic events or to go home with another student will not be permitted. This will need to be arranged prior to coming to school.

VISITOR REGISTRATION
We try very hard to maintain a **SAFE AND SECURE ENVIRONMENT** in our school building daily. During school hours, all doors are locked. Entrance to the building is only allowed during school hours at door one, which is near the flagpole. We ask that all parents and visitors to Grant Line Elementary School check in at our secure entry point located at **door 1**. Here they will register, obtain a name tag, and receive information on classroom location. All visitors coming to the school 18 years and older are required to present a valid identification or driver's license issued by a state agency. The identification will be scanned. This process automatically performs criminal background checks. This policy is for our students' protection. If you are in the building and not wearing a name tag or badge, please do not be offended if one of our staff asks you if you have stopped by the office. Compliance with this rule will help us protect your child from the disruption of unauthorized visitors. Contractors and service professionals working at Grant Line Elementary shall undergo a criminal background check and be issued a temporary pass for access to the building. All contractors and service personnel must be approved by the principal.

At Grant Line Elementary, during the school hours, our time on task and working directly with students is our teacher's priority. In fact, the Grant Line Elementary team views daily instructional time, good routines, and consistency as an extremely valuable part of the learning process. Therefore, parents need to schedule a time to meet with teachers. **We discourage parents from stopping into the classroom before and after lunch and just before school.** It is difficult for teachers to talk with parents when they are required to be supervising a full class of students. Grant Line teachers are committed to working with parents and maintaining an ongoing dialogue with each parent regarding their child's progress. We are committed to providing the best educational experience for all students. Parents can help with this by taking time to schedule an appointment to talk with the teachers. Any visitation to the classroom without the prior knowledge and agreement of the teacher is discouraged to ensure that the learning environment and the teachers focus remains on the students during instructional hours. We appreciate your support in this matter.

All volunteers, chaperones, and employees must have a State approved identification card scanned and a limited background check on file with the office prior to working with students.

YEARBOOK

The Grant Line PTO publishes an annual yearbook. Included in this yearbook are pictures of all students, classroom and PTO activities, team pictures, and other extracurricular events. Yearbooks are ordered and paid for early spring. They arrive and are sent home near the end of the school year.

ATTENDANCE GUIDELINES AND PROCEDURES

The New Albany Floyd County Consolidated School Corporation requires that students attend each day the school is in session. All students are expected to attend school regularly and to be on time for classes in order to receive maximum benefit from the instructional program and to develop habits of punctuality, self-discipline, and responsibility. **Our goal for every student and staff member is 94% attendance rate, which is missing 10 days or less throughout a school year.**

REPORTING ABSENCES TO SCHOOL

Parents are required to notify the office of a student's absence by 9:00 a.m. When reporting the absence please use the attendance line (812) 542-5701 and provide your child's name, teacher, request for picking up home practice, and the reason for the absence. If a phone call or written note is not provided to the school the absence will remain unexcused.

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

EXCUSED ABSENCE DEFINITION

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

- Illness (up to 10 days without a doctor's statement as long as contact is made with the school office) that involves fever of 100.4 or higher, vomiting, injuries, or situations when a physician recommends the students be absent from school. The reason is to be reported to the school office.
- Death of immediate family member
- Medical or dental appointments which cannot be scheduled outside the school day (a written doctor's statement is to be given to the school office)
- Religious Holidays
- Court ordered absences
- Other unusual circumstances when approved by the principal and requested in advance of the event
- Travel for a limited time period (up to 5 days) involving new educational experiences for a student, which is requested on an infrequent basis by parents or guardian at least one week in advance of the proposed absence. Letters should be submitted to the school principal for approval.

UNEXCUSED ABSENCE DEFINITION

All absences not designated as excused shall be considered as unexcused absences.

TARDY TO SCHOOL DEFINITION

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

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

Anytime a student misses any portion of the school day (early dismissal, tardy, appointments during the school day) the student will be marked tardy for accurate record keeping. If the period of time exceeds one half of the student day, the student will be marked half day absent.

EARLY DISMISSAL DEFINITION

Requests to release children from school early creates a disruption to the learning environment. Excused early departures are those departures that are verified in writing by a medical professional, counselor, etc. or those departures approved by the building principals for extenuating circumstances. If early dismissal is unavoidable, please follow this procedure:

● Send a note to your child's teacher including the date, time, and reason for early dismissal.
● Report to the office at the designated time. Your child will be called to the office when you arrive.

ATTENDANCE INTERVENTION PROCEDURE - TOTAL Absences: These absences pertain to TOTAL absences-excused AND unexcused.

- Daily contact with school/parents when a student is absent. If the parent/guardian doesn't contact the school by 9:00, the parent will first receive an attendance call from the school. An automatically generated call will be made if the school can't reach the parents. If the office staff is unable to reach the parents/guardians the absence will be marked as unexcused.
- At 7 TOTAL absences, verbal contact will be made via phone call or home visit. The office staff will explain the Attendance Policy and next steps.
- At 10 TOTAL absences, a letter regarding attendance status will be sent via USPS. The letter will remind parents that a doctor's statement will be required for any excused absence in the future.
- At 18 TOTAL absences, regardless of being excused or unexcused, school personnel will work with the family to develop an attendance success plan. For students attending NAFCS on an out of county transfer, this may result in the transfer being revoked.

Attendance Intervention Procedure - UNEXCUSED Absences (to prevent the student from becoming "Habitually Truant"-see below.)

- **At 3 UNEXCUSED absences, verbal contact will be made via phone call or home visit. The office staff will discuss the Truancy Prevention Procedure and IN Code.**
- **At 5 UNEXCUSED absences, verbal contact will be made via phone call or home visit to set up a parent meeting to discuss and create an attendance success plan.**
- **At 10 UNEXCUSED absences, IN Code requires the school to report the student as a habitual truant to the Department of Child Services (DCS) and the prosecuting attorney. The parent may be prosecuted for educational neglect. See IN Code related to TruancyPrevention Information and Habitual Truant Information below.**

Truancy Prevention Procedure: (IN Code- 20-33-2.2-4) These absences pertain to UNEXCUSED absences.

The following procedures apply to students enrolled in kindergarten through fourth grade who have (5) UNEXCUSED absences in a quarter:

1. The school shall upon the student's fifth (5) unexcused absence in the quarter immediately provide a written notice to the parents. Such written notice shall include:
   a. The student is an absent student based upon having 5 unexcused absences within the quarter.
   b. The parent is responsible for monitoring the school attendance of the student and ensuring the student attends school.
   c. The school will be initiating truancy prevention measures in regards to the absent student.
   d. The parent is required to attend an attendance conference concerning the truancy measures the school will be implementing and such conference will be held not more than five instructional days after the fifth unexcused absence in a quarter occurred.

Habitually Truant-Definition-These absences pertain to UNEXCUSED absences.

"Habitually truant" is defined as a student who has more than 10 days of UNEXCUSED absences in a school year. The superintendent or the attendance officer are required to report if the student is a habitual truant to the Department of Child Services (DCS) and the prosecuting attorney. The parent may be prosecuted for educational neglect.

PARTICIPATING IN AFTER-SCHOOL ACTIVITIES

Students who are absent from school for the entire day or leave school early unexcused, will not be permitted to participate in after school clubs or activities for that day. Attendance at school is important; participating in after school activities is voluntary and requires attendance at school.

MAKE-UP WORK/REQUESTING ASSIGNMENTS

There is no way a student can totally make up that which is missed when absent. Missing presentations, discussions, examples, and the interaction between child and teacher just cannot be made up. However, assignments involving such things as reading, math problems and worksheets can be done at home, provided a student understands the directions. A teacher has the responsibility to carry on the instructional programs for those students who are present. Unless the teacher is aware before school begins that your child needs home practice, we cannot guarantee work will be ready by the end of the day to be picked up.

Please follow the outlined procedures when requesting assignments:

Notify the school or appropriate teacher by the beginning of the school day of the request for work to be sent home. Please tell us what adult will be picking up the work or which child to send it home with that afternoon. It is best when an adult picks up the work because students often forget despite an afternoon announcement reminding them to pick up a sibling's work. The parent of the student who is missing school is responsible for seeing that arrangements are made for the assignments. All assignments should be picked up in the office from the secretary between 2:00-3:00 p.m. Please note that it is difficult for a student to make up an entire day's activities; therefore, upon returning to school, a student may have additional work to be made up. Since special effort is made by the teachers to supply assignments and materials, in turn, it would be appreciated if the absent student would complete the work and return it to the teacher. Students are allowed one day for each day missed for make-up work. Credit will be given for completed work.

****Requests for assignments for pre-approved absences should be directed to the building principal.**

GENERAL SCHOOL RULES

These rules are needed to ensure that all students receive a quality education, that they respect the property of the school and of others, and in general are not disruptive to the environment of the school.

1. Students will follow directions given by all adults,
2. Students will keep their hands, feet, and other objects to themselves.
3. Students will use only kind words when talking to others.
4. Students will walk and talk quietly in the building at all times.
5. Students will stay in assigned areas.

BEHAVIOR CODE

A happy, cheerful school environment is absolutely essential to provide the best educational experience your child can have. Each child is continually growing in academic, social, physical, and emotional areas. The staff at Grant Line wants to ensure that all students have an excellent educational environment. Student misconduct hampers both learning and safety. Misbehavior interrupts classroom time and detracts from learning opportunities. Furthermore, when children are not held accountable for their conduct, they begin to believe that "*rules are made to be broken".*

The behavior expected of students at Grant Line is a combination of common courtesy, respect for others, and safety considerations. No student should keep a teacher from teaching or another student from learning.

DISCIPLINE POLICY

Grant Line School has a *Discipline Policy* which is used to promote good citizenship related to conduct and school work. Parent Conferences, restricted privileges, in school and out-of-school suspension may be implemented based on student behavior. These measures are used based on the seriousness of the incident.

PERSONAL APPEARANCE

Good grooming should always be the order of the day. Children should not wear any type of clothing that would prevent them from participating in all school activities. The dress code for New Albany Floyd County School System is listed below.

5511 Student Dress and Appearance

The School Board believes that student dress and appearance should be respectful and not interfere with the learning environment. This replacement policy begins with the 2022-2023 school year.

The School Board understands that schools may have special days/events where the principal allows restricted items to be worn (e.g. sunglasses on Beach Day).

Clothing and jewelry which includes depictions or symbols of the following are prohibited:

a. sex or sexual innuendo;
b. lewd, vulgar, indecent, or plainly offensive speech, including profanity;
c. violence, destruction of property, or advocating the use of force;
d. urging violation of the law or school regulations;
e. alcohol, drugs, tobacco, or tobacco like products;
f. anything that humiliates others or which may be considered racist, sexist, ethnically derogatory, including the confederate flag
g. anything that substantially or materially disrupts the school environment.

Restricted items will include the following:

a. Any item deemed inappropriate by a building administrator
b. Any item that may cause safety concerns/issues
c. Head covering of any kind unless the item (e.g. religious headwear) is approved by the principal
d. Pants and skirts must be worn at the waist
e. Tops without sleeves unless deemed appropriate by a building administrator and cover the stomach
f. Pajamas or similar nightwear
g. Sunglasses without a doctor's statement
h. Clothing or holes in clothing that exposes stomach/private areas

Principals should consider the following progressive consequences when students do not follow the policy:

a. Warning
b. Warning and parent contact
c. Parent conference at the school
d. In school suspension
e. Out of school suspension

Principals have the authority to develop a school uniform policy, if they follow the following procedure:

a. A committee made up of parents, students, certified staff, non-certified staff, and administrators should meet to develop a school uniform policy.
b. Parents, staff, and students, grade 3 or higher, should be surveyed to get their opinions.
c. The principal will bring a recommendation to the Superintendent.
d. The Superintendent shall bring a recommendation to the Board.
e. The Board will vote on the recommendation.

The Superintendent has the authority to approve a recommendation by the principal to dissolve the school uniform policy. The Superintendent will communicate his/her decision to the Board.

Approved 5-9-22

BE AWARE OF WEATHER CONDITIONS AND DRESS YOUR CHILD ACCORDINGLY. We like to play outside whenever possible.

PERSONAL BELONGINGS

To prevent lost, stolen, damaged, or misplaced personal property, each child is to be responsible for his or her own belongings. Lost articles will be returned to the lost and found box. Lost and found is donated quarterly to Good Will. Please make sure to have your child check the lost and found frequently - this is located at the end of the hall by the gym and once it has been there for a bit will be hung up in the art room (Ms. Goodman shows all kids lost and found items every art class!). **ALL ITEMS BROUGHT TO SCHOOL SHOULD BE MARKED WITH YOUR CHILD'S NAME. MONEY SHOULD NEVER BE LEFT LYING AROUND.** If money is sent for lunch or other purchases, place it in an envelope labeled with your child's name and their teacher's name. Parents are encouraged to load money onto the student's lunch account instead of sending cash for lunch purchases.

RESTRICTED ITEMS

Students should not bring to school items which are potentially dangerous or that would detract from the education process. Certain items are forbidden at school and will be taken and held until the parents reclaim them. These items include, but are not limited to the following:

Matches or lighters
Cigarettes / tobacco products
Firecrackers, shells, or any explosive device
Pocket knives or any sharp instruments
Spray paint
Cinnamon oil or cinnamon toothpicks
Drugs of any kind (exception: see medicine section)
Obscene pictures or literature
Guns of any type
Toys (except with teacher's permission)
Headsets (except with teacher's permission)
Cell Phones (see wireless device policy)
IPODS / MP3 Players / Radios/ Walkmans / CD Players

SPECIAL SCHOOL RULES

These rules were needed to insure the safety and well being of all the students in the building.

1. Fighting is strictly prohibited at any time for any reason.
2. The use of profanity is strictly prohibited.
3. Vandalism is strictly prohibited.
4. Possession of weapons or other dangerous objects is not allowed.
5. Possession of or use of any controlled substance is not allowed.
6. Stealing is strictly prohibited.

With the violation of Special School Rules, parents will be notified of the infraction in a timely manner. Suspension from school may be recommended if, in the opinion of the principal and the teacher, the incident was

1. DELIBERATE
2. CAUSED, OR COULD HAVE CAUSED, ANOTHER CHILD TO BE SERIOUSLY INJURED.
3. REPEATED.

This Grant Line School Behavior Code is in addition to the corporation-wide regulations as well as the Grant Line School Code of Behavior.

ANTI-BULLYING

B. Bullying

1. Bullying committed by students toward other students is strictly prohibited.

Engaging in bullying conduct described in this rule by use of data or computer

software that is accessed through any computer, computer system, computer

network, or cellular telephone or other wireless or cellular communication device,

is also prohibited.

2. For purposes of this rule, bullying is defined as overt, unwanted, repeated acts or

gestures, including verbal or written communications or images transmitted in any manner including electronically or digitally, physical acts committed, aggression, or any other similar behaviors that are committed by a student or group of students against another student with the intent to harass, ridicule, humiliate, intimidate, or harm the targeted student and create for the targeted student an objectively hostile school environment that:

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

3. This rule may be applied regardless of the physical location of the bullying behavior when a student committing bullying behavior and the targeted student attend a school within the school corporation and disciplinary action is reasonably necessary to avoid substantial interference with school discipline or prevent an unreasonable threat to the rights of other students to a safe and peaceful learning environment.

4. Any student or parent who has knowledge of conduct in violation of this rule or any student who feels he/she has been bullied in violation of this rule should immediately report the conduct to the [school administrator] who has responsibility for all investigations of student misconduct including bullying. A student or parent may also report the conduct to a teacher or counselor who will be responsible for notifying the [school administrator]. This report may be made anonymously.

5. The [school administrator] shall investigate immediately all reports of bullying made pursuant to the provisions of this rule. Such investigations must include

any action or appropriate responses that may be taken immediately to address the bullying conduct wherever it takes place. The parents of the alleged perpetrator and the targeted student(s) shall be notified of the reported bullying incidents before the end of the next school day of the report of such incidents and shall be notified the school is investigating the reported bullying incidents before the end of the next school day of the report of such incidents.

6. The school shall report to the alleged perpetrator and the targeted student(s) on a regular, periodic basis of the progress and the findings of the investigation and of any remedial action that has been taken. During the investigation, the school's priority will be the safety of the victim. The investigation may include a determination of the severity of the bullying incident(s) and whether the transfer of the alleged perpetrator or victim to another school within the school corporation is warranted.

7. The parents of the alleged perpetrator and the targeted student(s) shall be notified of the conclusions of the reported bullying investigations before the end of the next school day after the conclusions of the investigations.

8. The [school administrator] will be responsible for working with the school counselors and other community resources to provide information and/or follow-up services to support the targeted student and to educate the student engaging in bullying behavior on the effects of bullying and the prevention of bullying. In addition, the school administrator and school counselors will be responsible for determining if the bullying behavior is a violation of law required to be reported to law enforcement under Indiana law based upon their reasonable belief. Such determination should be made as soon as possible and once this determination is made, the report should be made immediately to law enforcement.

9. False reporting of bullying conduct as defined in this rule by a student shall be considered a violation of this rule and will result in any appropriate disciplinary

action or sanctions if the investigation of the report finds it to be false.

10. A violation of this rule prohibiting bullying may result in any appropriate disciplinary action or sanction, including suspension and/or expulsion.

11. Failure by a school employee who has a responsibility to report bullying or investigate bullying or any other duty under this rule to carry out such responsibility or duty will be subject to appropriate disciplinary action, up to and including dismissal from employment with the school corporation.

12. Counseling, corrective discipline, and/or referral to law enforcement will be used to change the behavior of the perpetrator. This includes appropriate intervention(s), restoration of a positive climate, and support for victims and others impacted by the bullying.

13. Educational outreach and training will be provided to school personnel, parents, and students concerning the identification, prevention, and intervention in bullying. Parents will be allowed to review any or all materials used in the school corporation's bullying and/or suicide prevention programs.

14. All schools in the corporation are encouraged to engage students, staff and parents in meaningful discussions about the negative aspects of bullying. The parent involvement may be through parent organizations already in place in each school.

15. The superintendent or designee will be responsible for developing detailed administrative procedures consistent with the Indiana Department of Education guidelines for the implementation of the provisions of this rule.

LEGAL REFERENCE: I.C. 20-33-8-0.2

I.C. 20-33-8-13.

POLICIES FOR MEAL ACCOUNTS

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

2026 - 2027 Meal Prices:

MEAL	GROUP	PRICE
Breakfast	Elementary	2.10
Breakfast	Secondary	2.10
Breakfast	Adult	3.00
Lunch	Elementary	3.00
Lunch	Secondary	3.10
Lunch	Adult	5.25

MY SCHOOL BUCKS

All parents/guardians are required to open an online My School Bucks account to manage their child's meal account. My School Bucks is an online secure and convenient way to monitor purchases, make payments, and receive their personalized low balance notifications regarding their child's school meal account.

Log on to
https://login.myschoolbucks.com/users/register/getsignup.action?login_hint=&clientID=schoolbucks

Meal Payments:

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

I. My School Bucks: Log on to
https://login.myschoolbucks.com/users/register/getsignup.action?login_hint=&clientID=schoolbucks
2. Prepay at School: Parents can make advance meal payments by sending checks to school.
Checks must contain the student's name and PIN number. Make checks payable to your child's school.

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

Refunds:
Money will only be refunded from accounts to parents upon written request. Go to https://foodservice.nafcs.org/en-US for guidelines. Print the "Refund Meal Account" form and submit it to the school Food & Nutrition Manager.

HOMEWORK (HOME PRACTICE) POLICY

Homework, or "home practice" is important. It is an extension of the learning that takes place in school. Home practice provides practice and drill that reinforces classroom learning. It can provide opportunities for independent study, research, and creative thinking. Parents can help by arranging a quiet and comfortable place for the students to work and by seeing that assignments are completed. Students will have homework approximately four days a week in math, English-language arts (reading/writing/word study), and science. We also encourage students to read 20 minutes nightly. There is an extended amount of research showing the benefits of this practice in student achievement.

SCHOOL HEALTH SERVICES

A school nurse oversees the health services offered at this school. However, a school nurse may not be at the school every day because most nurses travel between multiple school buildings. In case of illness or injury, a child will be cared for by a trained member of the school staff. If your child has a health concern, please include this information on your child's health history information or notify the school as soon as possible. This information remains confidential and is shared with school personnel only on an as-needed basis. If emergency medical treatment is necessary, the parents will be contacted. If parents are not available, the child will be taken to the hospital by ambulance at the parents' expense. ***Remember, an emergency telephone number where parents can be reached must be on file and is vital in reaching parents in the case of an emergency.***

MEDICATIONS AT SCHOOL

1. A "Request for Administration of Medication" form must be signed and dated by the doctor and parent/legal caregiver. This written request must be on file in the school office before the medication, prescription or over-the-counter, will be administered by the staff. The request must contain the student's name, name of the medication, dosage, and time to be given. The form must be renewed at the beginning of each school year or if the medication changes during the school year.
2. A student may be authorized to possess and self-administer medication for a chronic or acute disease or medical condition if the medication is necessary in an emergency situation. The section of the medication form entitled "Possession and Self-Administration of Emergency Medication Authorization/Approval" must be signed and dated by the doctor and parent/legal caregiver.
3. The medication must be furnished to the school by the parent/legal caregiver on a daily basis. Any exception to this daily dosage requirement must be approved by the principal after consultation with the school nurse. The exception will be limited to a one (1) school week's supply of the medication and must be brought to school by the parent/legal caregiver, or by another arrangement approved in advance by the principal. The medication must come to school meeting the requirements listed in #5 below.
4. All nonprescription medication must be in the original container and be clearly labeled with the child's name.
5. All prescription medication must be in the pharmacy labeled bottle or packaging with the following information:
   Prescription number
   Child's name
   Doctor's name
   Name of medication
   Dosage
   Time to be given.
6. All medication brought to school for administration by staff will be kept in a locked container.
7. School nurses will provide instruction/training as needed to those staff members who dispense medication to students.
8. Non-medicated lip balms and up to 2 cough drops per day (with parent note) is allowed without a doctor's statement.

ILLNESS AND RETURNING TO SCHOOL

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

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

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

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

SEVERE ALLERGIES AT SCHOOL

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

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

HEALTH AND WELLNESS IN THE CLASSROOM

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

IMMUNIZATIONS

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

MENINGOCOCCAL DISEASE

Indiana law requires each year that parents/guardians be informed "about meningococcal disease and its vaccine" (IC 20-30-5-18). Meningococcal disease is a dangerous disease that can strike children and youth. The disease can progress rapidly and within hours of the first symptoms, may result in death or permanent disability including loss of hearing, brain damage, and limb amputations.Symptoms of meningococcal disease often resemble the flu and can include a fever, headache, nausea, and stiff neck, making the disease difficult to diagnose. The bacteria that cause meningococcal diseases are transmitted through air droplets and by direct contact with an infected person. Fortunately, there is an immunization available and the U.S. Centers for Disease Control and prevention recommends routine meningococcal immunizations at 11 to 12 years old (prior to starting 6th grade), with a booster dose at 16 years old (prior to starting 12th grade). The meningococcal vaccine is required for 6th-12th grade students to attend school.

HEALTH AND EXTRACURRICULAR ACTIVITIES

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

Your school nurse can help you know what steps need to be taken to keep your child safe and healthy outside of the normal school day. For activities that are not school-sponsored (such as YMCA before-/after-school care, and After School Rocks) parents are responsible for communicating a child's health needs to the program director and providing any necessary medication/treatment to care for the child.

CELL PHONE USAGE IN PICK-UP AND DROP-OFF LINES

Parents should refrain from using their cell phones during car rider arrival and dismissal times so that student safety is not compromised.

SMOKING

There should be no smoking in the car rider line or ANYWHERE on our campus. This is a **state law** that includes students, staff, and visitors. This includes all tobacco products and vapes.

CAR RIDERS/ A.M. DROP-OFF

Student may be dropped off in the morning between 7:30 - 8:00 a.m. at door #12. Please enter the one-way drive and proceed around the ballfield to the white awning on the north side. Students are to be unloaded at curbside. Due to safety concerns, please do not allow your child to cross the driveway without adult supervision. It is very helpful to have your child on the passenger side so that they can be unloaded efficiently. We ask that you stay in your car and staff will unload students.

CAR RIDERS/ AFTERNOON PICK-UP

When picking up students in the afternoon please pick students up at door #12. You can do this by entering the one-way drive and proceed around the ball field. Join the end of the car rider line, stay in your car, and move forward as students are loaded into their vehicles. Please stay in the car - we will get your child out of the car. **Parents are not to park and come in to pick up their child in the afternoon during dismissal.** If you need to buckle your student's seatbelt, please pull up and to the side so that the line can keep moving.

CHANGE OF TRANSPORTATION

If your child will be going home early, with a friend, or in any different way than usual, please send a NOTE to the teacher with all the pertinent information. Students must have a note to get on a different bus or to get off at a different stop. Please try to make these decisions before your child comes to school. We try to get messages to students when changes are called in, but sometimes it is difficult to find a class or student, so we can't guarantee the message will be received if called in late in the day after **1:00 p.m**. For this reason, we ask that you not call in with changes or messages after **1:00 p.m. unless it is an emergency.**

SCHOOL BUS SAFETY

"All school children, while being transported on a school bus, shall be under the supervision, direction, and control of the school bus driver, and shall be subject to the discipline of the school bus driver and the governing body of the school corporation" (1965 Acts of the General Assembly, Chapter 260). We would like for you to discuss with your child and help them understand the rules which have been instituted for their safety and comfort in order to provide the efficient operation of our bus fleet.

SAFETY RULES

1. Be at your bus pick-up **ON TIME.** An early start will assure this.
2. Wait your turn to load and unload the bus. Avoid standing or playing on the road while waiting for the bus.
3. Obey the bus driver (and bus patrol) promptly and cheerfully. Realize that they have a big responsibility and that it is your job to help.
4. Knowing that bus transportation is scheduled to move you from one point to another safely and in conformance with a definite schedule of time, anything that each of us can do to maximize safety should be our concern.
5. Watch your step going to and from your stop and getting on and off the bus. Where there are no sidewalks, walk on the edge of the road **FACING** oncoming traffic.
6. Show consideration for the property for where your bus stop is located. Damage and destruction at the stops result in discontinuance of these stops.
7. NOTHING (arms, hands heads, books, etc.) shall be allowed to protrude from the open windows on the bus. Windows may only be opened or closed with the permission of the bus driver. Feet shall be kept on the floor and not protrude into the aisle.
8. Horseplay, littering, loud and boisterous conduct on the bus will not be allowed. This type of conduct distracts the driver and may result in a serious accident endangering everyone on the bus.
9. Band instruments that can be carried on a bus by a student without taking up room of another student or blocking the aisle or exits may be carried on the bus. Where a differing point of view occurs, the school principal shall make the determination.
10. Misconduct such as profanity, boisterousness, throwing things, destruction of school property, fighting, loading or unloading improperly, lighting matches, smoking, changing seats when the bus is in motion, eating on the bus,

insolence, obscene gestures, shall be cause for dismissal of the student from the bus. A formal complaint form or a school or bus conduct report will be given to the principal and a school official shall make contact with the parent. Students under suspension from one bus MAY NOT ride another school bus for the period of the suspension. Permanent suspension may be made for flagrant violation of the school transportation rules.

11. Drivers are NOT permitted to allow passengers to load or unload at any point other than those specifically assigned to each student except by WRITTEN request from parent and APPROVAL BY a designated school official.
12. Students who have to cross a road at a loading point or after unloading shall do so on a driver signal at a point 10 feet in front of the bus. This allows the student and driver to make eye contact. Students refusing to cross in front of the bus will be denied use of the transportation.
13. Where it seems advisable and appropriate, a driver may assign a student a specific seat on the bus and the student may occupy that seat on the bus. Changes in seat assignment may be necessary and will be made by the driver in charge of the bus.
14. Animals such as snakes, mice, or pets of any type MAY NOT be brought on the school bus. Students desiring to take such items to school should arrange for parent transportation on those days.
15. **MOVING FROM ONE PLACE ON THE BUS TO ANOTHER WHILE THE BUS IS IN MOTION IS NOT PERMITTED.**

PREAMBLE

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

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

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

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

As set out in Indiana law, I.C. 20-33-8, in all matters relating to the discipline and conduct of students, School Corporation personnel act *in loco parentis*, assuming the responsibilities of parents and guardians while students are in the care 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 reasonable directions of school personnel in all educational settings and refrain from disruptive behavior that interferes with the educational environment.

1. BASIC RIGHTS AND RESPONSIBILITIES OF STUDENTS

a. **Freedom of Speech and Assembly**

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

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

b. **Freedom to Publish**

i. Students are entitled to express their personal opinions in writing, as long as they do not use lewd, vulgar, indecent or offensive language in such writing.

ii. Students may edit, publish, and distribute printed, handwritten, or duplicated material 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 students and employees. Such material must be signed by the authors. Libel, obscenities, and personal attacks as well as lewd, vulgar, indecent and offensive language are prohibited in all material written, edited, published, or distributed by students in school, on school grounds, at any school sponsored functions, or at any time while under the supervision of school personnel.

c. Search and Seizure

i. A student is presumed to have no expectation of privacy in a school locker, desk or other school property assigned to the student, or in the contents of those assigned areas.

ii. The school principal or another member of the administrative staff designated by the principal may search a student's locker or other assigned area at any time.

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

iv. The principal or designee may search the person or property (including vehicles) of a student, with or without the student's consent, whenever they have reasonable suspicion to suspect that the search is required to discover evidence of a violation of law or of school 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.

v. 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.

vi. Driving to school and utilizing the school parking lot are privileges for student drivers. Any student who parks his/her car in a school parking lot consents to a search of the car if the school administration has reasonable suspicion.

vii. In an effort to promote a drug-free campus and to protect the safety and health of the district's faculty, staff, and students, the district may routinely partner with 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.

1. **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.

2. **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 whether on or off school grounds.

3. **<u>Criminal Organizations and Activity</u>**

   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 Organizations), is included below:

   5840- CRIMINAL GANG ACTIVITY

   <u>Prohibited Conduct</u>

   New Albany-Floyd County Consolidated School Corporation prohibits criminal gang activity on school property, school buses, or at school-sponsored functions. Additionally, reprisal or retaliation against an individual who reports suspected criminal organization activity is prohibited.

   <u>Definitions</u>

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

   55208256. Promotes, sponsors, or assists in; or participates in; or

   55208257. 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:

1. refer to counseling
2. establish programs to enhance school climate
3. enlist parent cooperation and involvement
4. enlist community cooperation and involvement

Criminal Gang Prevention and Education

The school corporation shall establish an evidence-based educational 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.

4. Criminal Organization Activities, Clothing or Accessories

Criminal organization and criminal organization related activities, clothing and accessories are prohibited on school property at all times. Signs, symbols and membership activities associated with criminal organizations are also prohibited. 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.

5. **Policy Against Discrimination and Harassment**
    - **a.** It is the Policy of the New Albany-Floyd County Consolidated School Corporation to maintain and operate a learning and working environment that is free from discrimination or harassment on the basis of a protected class including but not limited to race, color, ethnicity, national origin, sex, gender identity, sexual orientation, socioeconomic status, disability, genetic information, age or religion. This commitment applies to all Corporation operations, programs, and activities; thereby to protect employee and student interest in personal dignity and freedom from discrimination and harassment, to make available to the Corporation their full productive capacities, to secure the Corporation against domestic strife and unrest which would menace its democratic institutions, to preserve the public safety, health and general welfare, and to further the interests, rights and privileges of individuals within the Corporation.
    - **b.** It shall be a violation of this Policy for any employee of the New Albany-Floyd County Consolidated School Corporation to discriminate against or harass another employee or student on the basis of a protected class including but not limited to race, color, ethnicity, national origin, sex, gender identity, sexual orientation, socioeconomic status, disability, genetic information, age, or religion. It shall be a violation of this Policy for any student to discriminate against or harass another student or an employee based upon any of the above mentioned protected characteristics.
    - **c.** The New Albany-Floyd County Consolidated School Corporation does not discriminate on the basis of a protected class including but not limited to race, color, ethnicity, national origin, sex, gender identity, sexual orientation, socioeconomic status, disability, genetic information, age, or religion in employment or in the educational programs and activities which it operates, in accordance with applicable state and federal statutes and regulations.
    - **d.** The School Corporation strictly adheres to all non-discrimination and anti-harassment laws and does not tolerate acts of discrimination or harassment. The School Corporation has appointed the Chief Human Resources Officer, 2813 Grant Line Road, Telephone 812-542-2118, as the Complaint Coordinator to coordinate and carry out its Policies against discrimination and harassment on the basis of any protected characteristic. Any inquiries regarding the School Corporation's Policies in this matter should be directed to the Complaint Coordinator. The Complaint Coordinator shall document all reports of discrimination and harassment and establish a protocol for recordkeeping.
    - **e.** Harassment or discrimination of students, employees, and guests is prohibited at all academic, extra-curricular, and school sponsored activities. Behavior prohibited by this policy also includes conduct in any school program or activity taking place in school facilities, on school transportation, or any off campus conduct that has continuing effects on campus or in any school program or activity. The School Corporation prohibits discrimination and harassment through a computer, computer system, or computer network. Notwithstanding any other prohibition, the School Corporation will not take action to regulate expression protected by the United States and Indiana Constitution.

f. Harassment and Discrimination may take many forms, including: verbal acts and name-calling; graphic and written statements; sexual violence or unwanted sexual contact; or other conduct that may be harmful, humiliating, or physically threatening. Harassment and discrimination do not have to include the intent to harm, be directed at a specific target, or involve repeated incidents, but may be present in peer-to-peer, staff-to-staff, staff-to-student, or student-to-staff interactions. Harassment and discrimination may be any act, speech, or gesture sufficiently severe, pervasive, and objectively offensive so as to interfere with or limit the ability to participate in or benefit from the services, activities, or opportunities provided by the School Corporation.

g. Anyone who believes that a student or employee has possibly been the target of discrimination or harassment is encouraged to immediately report the situation to an appropriate employee such as a teacher, counselor, administrator, or Complaint Coordinator. Any employee who observes, suspects, or is notified of discrimination or harassment must report the behavior to his/her immediate superior. The reporter need not be the target of the discrimination or harassment. Complaints against an employee should not be reported to the accused staff. Instead, complaints against an employee should be reported to that employee's supervisor or appropriate coordinator based on the form of harassment or discrimination.

h. The Corporation will address both formal and informal complaints of discrimination and harassment. Complaints of discrimination and harassment should be received within thirty (30) days of discovering the alleged discrimination or harassment.

i. Procedures for investigating and responding to harassment and discrimination can be found in Board Policy 5517, or by contacting the Complaint Coordinator listed above. For any questions, concerns, or to file a complaint, contact the Complaint Coordinator listed above.

j. Inquiries concerning the application of any federal civil rights statute or regulation may also be referred to the Regional Director, United States Department of Education, Office of Civil Rights, Region V, 500 West Madison Street, Chicago, Illinois 60661. Copies of the complete policies, enforcement procedures and the Complaint Report Form are available in the offices of all schools and of the Administrative Services Center, 2813 Grant Line Road, New Albany, Indiana 47150

9. Human Dignity Policy

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

10. Charges by a Parent/Student

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

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

a. FERPA affords parents and students over eighteen (18) years of age ("eligible students") certain rights with respect to student education records. They are:

i. 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.

ii. The right to request the amendment of the student's education records that the parent or eligible student believes is inaccurate, misleading, or otherwise in violation of the student's privacy rights. Parents or eligible students should write the school principal, clearly identifying the part of the record they want changed, and specify why it is inaccurate or misleading. If the School Corporation decides not to amend the record as requested, the School Corporation will notify the parent or eligible student of the decision and inform them of his/her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

iii. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. FERPA allows disclosure of student educational records to school officials, with legitimate educational interests in assessing the student's record, without consent. "School officials" include administrators, supervisors, instructors, support personnel, health and medical staff, law enforcement unit personnel, School Board members, persons or companies contacted to perform a special task, or a parent or student serving on an official committee or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request, the School Corporation disclosed education records without consent to officials of another school corporation in which a student seeks or intends to enroll.

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

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

If a parent/guardian or eligible student does not wish to have some of the above listed Directory Information items released without prior parent's or eligible student's consent, such parent or eligible student must submit a written signed statement indicating that consent must be secured to the building principal. 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.

v. The School Corporation will also release Directory Information to representatives of the U.S. Armed Forces and the service academies of the U.S. Armed Forces unless a parent, guardian or student submits a written, signed request that such information not be released; such request must be submitted to the principal of the student's school not later than the end of the student's sophomore year.

vi. 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

12. **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.

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

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

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

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

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

a. The student's parent has completed the Student Authority to Possess and Administer Medication form. The authorization must include a statement in writing by a licensed physician that:

(1) The student has an acute or chronic disease or medical condition for which the physician has prescribed medication.
(2) The student has been instructed in how to self-administer the medication; and
(3) The nature of the disease or medical condition requiring administration of the medication.

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

17. Enrollment/Residence/Withdrawal

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

18. Parental Involvement/Visitor/Media

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

The Superintendent or principal has the authority to prohibit the entry of any person to a school of this Corporation or to expel any person when there is reason to believe the presence of such person would be detrimental to the good order of the school. If such an individual refuses to leave the school grounds or creates a disturbance, the principal is authorized to request from the local law enforcement agency whatever assistance is required to remove the individual.

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

19. McKinney-Vento

Children who meet the legal definition of a "homeless" student (McKinney-Vento) will not be denied enrollment based on a lack of proof of residency and will be provided a free appropriate public education in the same manner as all other students of the District. Questions about enrollment of a student who may be considered homeless should be directed to Katie Stein, Licensed School Social Worker (812-542-5505) or Tony Duffy, Assistant to the Superintendent for Elementary Education (812-542-2142).

20. Asbestos

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

II. ENFORCEMENT OF RULES AND REGULATIONS

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

9. **After School Detainment**
   Students may be detained after school, but only for a reasonable length of time. (A "reasonable length of time" is determined by the child's age and other factors.) Unusual delays should be reported to the parent by the school by telephone if possible.

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

11. **Teacher Temporary Dismissal**
    A teacher may dismiss a student from participation in any educational function under that teacher's charge and supervision for a period not to exceed one (1) school day for elementary students and five (5) class periods for middle, junior high, or high school students, when a student interferes with the educational function of which the teacher is then in charge.

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

    a. When the school personnel in charge of a student consider the behavior of any student under their supervision to be so serious as to warrant the principal's attention;
    b. When the alleged misconduct constitutes a violation of any of the "Grounds for Expulsion or Suspension." The principal or designee shall provide notice and hold a conference with the student prior to the suspension. During the conference, the student is entitled to the following:

    A written or oral statement of the charges against the student;

    A summary of the evidence against the student; and if the student denies the charges, and

    An opportunity for the student to explain the student's conduct.

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

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

13. **Expulsion**
    a. **An expulsion is:**
       (1) A denial of the right of a student to take part in any school function for any period greater than ten (10) school days;

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

b. Generally, an expulsion will not be longer than the remainder of the school year in which the expulsion took effect if the misconduct occurred during the first semester. If the misconduct occurred during the second semester of the school year, a principal may request that an expulsion remain in effect through the following summer session and/or the first semester of the following school year.
c. An expulsion for a full school year may be for fewer than the total number of student days in a full school year when such expulsion results in the loss of school credit for two school semesters, or for two school semesters and a summer session.
d. An expulsion for violation of the rule against knowingly possessing, handling, or transmitting a firearm, while under the jurisdiction of the School Corporation, will be for a full calendar year, as set out in Article II, Section 8, f., below.
e. The expulsion process offers the opportunity for a student due process meeting (See Article III, below).

f. An expulsion that takes effect more than three (3) weeks before the beginning of the second semester of a school year must be reviewed before the beginning of the second semester. An expulsion that will remain in effect during the first semester of the following school year must be reviewed before the beginning of the school year. Such reviews shall be conducted by the Superintendent or his/her designee after notice of the review has been given to the student and the student's parent or guardian. The review is limited to newly discovered evidence or evidence of changes in the student's circumstances occurring since the original expulsion meeting and may lead to a recommendation that the student be reinstated for that semester.
g. A principal may require a student who is a least sixteen (16) years of age and who wishes to enroll after an expulsion to attend an alternative program.

55202944. The Board has voted to not hear any appeals on the decision of the Expulsion Examiner.

14. **Other Disciplinary Actions Which Do Not Constitute a Suspension or An Expulsion**
    a. A principal, teacher or other school staff member who supervises students may discipline a student by:
        (1) Counseling with a student or group of students;
        (2) Conferencing with a parent or group of parents;
        (3) Assigning additional work;

Rearranging class schedules;
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; and
Removing a student from any noncredit school activity.

b. A principal or designee may assign a student to:
    (1) A special course of study;
    (2) An alternative educational program; or
    (3) An alternative school.

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

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

15. **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.
e. The grounds for expulsion or suspension may also apply when a student's conduct is unlawful and may reasonably be considered to be an interference with school purposes or an educational function when such activity occurs during weekends, holidays, school recesses, or during the summer when a student may not be attending classes or other school functions.
f. 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.

16. **Grounds for Expulsion or Suspension are:**
The following are the grounds for student suspension or expulsion, subject to the procedural requirements, set out below:
(1) Student misconduct; and/or
(2) Substantial disobedience.

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

a. Use of violence, force, noise, coercion, threat, intimidation, fear, passive resistance or other conduct, constituting an interference with school purposes, or urging other students to engage in such conduct:
(1) Occupying any school building, school grounds, or part thereof with intent to deprive others of its use;
(2) Blocking the entrance or exit of any school building or corridor or room therein with intent to deprive others of lawful access to or exit from, or use of, the building or corridor or room;
(1) Setting fire to or substantially damaging any school building or property;
(2) Making bomb threats, false 911 calls, false fire alarms or throwing smoke bombs, fireworks or other comparable conduct;
(3) Firing, displaying or threatening use of firearms, explosives, or other weapons on school premises for any unlawful purpose.
(4) 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;
(5) 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.

(6) Discriminating or harassing on the basis of race, color, ethnicity, national origin, sex, sexual orientation, gender identity, socioeconomic status, disability, genetic information, age, religion, or other protected characteristics in violation of the Policies described in Article I, Section 8, above.

(7) Possessing, handling or transmitting a knife or any object that can reasonably be considered a weapon, is represented to be a weapon, or looks like a weapon.

(8) 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.

55203648. Causing or attempting to cause physical injury or behaving in such a way as could reasonably cause physical injury to any person. Self-defense or reasonable action undertaken on the reasonable belief that it was necessary to protect oneself and/or another person is not a violation of this rule.

55203649. 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.

55203650. 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.

55203651. A student will be expelled for a full calendar year for knowingly possessing, handling, or transmitting a firearm, deadly weapon, and/or destructive device as defined by Indiana law, while under the jurisdiction of the School Corporation. Under I.C. 35-47-1-5, a “Firearm” means any weapon that is capable of or designed to or that may readily be converted to expel a projectile by means of an explosion. Under I.C. 35 – 31.5-2-86, a “Deadly Weapon” means 1) a loaded or unloaded firearm; 2) a destructive device weapon, device, taser or electronic stun weapon, equipment, chemical substance, or other material that in the manner it is used, or could ordinarily be used, or is intended to be used, is readily capable of causing serious bodily injury; 3) an animal that is readily capable of causing serious bodily injury, and used in the commission or attempted commission of a crime; or 4) a biological disease, virus, or organism that is capable of causing serious bodily injury. Under I.C. 35-47.5-2-4, a “Destructive Device” means 1) an explosive, incendiary, or overpressure device that is configured as a bomb, grenade, rocket with a propellant charge of more than four (4) ounces, missile having an explosive or incendiary charge or more than one-quarter (1/4) ounce, mine, molotov cocktail or device that is substantially similar to an item previously described; 2) a type of weapon that may be readily converted to expel a projectile by the action of an explosive or other propellant through a barrel that has a bore diameter of more than one-half (1/2) inch; or 3) a combination of parts designed or intended for use in the conversion of a device into a destructive device. A student expelled under this provision will not be reenrolled in the School Corporation until the beginning of the semester following the end of the expulsion. The length of the expulsion may be reduced by the Superintendent or designee, if the circumstances warrant such reduction.

55203652. Threatening (whether specific or general in nature) injury to persons or damage to property or intimidating any person for any purpose, including obtaining money or anything of value regardless of whether there is a present ability to commit the act.

55203653. 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.

55203654. It may be grounds for an immediate expulsion for any student to knowingly transmit or attempt to transmit any drug including:

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

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 an immediate ten (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 immediately 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.

55197760. 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.

55197761. 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.

55197762. 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.

55197763. 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.

b. Intending to cause intoxication, euphoria, excitement or a similar condition, ingesting or inhaling, or attempting to ingest or inhale the fumes of model glue or a substance containing toluene, acetone, benzene, N-butyl nitrite or other similar substances.
c. Possessing, using, distributing, purchasing, or selling tobacco, nicotine-containing products of any kind or in any form. These products include e-cigarettes, vaping devices, any kind of look-alike products or other related products or devices associated with tobacco or nicotine use or electronic nicotine delivery systems.
d. Engaging in any activity forbidden by the laws of Indiana that constitutes an interference with school purposes or an educational function.
e. Violating any Board policy or administrative rules that are reasonably necessary in carrying out school purposes or an educational function, including, but not limited to:
   1. Engaging in harassment of a student or staff member;
   2. Disobedience of administrative authority;
   3. Engaging in speech or conduct, including clothing that is profane, indecent, lewd, vulgar, or refers to drugs, tobacco, alcohol, sex, or illegal activity;
   4. Violation of the Corporation's acceptable use of technology policy or rules;
   5. Engaging in sexual behavior on school property;
   6. Violation of the Corporation's administration of medication policy or rules.

f. 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 sexual harassment, or 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, humiliating, harassing or threatening messages.
w. Possessing sexual-related materials or engaging in sexual activity that may include, but is not limited to, the showing of breasts, genitals or buttocks.
x. Taking, recording, displaying and/or distributing pictures (digital or otherwise), video or audio recordings without the consent of the student or staff member in a situation that is unrelated to a school purpose or function.
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, wrongfully obtaining test copies or scores, and unauthorized use of artificial intelligence applications.
aa. Engaging in pranks or other similar activity that could result in harm to another person.
bb. Violating any school conduct rule the building principal establishes and give notice to students and parents.
cc. Engaging in bullying which is defined as overt, unwanted, repeated acts or gestures, including verbal or written communications or images transmitted in any manner (including electronically or digitally); physical acts committed, aggression, or any other behaviors committed by a student or group of students against another student with the intent to harass, ridicule, humiliate, intimidate, or harm the targeted student, creating for the targeted student an objectively hostile school environment that:
55183360. Places the targeted student in reasonable fear of harm to his or her person or property;
55183361. Has a substantially detrimental effect on the targeted student's physical or mental health;
55183362. Has the effect of substantially interfering with the targeted student's academic performance; or

55183363. Has the effect of substantially interfering with the targeted student's ability to participate in or benefit from the services, activities, or privileges provided by the school.

III. PROCEDURE FOR HANDLING SUSPENSIONS AND EXPULSIONS FROM SCHOOL

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

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

d. The opportunity to request an expulsion meeting will be in writing, delivered by certified mail or by personal delivery and contain the reasons for the recommended expulsion and the length of expulsion recommended. For purposes of this provision, a notice of opportunity to request an expulsion meeting or notice of the action taken at an expulsion meeting is effectively given at the time the notice is delivered personally or sent by certified mail to a student and the student's parent or guardian.

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

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

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

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

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

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

IV. SCHOOL SAFETY POLICY

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

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

55191424. 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 shall 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 student and the student's parents or guardians. The Superintendent may consider a reduction in the length of the expulsion upon satisfactory completion of this program.

5. Second time offenders who threaten or commit aggressive acts toward persons or property and who are not in possession of and have not handled, used, threatened to use or transmitted weapons, firearms or explosives shall be immediately suspended up to ten (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

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

1. Definitions, For Purposes of This Policy

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

- "Parent" includes any person or agency legally responsible for a student.
- "Principal" includes any designee of the principal.
- "Student Guide" refers to the New Albany-Floyd County Consolidated Schools Student Guide for Student Rights and Responsibilities, Enforcement of Rules and Regulations and Due Process Procedures, as adopted by the Board of School Trustees and, from time to time amended.
- "Superintendent" includes any designee of the Superintendent.

f. Indiana law prohibits the issuance of an operator's license, or permit and invalidates any existing license or permit, if a person less than eighteen (18) years :
    a. Is under a second suspension from school for the school year;
    b. Is under an expulsion from school;
    c. Is a habitual truant; or
    d. Withdraws from school before graduating in an effort to circumvent the sanctions listed in this subsection or for any reason other than financial hardship.

g. When a student, who is at least fourteen (14) years of age, but less than eighteen (18) years of age, is suspended for the first time in a school year, the parent and the student will be informed of the consequences of a second suspension under this Policy.

h. The opportunity for an expulsion meeting will be offered, when a student is charged with conduct for which expulsion is recommended.

i. A student whose operator's license or permit has been denied or invalidated under the terms set out above, will become eligible for an operator's license or permit, or to have such a license or permit revalidated upon one of the following events:
    a. The student becomes eighteen (18) years of age;
    b. One hundred twenty (120) days after the student is suspended, or the end of a semester during which the student returns to school, whichever is longer;
    c. Thirty (30) days after a student resumes school attendance following an expulsion.
    d. The expulsion is reversed through the student due process procedures set out in the Student Guide; or
    e. If 2 (d) above applies, the student in good standing has re-enrolled in school and attended for thirty (30) days.

j. When a student has been suspended twice or expelled, the student's principal will communicate the pertinent information to the Indiana Bureau of Motor Vehicles. The student's principal will, at the appropriate time, provide such student the information necessary for the student's operator's license or permit to be revalidated by the Indiana Bureau of Motor Vehicles.

k. If a principal has reason to believe that a student is withdrawing from school in order to avoid a second suspension in a school year or an expulsion, the principal may proceed with the suspension or the recommendation for expulsion and notify the Indiana Bureau of Motor Vehicles.

l. If a student less than eighteen (18) years of age withdraws from school before graduating for any other reason than financial hardship, the principal of the student's

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

m. Nothing contained in this Policy shall limit disciplinary action under the Corporation's attendance policy for any individual instance of truancy or cutting class. The student who has been truant and the parent of such student will be informed of each truancy and the consequences of additional truancies under this Policy.

n. The parent of a student charged by a principal with being a habitual truant will receive notice of such charges and may request a meeting under the provisions of the School Corporation's student due process procedures set out in the Student Guide.

o. The Superintendent acting on behalf of the Board of School Trustees, will inform the student and the student's parent of his/her determination, and if he/she determines that a student is a habitual truant, he/she may submit, to the Indiana Bureau of Motor Vehicles, the pertinent information concerning the student's ineligibility to be issued an operator's license or permit.

p. The Superintendent will provide the principal of each secondary school in the Corporation a copy of each list of habitual truants and will provide the principal of the student's school a copy of the official determination for inclusion in the student's education record.

q. The attendance record of a student who has been found to be a habitual truant shall be reviewed by the principal of the student's school at the end of each school year during which the student is designated a habitual truant.

    a. In reviewing the student's attendance record, the principal will decide whether or not the student's attendance has improved to the degree that the student should no longer be designated a habitual truant and should become eligible to be issued an operator's license or permit upon fulfilling all other requirements for such license or permit, and the principal shall submit a recommendation to the Superintendent on this matter.

    b. The Superintendent, acting on behalf of the Board of School Trustees, will notify the student and the student's parent of the principal's recommendation and will offer the opportunity for a meeting under the School Corporation's student due process procedures, set out in the Student Guide.

    c. The Superintendent, acting on behalf of the Board of School Trustees, will inform the student and the student's parents of his/her determination, and if he/she determines that a student is no longer a habitual truant, he/she will submit, to the Indiana Bureau of Motor Vehicles, the pertinent information concerning the student's eligibility to be issued an operator's license or permit.

    d. The decision of the Superintendent, under subsection C, immediately above, may be appealed in accordance with the School Corporation's student due process procedures, in the Student Guide.

    e. If a student who has been designated a habitual truant, and who remains ineligible to obtain an operator's license or permit, withdraws from the School Corporation for

any reason, the student's former principal in the School Corporation shall have no authority or duty to conduct a review of such student's attendance record; conversely, if such a student moves or transfers to the School Corporation, or to another school in the School Corporation, the principal of the school in which the student is newly enrolled shall conduct the appropriate review.

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

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

VI. SCHOOL BUS SAFETY CODE

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

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

Students must do the following:

1. Be at their bus pickups on time.

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

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

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

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

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

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

VII. TELECOMMUNICATION

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 assessors' 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.

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 the Internet, it is impossible to control access to all materials found on the Internet, and an industrious user may discover controversial information. Sponsoring teachers will instruct and supervise their students in acceptable use of the Internet and proper Internet etiquette.

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

INTERNET-TERMS AND CONDITIONS

1. 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.