

## **VERIFICATION OF RECEIPT OF HANDBOOK**

We are required to have proof and on file in our office that the Student Handbook has been received by your family. Please sign and date this form and return it to your child's teacher within the first week of school. Your signature also verifies your receipt of the Title I **"Parents' Right to Know"** letter, which is located on page 3.

Thank you,

*Jeremy Brooks, Principal – Pittsboro Elementary*

*Jenny Hollingsworth, Principal – Pittsboro Primary School*

*Tiffany Cox, Principal – North Salem Elementary*

Student Name: \_\_\_\_\_

Parent/Guardian: \_\_\_\_\_

Date: \_\_\_\_\_

*(parent or guardian signature)*

### **NOTICE TO PARENTS AND STUDENTS REGARDING RIGHTS CONCERNING EDUCATION RECORDS/FAMILY EDUCATION AND PRIVACY ACT**

**Denial of Permission to Release Certain Directory Information Without Prior Written Consent**

#### **To Parents and Students:**

Certain directory information may be released to media, colleges, civic or school-related organizations and state or governmental agencies as well as published in programs for the athletic, music, and theater presentations of this school corporation. Disclosure of education records is governed by Family Education and Privacy Rights Act of 1974 (FERPA). Generally, FERPA provides the following:

1. Education records, as defined under FERPA, are confidential and may be disclosed only as provided in FERPA.
2. Parents and eligible students have a right to (a) inspect and review their child's education records at reasonable times if the child is or has been attending the North West Hendricks School Corporation schools; and (b) request the amendment of the student's education records to ensure that they are not inaccurate, misleading, or otherwise in violation of the student's privacy or other rights. Eligible student means a student who has reached 18 years of age or is attending an institution of post-secondary education.
3. Before certain personally identifiable information contained in the student's educational records is disclosed to third-parties in most cases, the school corporation requires a signed and dated written consent of (a) a parent of a student who is less than 18 years of age and not attending a post-secondary institution, or (b) of an eligible student.
4. Certain persons may examine education records without a parent's/eligible student's consent. These include, but are not limited to, school officials and officials of another school system, or institutions of post-secondary education where the student seeks or intends to enroll.
5. Directory information will be released without the consent of parents or eligible students to media organizations (including radio, telephone, website, newsletter, and newspaper), colleges, civic or school-related organizations (such as being published in programs for the athletic, music, and theater presentations), and state or local government agencies. Directory information includes the student's name; address; telephone listing; parent's names; major field of study; participation in officially recognized activities and sports; height and weight of members of athletic teams; dates of attendance; degrees and awards received; motor vehicle description (including license plate number); hair and eye color; race; sex; date and place of birth; height; weight; grade level; most recent previous school attended photograph, videotape not used in disciplinary matter, student work for display at the discretion of the teacher (no grade displayed) and other similar information which would not generally be considered harmful or an invasion of privacy if disclosed. Parents who wish to be excluded from the directory information need to sign a release available in the school office.



# NORTH WEST HENDRICKS SCHOOL CORPORATION

North Salem Elementary School • 7027 N SR 75 • P.O. Box 69 • North Salem, IN 46165-9712 • (317) 994-3000

Pittsboro Elementary School • 206 North Meridian Street • Pittsboro, IN 46167 • (317) 994-2000

Pittsboro Primary School • 540 Osborne • Pittsboro, IN 46167 • (317) 994-2100

Tri-West Middle School • 555 West U.S. Highway 136 • Lizton, IN 46149 • (317) 994-4200

Tri-West Hendricks Sr. High School • P.O. Box 10 • Lizton, IN 46149 • (317) 994-4000

North West Hendricks School Corporation • P.O. Box 70 • 104 North Church Street • Lizton, IN 46149 • (317) 994-4100

<u>Superintendent</u>	<u>Administration</u>	<u>Board of Education</u>
Dr. Scott Syverson	North Salem Elementary – Tiffany Cox, Principal Pittsboro Elementary – Jeremy Brooks, Principal Pittsboro Primary School – Jenny Hollingsworth, Principal Tri-West Middle – Ryan Nickoli, Principal Tri-West High – Kelly Simpson, Interim Principal	Craig Brelage Craig Peoples Cindy Griffith Jim Diagostino Brad Williams
<u>Assistant Superintendent</u>		
David Hobaugh		

## PARENTS' RIGHT-TO-KNOW

### NOTIFICATION LETTER

August 3, 2020

Dear Parents and Guardians:

In accordance with the Elementary and Secondary Education Act, Section 1111(h)(6) PARENTS' RIGHT TO KNOW, this is a notification from the North West Hendricks School Corporation to every parent of a student in a Title I school (*North Salem Elementary only*) that you have the right to request and receive information in a timely manner regarding the professional qualifications of your student's classroom teachers. This information regarding the professional qualifications of your student's classroom teachers shall include the following:

- If the teacher has met state qualification and licensing criteria for the grade level and subject areas taught;
- If the teacher is teaching under emergency or temporary status in which Indiana qualifications and licensing criteria are waived;
- The teachers baccalaureate degree major, graduate certification, and field of discipline; and
- Whether the student is provided services by paraprofessionals, and if so, their qualifications.

If at any time your student has been taught for four or more consecutive weeks by a teacher that is not highly qualified, you will be notified by the school of this information.

If you have questions or concerns, please feel free to contact Mrs. Tiffany Cox, the North Salem Elementary School Principal.

Sincerely,

Dave Hobaugh, Assistant Principal

North West Hendricks School Corporation

*Title I Officer*

Property Of: \_\_\_\_\_

Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_

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## NORTH WEST HENDRICKS SCHOOL CORPORATION MISSION STATEMENT

Preparing today's learners to become tomorrow's leaders.

## NORTH WEST HENDRICKS SCHOOL CORPORATION VISION STATEMENT

With an emphasis on personal relationships and individualized learning, our PreK-12 learners will develop into the most sought after candidates for colleges/universities, the workforce, the military, or apprenticeships.

## NORTH WEST HENDRICKS SCHOOL CORPORATION SHARED COMMITMENTS

As we develop tomorrow's leaders, we are committed to classrooms that are  
Curious, Collaborative, and Creative.

## ATTENDANCE POLICY

*(The attendance policy that follows is a district-wide policy and some sections may not apply to elementary school students.)*

Good attendance is rewarded in many ways; the most lasting one of being a good habit. Your child should be in school unless he/she is ill or there is some emergency that causes him/her to be absent. The school's attendance records are turned in to the state as a method of measuring the effectiveness of the school.

**All absences must be reported to the school attendance line within 24 hours of the student's absence. Otherwise, the absence will be recorded as unexcused.** It is our policy to send home a child with a temperature of 100 degrees or higher. The child should remain at home until his/her temperature has been below 100 for 24 hours without fever reducing medications. If it is determined that the student should not be in school due to illness or injury, the school nurse or administrative office staff will call the student's parent/guardian.

### Illness/After-School Activities

If your child has missed school or is sent home from school due to illness, children are not allowed to attend after-school, school sponsored activities.

***(Note: At the end of the year, all Outstanding Attendance Awards will be given to those students who have outstanding attendance, which means no more than one full day verified absence and no more than one tardy regardless of reason.)***

It is our policy that when a student accumulates five (5) days total absences in a semester, a letter will be sent to the parents notifying them of the absences and the attendance policy, unless any of the following circumstances and/or conditions have occurred under Section 1, 2, and 3:

### SECTION 1: DOCUMENTED ABSENCES

**"Documented Absences"** are defined as absences that can be confirmed through proper documentation, which includes:

1. Illness of the child with medical, dental, and/or clinical appointment with professional documentation
2. Death in the family
3. Required religious observance
4. Quarantine and communicable disease
5. College visitation day(s) approved by principal and/or assistant principal (*Juniors and Seniors Only*)
6. Sponsored activities determined valid by the principal or designee

### SECTION 2: STATE EXEMPT ABSENCES

In the following events listed below, students are not counted absent, and are considered to be defined as **"State Exempt Absences"** in accordance with IC 20-33-2-14 to 20-33-2-17.5.

1. Page or honoree in the Indiana General Assembly
2. Witness in judicial proceedings (*This includes any required court appearance such as probation hearings.*)
3. Helper to a political candidate, a political party, or to a precinct election board on the date of an election
4. National Guard Duty
5. School sponsored field trips

### SECTION 3: MANDATED ABSENCES

Occasionally, a student may have to be removed from school for a short or long period of time. Such removals are considered to be **Suspensions** or **Expulsions**. Any credit for make-up work in classes that are missed under such circumstances may not be given.

- **Suspensions:** The principal or his/her designee may remove a student from a class for up to five (5) days or from school for up to ten (10) days.
- **Expulsions:** The principal or his/her designee may start the expulsion process by suspending a student from school for ten (10) days and then request for expulsion for up to one calendar year. (Please see “**Due Process**” for further information.)

***If a student reaches the five (5) days total absences allowed per semester and/or the absence is deemed by the school to fall under the category of truancy, disciplinary action will be given in accordance with school policy.***

### SECTION 4: VERIFIED ABSENCES

“**Verified Absences**” are recorded for students who miss classes with parental approval that is communicated to the school. These absences count toward a student’s 5 allowable absences per semester.

### SECTION 5: TRUANCY

Students who are absent from school without the permission of school officials and/or for a reason other than the defined absences listed above will be recorded as truant. Students who are truant shall be subject to disciplinary action and all school work missed shall be recorded as zero (0) credit. Teachers will be notified of truancy and disciplinary action by the office. Students who have committed repeated actions of truancy will be subject to being enrolled into ***Project Attend*** (see below).

### SECTION 6: PROJECT ATTEND

Those students, who have accumulated a total of two days of truancy offenses, will be recommended for enrollment in ***Project Attend***.

**GOAL: Project ATTEND (Aiming Toward Truancy Elimination and Non-Attendance Decrease)** is a cooperative effort between the schools, the Hendricks County Probation Department, the county Prosecutor, and Child and Family Services in Hendricks County. This project will provide a partnership between the above agencies, families, and other community resources to assist in increasing attendance in our school.

#### A. CONSEQUENCES FOR EXCESSIVE ABSENCES or TRUANT ABSENCES

##### 1. **SIXTH (6) VERIFIED or THIRD (3) TRUANT ABSENCE** (per semester):

**One or more of the following will occur following the sixth (6) verified or third (3) truant absence.**

- a. The student’s parents will be notified of the number of **VERIFIED** or **TRUANT** absences and will be reminded of the attendance guidelines. The student will be personally notified. A letter of educational neglect will be sent to the county prosecutor.
- b. The student’s parents will be requested for a conference with the school administration and/or counselors. A ***Project Attend Contract*** will be given to the parents and signed by both the principal and the parent(s).
- c. If the absences reach 8 verified or 4 truant absences (after the attendance contract has been signed), a Project Attend letter will be sent to the parents AND a letter of Educational Neglect will be sent to the Hendricks County Prosecutor.

### SECTION 7: MAKE-UP WORK

Students who have absences classified as “**Documented Absences**”, “**State Exempt Absences**”, or “**Verified Absences**” will have the benefit of making up their school work for credit. Students who are truant **will not** have the opportunity to make-up missed work. The policy for make-up work is outlined later in this section.

The responsibility for making up work that has been missed rests with the student. The general rule is that a student has one day for each day’s absence to complete make-up work. However, continued absenteeism will be reviewed and definite dates established for work to be completed.

All requests for homework should be made by **9:00 AM** to the teacher either by the teacher’s voice mail, school email, or when they call the student in on the school’s Attendance Line.

**If requesting make-up homework for a vacation the request must be made in writing to the teacher two weeks prior to the start of the absence. Make-up work not requested two weeks in advance will be given to the student upon their return to school.**

### SECTION 8: TARDINESS

Tardiness is defined as any unexcused appearance of a student beyond the scheduled time that a class begins. Tardiness is disruptive to the school’s educational process and is considered to be a serious matter.

**Students accumulating three tardies within a school semester will earn an in-school/lunch detention on the fourth tardy and beyond.**

### SECTION 9: LATE TO SCHOOL

Any student arriving late to school should report to the school’s office with their parent. **He/she must have their parent or legal guardian sign-in the office before he/she can go to class.**

### SECTION 10: LEAVING SCHOOL WITHOUT PERMISSION

Students who leave the school building without following established procedures or who leave without proper **PARENT NOTIFICATION** will be considered to have left the building without permission and may be considered **truant** in accordance with the school discipline policy.

### SECTION 11: LEAVING SCHOOL BUILDING OR GROUNDS

All North West Hendricks School Corporation schools have CLOSED CAMPUSES. **Students are not permitted to leave the school grounds without permission of the administration.** During the school day, parent/guardians are required to sign-out the students in the office prior to leaving the building with a child.

## SECTION 12: LATE STUDENT PICK-UP

If parents are more than 15 minutes late to pick up their child from school or after-school events, children will be sent to SAS (Students After School) and parent will incur all fees.

## BICYCLE RULES AND SAFETY

No child should ride a bicycle to school unless parents consider their child capable of riding safely around automobile or pedestrian traffic. In accordance with state laws, bikes should be ridden under the same rules which govern automobiles. Riders should obey all traffic signs and signals just as any motorist must do. We strongly recommend that all students wear bicycle helmets.

A bicycle permit must be on file for each student who rides a bicycle to school. These forms are available in the school office.

## BOOK RENTAL COLLECTION POLICY

The School Board is required to collect all monies owed to it by patrons, employees, parents and students, including money owed through student lunch accounts and other extracurricular accounts.

## STUDENT HARASSMENT, BULLYING, INTIMIDATION, AND THREATS

Bullying was redefined in 2013 as part of House Enrollment Act 1423. Bullying now means overt, unwanted, **repeated** acts or gestures, including verbal or written communications or images transmitted in any manner (including digitally or electronically), physical acts committed, aggression, or any other behaviors, that are committed by a student or group of students against another student with the intent to harass, ridicule, humiliate, intimidate, or harm the targeted student and create for the targeted student an objectively hostile school environment that:

1. Places the targeted student in reasonable fear or harm to the targeted student's person or property.
2. Has a substantially detrimental effect on the targeted student's physical or mental health.
3. Has the effect of substantially interfering with the targeted student's academic performance.
4. Has the effect of substantially interfering with the targeted student's ability to participate in or benefit from the services, activities, and privileges provided by the school.

At North West Hendricks Elementary schools, every student is given a classroom lesson over bullying. During this lesson, which lasts approximately 45 minutes, the students are educated on the definition of bullying (Information obtained from "Bully Free Classroom" and resources from Indiana Department of Education) and what the different types of bullying are (direct and indirect). The students are also given multiple scenarios and must decide if they are considered bullying or not. In addition, the lesson discusses what to do if you see someone being bullied or if the students themselves are being bullied. They are also reminded that the bystanders are the most important people in stopping bullying. The bully box, a school program designed to help stop bullying, is also discussed. The lesson concludes with the students taking a survey which asks them about bullying at our school and what ways we could improve the way we handle bullying. The guidance counselor provides this bullying prevention lesson prior to October 15th of each year.

Staff members that have direct, ongoing contact with our students, also receive training about bullying prevention (see power point) and the reporting of bullying. This training includes; educated staff on what bullying is, the different types of bullying, appropriate intervention strategies, and how to report bullying among other things.

### Procedures following incidents of bullying

- A. There are consequences for bullying other students. Should the incident be deemed a one-time threat or harassment, the penalties may range from student conference up to student suspension. Bullying takes many forms, but might include; physical, verbal, social/relational, electronic or written communication, or a combination of the above. If the behavior is determined to be bullying under the new law, a first offense will result in appropriate consequences ranging from a loss of privileges to an out of school suspension.
- B. *Cyber Bullying*; also falls under the terms of harassment. *Cyber bullying means the use of electronic communication or technology devices, to include but not limited to, e-mail messages, instant messaging, text messaging, cellular phones, Internet blogs, social websites (e.g. Twitter, Facebook, etc.), Internet chat rooms, Internet postings, digital pictures or images, and defamatory websites to engage in acts of bullying or harassment regardless of whether such acts are committed on or off school district property and/or with or without the use of school district resources. For off campus conduct, the school district shall be responsive in cases where the off-campus conduct causes, or threatens to cause, a substantial disruption at school or interferes with the rights of students to be safe and secure. Consequences and appropriate remedial action for students who commit acts of bullying or harassment may range from positive behavior interventions up to and including suspension or expulsion.*
- C. Students should report bullying cases to an adult in the building. If they choose to anonymously report the bullying, they may use the "Bully Box" in the guidance office. Students have been made aware of appropriate usage of the "Bully Box". Teachers must report bullying incidents to school administration and/or the guidance counselor.
- D. Staff members should report any bullying incidents to the school administration and/or the guidance counselor within 24 hours of seeing or hearing of the bullying behavior. If necessary, the bullying incident should be reported to local law enforcement.

### On the Spot Interventions may include:

- Stop the bullying
- Support the victim
- Name the bullying behavior
- Refer to the school rules
- Impose immediate consequences (where appropriate)
- Encourage the bystanders

### Follow-Up Interventions may include:

- Increase adult vigilance & communication to prevent retaliation
- Conduct talk with the victim (separate from the bully)

- Conduct talk with the bully (separate from victim)
  - Decide if bullying, conflict, horseplay, etc.
  - \*If bullying, report incident to administrator or guidance counselor within 24 hours
  - Implement supports for the child who is being bullied and the bully
  - Administrator or guidance counselor talks with parents of both the victim and the bully
- E. Parents or legal guardians will be informed of any bullying incidents within 24 hours of the incident taking place. This includes the parents/guardians of the targeted student and the bully.
- F. Teachers and Administrators who fail to report a bullying will be subject to the classification of “Does Not Meet Standard” in the RISE Teacher Evaluation Rubric under Domain 4: Core Professionalism, 4.3 Policies and Procedures. All other staff members who fail to report bullying will have incidents recorded on their performance evaluation as an act of insubordination.
- G. Students who falsely report bullying are subject to discipline consequences. Each act of false reporting will be recorded as an incident of insubordination. There are follow-up services for both the victim and the bully, which include;

**Victim** -

- Ongoing individual support from guidance counselor and administrative team
- Contact parents to provide appropriate resources and information
- Encourage them to get involved in extra-curricular offerings at the school
- Provide additional resources or counseling opportunities from community partnerships

**Bully** -

- Redo or retrain student on Bullying Prevention lesson provided by guidance counselor
- Provide specific and clear consequences to the bully
- Provide empathy training to student (guidance counselor)
- Encourage them to get involved in extra-curricular offering at the school
- Provide additional resources or counseling opportunities from community partnerships

**Our goal for North West Hendricks Elementary schools is...**

- To make students feel confident if a bullying incident occurs that all adults in the school are trained and prepared to respond appropriately
- Students that have been identified as exhibiting bullying behavior will be provided appropriate interventions
- Students that have been the target of bullying will be provided appropriate support and resources
- To help ensure a safer school environment allowing students to focus on academics
- Students will have developmentally appropriate bullying prevention education
- For all staff and student to benefit from guidance on research-based practices to prevent and intervene in bullying incidents
- To reduce aggressive behaviors among students to create a safer school environment for students and teachers
- To provide clearer definition of bullying and investigative measures so schools have documentation of reported incidents; not all reported incidents will be determined bullying

**CAFETERIA**

Appetizing and well-balanced meals are planned and prepared by our own staff in accordance with regulations and recommendations of the state and the national school lunch program. Students are expected to demonstrate good behavior and good manners while in the lunchroom. Breakfast is also served daily.

We have found that most students appreciate the service of the cafeteria and willingly conform to patterns of proper conduct and eating habits. Those few who do not may be denied the privilege of eating at the table with their peers.

The National School Lunch Program (NSLP) requires school food authorities to establish written administrative guidelines and procedures for meal charges. The North West Hendricks School Corporation will adhere to the following meal charge procedures.

- All cafeteria purchases may be prepaid before meal service begins through depositing a check or cash through the school cafeteria. In addition, deposits may occur through Titan School Solutions.
- A student may charge up to the following amounts as long as they establish and maintain a good history of making payments on their food service accounts or by financial support from another non-food service account/non-Federal funding source, i.e. Parent-Teacher Organization, donation, etc.

Grades K – 5:            4 meals

- If a student repeatedly comes to school with no lunch or no money, food service employees will report this to the building principal as this may be a sign of abuse or neglect and the proper authorities should be contacted.
- Schools will provide an alternative meal to a student who pays reduced or full price and who does not provide the required payment for that meal.
- The food service manager or other school personnel will coordinate communications with the parent/guardian to resolve the matter of unpaid charges.
- A system will notify parents periodically of any outstanding negative balance in the student’s lunch/meal account. Parents may track their student’s meal account online through <https://family.titank12.com/>. The food service manager will also send home letters periodically to the parents of students who carry negative balances above the total charge amount.



- All accounts must be settled at the end of the school year. Letters will be sent home approximately 20 days before the end of the school year to students who have any negative balances. Negative balances of more than the total charge amount prior to the beginning of the next school year will force NWHSC to take action to collect unpaid funds by means of our collection agency or any other legal method deemed necessary.
- Students who graduate or withdraw from the corporation and have \$5 or more left in their lunch/meal food service account will be notified by mail by the school at the end of the school year/semester and given the option to transfer the funds to another student or to receive a refund. If no response is received within 30 days, the student's lunch/meal account will close and the funds will no longer be available. Unclaimed remaining balances will remain in the school lunch fund and will be used fund student meals for students awaiting free/reduced status and special case situations.

Snacks and extras are not allowed to be charged.

Students may bring a lunch from home. **In an effort to promote nutrition and to ensure safety, we recommend no carbonated beverages be brought to school.**

**Parents and visitors are not permitted to bring "take out" foods or soda into the cafeteria.**

**Adults are welcome to join their child for lunch and recess but they must check in, through the SafeVisitor programming, at the main office. If adults would like to purchase a school lunch, an order must be placed by 8:30 AM of the day you are visiting.**

## CELL PHONES

Students who carry cell phones and/or smartwatches must keep them in their backpacks and "turned off" during the entire school day. Personal devices fall under the corporation's responsible use agreement and policy. Students caught with cell phones will have them confiscated. Parents will be called and asked to pick the cell phone up from school. All cell phones are subject to search and seizure laws.

### A. Inappropriate Cell Phone and/or Electronic Device Usage

**Cyber Bullying:** also falls under the terms of harassment. Cyber bullying means the use of electronic communication or technology devices, to include but not limited to, e-mail messages, instant messaging, text messaging, cellular phones, Internet blogs, social websites (e.g. MySpace, Facebook, etc.), Internet chat rooms, Internet postings, digital pictures or images, and defamatory websites to engage in acts of bullying or harassment regardless of whether such acts are committed on or off school district property and/or with or without the use of school district resources. For off campus conduct, the school district shall be responsive in cases where the off-campus conduct causes, or threatens to cause, a substantial disruption at school or interferes with the rights of students to be safe and secure. Consequences and appropriate remedial action for students who commit acts of bullying or harassment may range from positive behavior interventions up to and including suspension or expulsion.

- B. Sexting:** Any student found possessing, viewing, sharing or sending pictures, text messages, emails or other material of a sexual nature in electronic or any other form, including the contents of a cell phone or other electronic device will be subject to suspension and/or expulsion from school. By law, all such incidents involving child pornography or child exploitation must be reported to a school administrator and, in turn, to law enforcement and the Department of Child Services as defined by Indiana Criminal Statutes I.C. 35-42-4-4.

## CLASS HOURS

The first bell rings at 7:35 AM at which time students may enter the building and go to their rooms. Classes begin at 7:55 AM.

All students will have thirty minute lunch periods.

Dismissal is at 2:25 PM. Buses pick up students on the north side at North Salem Elementary and at the shared bus lot between Pittsboro Elementary and Pittsboro Primary Building. Walkers and car riders should exit **Entrance #2** at North Salem Elementary, **Entrance #1** at Pittsboro, and **Entrance #1** at Pittsboro Primary.

The second Wednesday of each month will be early dismissal at 12:55 PM for all elementary students.

## CLASSROOM VISITATION

When planning a classroom visit, **please let the teacher know one day in advance of the visit** and indicate whether you will be eating lunch in the cafeteria. The length of the visit will be determined by the teacher. The first few days prior to and directly after vacations, testing days, or the last few days of the year are not the best times to visit. Also, please check-in at the office so we can be aware of visitors in the building.

It is important that parents try to understand the child's relationship with his/her peers and with their teachers. In addition, the student needs to know that his/her parents are vitally interested in their child's education. A parental visit to the school can help accomplish this. However, under no circumstance should such a visitation be used to discuss items that should be brought up in a private conference with the teacher. Teachers cannot take the time from their scheduled lesson plans and/or classroom activities with their students to have unscheduled conferences with parents and/or guardians.

## EXTRA CURRICULAR PROGRAM

Our staff is endeavoring to expand the school's extra curricular program in its scope and diversification. It is our aim to provide enough related activities so that children who wish may participate in some worthwhile pursuit other than that of a strictly academic nature.

Extra curricular activities which might be available include the following: Musical Programs, Student Council, Spell Bowl, Science Fair, Art Show, School Newspaper Staff, Field Trips, Family Projects, and Math Bowl.

## COMMUNICATIONS

We believe that our patrons should be aware of what is happening in their school; therefore, it is our intent to keep you up to date in the areas of program, curriculum, special events, procedures and policies, etc. You will receive a periodic newsletter from our office as well as communications from individual classrooms. The school corporation website is: [www.hendricks.k12.in.us](http://www.hendricks.k12.in.us)

## CURRICULUM

The basic curriculum followed in our school is that prescribed by the Indiana Department of Education. However, implementation of recommendations is left to the local schools. We offer an outstanding curricular program within the classroom. Our students also have opportunities to participate in several supplementary curricular programs. Students in grades K-5 who meet the High Ability criteria can have an accelerated curriculum. The Title I program is available to

**North Salem** students in grades K-5 who score low on achievement and readiness tests.

The classroom curriculum is supported by special services and programs from our school counselor, speech and hearing clinician, school nurse, and our school psychologist.

**Staff members may require students to use recess time to complete class work.**

## **DISCIPLINE AND SCHOOL BEHAVIOR**

The entire foundation and success of public school education depends upon the basic concepts of self-discipline...a self-discipline which will allow all individuals to exist in the world and express their own individual right without infringing upon the rights of others. While discipline does not appear as a subject, it is the training that develops self-control, orderliness, and efficiency. Certain standards of student conduct are necessary to assure that this happens. The responsibility for the development and maintenance of self-discipline falls to the cooperative efforts of students, parents, teachers, administrators, and the community. Providing an environment of equal opportunity is the objective of all school personnel.

With an understanding of the purposes of discipline in our schools, the following has been accepted as a **Code of Student Conduct**:

Harassment, intimidation, and threats will not be tolerated in school. This code applies when a student is on school grounds immediately before school, during school hours, immediately after school hours, or at any other time when the school is being used by a school group. The code also applies at school activities, functions, or events off school grounds, traveling to or from school or school activities, functions, or events, or when using property or equipment provided by the school. Any student guilty of such actions will be subject to disciplinary action. Students are entitled to an environment free of lewd, vulgar, obscene, or sexually explicit language.

Conduct that is offensive to the values and standards of the school and community and/or causes a substantial disruption to school purposes is prohibited. Violations including, but not limited to, satanic drawings, symbols and references; gang related slogans or symbols; sexual, racial or other disruptive behaviors may be subject to disciplinary actions including suspension or expulsion.

Any student attempting to harass, intimidate, or threaten any school personnel or school official on or off school property may be punished by suspension or expulsion. Harassment to include, but not limited to, phone calls, written communications, or public comments are violations of this policy.

## **STUDENT EXPECTATIONS**

Theme: Golden Rule: **"Do unto others as you would have them do unto you."**

Objectives: Children come to school to learn and no child has the right to infringe upon any other student's right to learn. To promote a learning atmosphere, we will expect the children to observe the following guidelines:

- I. Maintain calm and quiet
  - A. In the classroom
  - B. In hallways
  - C. In restrooms
  - D. In cafeteria
  - E. In special classes
- II. Listen
  - A. To the teacher
  - B. To other adults
- III. Follow directions (may vary from teacher to teacher) such as:
  - A. Pay attention (includes listening to instructions)
  - B. Turn in assignments on time
  - C. Talk only at appropriate times (including raising hand to speak, not whispering unnecessarily)
- IV. Have respect
  - A. Respect property of school and individuals
    1. School property kept clean and in original condition
    2. Proper use of equipment and materials (no throwing of objects; legs of chairs and desks are to remain on the floor)
  - B. Speak in a respectful tone of voice to all others
  - C. Use good manners at all times

## **SEVERE CLAUSE BEHAVIOR**

- A. Defiant behavior (including disrespectful tone of voice and attitude)
- B. Fighting or other acts of aggression
- C. Intentional destruction or marring of equipment, materials, or property
- D. Stealing
- E. Cheating
- F. Lying
- G. Use or possession of tobacco, alcohol or drugs
- H. Bringing a laser pointer to school or having a laser pointer in the student's possession at school

## **CONSEQUENCES POSSIBLE FOR SEVERE CLAUSE BEHAVIOR**

- A. Noon detention

- B. In-school detention (Call parents)
- C. Out-of-school suspension (Call parents)
- D. Expulsion (Call parents)

\*Parents will be notified concerning all severe clause behavior consequences.

Every class is a valued, integral part of the curriculum. Students may be required to spend recess time for late work, behavior difficulties, or occasionally for academic remediation. Extended loss of recess will not be allowed by the administration unless the severe clause of our discipline plan is invoked.

### **INVOLVEMENT OF LAW ENFORCEMENT OFFICIALS**

The principal or superintendent may request the assistance of law enforcement officials to assist the school administrators inspecting lockers, desks or storage cabinets or their contents for purposes of enforcing school policies only if such assistance is required:

- a. To identify substances which may be found in the lockers, desks or storage cabinets.
- b. To protect the health and safety of persons or property, such as to aid in the discovery and disarming of bombs which may be located in these above named storage areas. If a law enforcement official requests to inspect a student's locker, desk, or storage cabinet or its contents, the principal shall require the production of a search warrant before allowing the inspection.

If a law enforcement official requests the principal to make an inspection of a locker, desk, or storage cabinet and its contents on behalf or in the place of such official, the request shall be denied. However, upon request of law enforcement officials, school officials may secure the locker, desk or storage cabinet and its content for a reasonable period of time in order to permit the law enforcement official an opportunity to obtain a search warrant.

**\*WORTH NOTING IS THAT I.C. 20-33-11, PASSED IN 2007, WHICH REQUIRED A SCHOOL CORPORATION TO NOTIFY PARENTS THAT THEIR CHILD WAS BEING QUESTIONED BY A POLICE OFFICER AT SCHOOL WAS REPEALED IN 2015. THUS, IT IS NO LONGER REQUIRED FOR A SCHOOL CORPORATION TO NOTIFY A PARENT IF THEIR STUDENT HAS BEEN OR IS BEING QUESTIONED BY POLICE AT SCHOOL**

### **METAL DETECTOR POLICY**

In view of the escalating school violence, the potential presence of weapons in our schools, and the school corporation's duty to maintain a safe learning environment, the Board of School Trustees authorize the Superintendent or designee, or the building administrators, to use metal detector screenings to check an individual's person or personal effects.

The use of metal detector screenings may be based on the following circumstances:

- A. If a school official has reasonable suspicion to believe that a particular student is in possession of an illegal or unauthorized metal-containing object or weapon, he or she may conduct a metal detector check of the student's person and personal effects.
- B. An administrator may decide to conduct a random metal detector check for anyone entering the school or entering a school-sponsored event. The administrator also may select a group of students to be checked at random on a neutral, nondiscriminatory basis. The random checks may include individual classrooms, buses, or any other school-related environment as determined by the administration in accordance with these procedures and board policy. Metal detector checks of groups of individuals may not be used to single out a particular individual or category of individuals, unless there is reasonable suspicion to search a particular individual or category of individuals.

Use of the metal detectors will be guided by the following protocols:

1. Only school personnel who have been trained in the usage of metal detectors shall operate the detectors under the direction of administration.
2. Metal detector checks may only be conducted by the same gender toward the same gender.
3. A law-enforcement officer must be present during the use of a metal detector by authorized school personnel.
4. Before conducting a metal detector check of an individual student, the administrator or designee must have individualized reasonable suspicion that the student is in possession of an illegal or unauthorized metal-containing object or weapon and the participating administrator or designee has explained the scanning process to the student.
5. If the metal detector is activated during the scanning of the student's personal effects, the administrator or designee will follow the provisions of the Board Policy regarding personal searches. If a properly conducted search yields a weapon or any other illegal or unauthorized material, it shall be turned over to the proper law enforcement. If the student refuses to cooperate with the properly conducted search, the administrator may proceed with disciplinary actions as directed by the student handbook.

### **SCHOOL BUS DISCIPLINE POLICY**

**Incident One**—The student and the nature of the discipline problem will be reported by the bus driver to the building principal. The driver will report this incident to the building administrator, who will have the authority to give a consequence ranging from an assigned seat up to suspension from all riding privileges for one (1) day. Major infractions may result in a range of consequences, which may include a permanently assigned seat up to suspension from all riding privileges for a specific time. Parents will be notified by the suspending official prior to the date of the consequence.

**Incident Two**—A second incident of bus discipline by any student may result in suspension of all riding privileges for a period of up to five (5) school days. The driver will report this incident to the building administrator, who will notify the parent(s) prior to the effective date of the consequence. An informal conference with the student, bus driver, and administrator will be held following the suspension. Parents are encouraged to attend the conference. Major infractions may result in a range of consequences, which may include a permanently assigned seat up to suspension from all riding privileges for a specific time.

**Incident Three**—A third incident of bus discipline by any student may result in suspension of all riding privileges for a period of up to ten (10) school days. The driver will report this incident to the building administrator, who will notify the parent(s) prior to the effective date of the consequence. An informal conference with the student, bus driver, and administrator will be held following the suspension. Parents are encouraged to attend the conference. Major infractions may result in a range of consequences, which may include a permanently assigned seat up to suspension from all riding privileges for a specific time.

**Incident Four-**A fourth incident of bus discipline by a student may result in a range of consequences, which may include a permanently assigned seat up to suspension from all riding privileges for a specific time, up to the suspension of all riding privileges for the remainder of the school year. The driver will report this incident to the building administrator, who will notify the parent(s) prior to the effective date of the consequence.

The administration of North West Hendricks School Corporation believes that proper school bus discipline is essential to the safety and welfare of our students. We encourage the effective communication of bus drivers, parents, and transported students in helping us to enforce proper discipline guidelines. It should be understood that the administration reserves the right to enforce this policy at any step level if the severity of the discipline incident justifies such administrative judgment. Suspension of the privilege to ride a bus includes any corporation transportation. A child's immediate removal from the bus, at any point on the transportation route, is warranted in emergency cases when it is necessary to prevent injuries to persons or property.

**GUIDELINES FOR SCHOOL BUS CONDUCT** Riding a school bus is a privilege and must be guarded as such by the student. Rules of school bus conduct and safety are established for the protection of the student himself, other students

riding the bus, and the school system itself. Guidelines for student school bus conduct are provided. Violations of these guidelines shall serve as cause for the suspension of the bus riding privilege and shall serve as cause for any other discipline authorized by law.

**STUDENTS MUST:**

1. Remember that school bus transportation is a privilege.
2. Arrive at the pick-up on time and be waiting when the bus arrives. (There is no recognized waiting time for the bus. However, waiting time shall be fair for all students.)
3. Always walk on the left side of the road so that oncoming traffic can be watched.
4. Wait your turn to load and unload.
5. Go immediately to a seat and remain seated. (The driver may choose to assign seats)
6. Cooperate with the bus driver.
7. Refrain from opening windows or doors except by permission of the driver.
8. Keep your head, arms, and body inside the bus.
9. Respect the bus interior. Refrain from kicking, scuffing, marking, or intentionally damaging seats or walls.
10. Speak appropriately. Refrain from using loud, boisterous, or profane language.
11. Conduct behavior with mature dignity. Refrain from quarreling, scuffing, or participating in horseplay of any sort.
12. Refrain from eating, drinking, or the use of tobacco in any form, including e-cigarettes, on the bus.
13. Keep driver visibility fully open at all times. Refrain from having articles which totally or partially obstruct aisles, doors, or the view of the bus driver. Transport only those articles which may be held in pupil's laps below seat level without visual obstruction of the driver. Remember to allow other pupils full seating space. Store bulky items which, in the driver's reasonable belief, prove potentially hazardous or dangerous to other students.
14. Be polite and respectful to others at all times. Remember that all forms of intentional harassment or abuse of other students will be prohibited, including the appropriate use of cellphones and other technology.
15. Refrain from throwing or tossing objects of any kind. Throwing objects out of the window may be subject to ticketing by law enforcement or other consequences.
16. Take full financial responsibility through parents for any damage caused by thoughtless abuse or intentional vandalism.

**SCHOOL BUS VIDEO CAMERA POLICY** Video cameras may be used on school buses to monitor student behavior while traveling to and from school and school activities. The Board believes that such monitoring will deter misconduct and help to ensure the safety of students and staff. Students found to be in violation of the Corporation's bus conduct rules shall be subject to discipline in accordance with Corporation **Policy and Regulations**. Guidelines for production, viewing storing bus video recordings:

1. Video equipment may be used on any bus at any time to monitor student behavior and driver performance. The Superintendent, School Administrator or driver may request video recordings.
2. Video cameras will be installed and accessed by the Superintendent or his designee. Drivers will not be authorized to install or remove cameras or data cards.
3. Video recordings will be considered a school enforcement record and viewed only in the presence of an Administrator.
4. The Superintendent or designee shall notify students, parents/guardians and staff that video surveillance may occur on any school bus and that video recordings may be used in student disciplinary proceedings. This notification shall include a copy of the Corporation's Policy and Regulations on bus conduct. In addition, a prominent notice shall be placed in each bus, stating that the bus is equipped with a video monitoring system.
5. If disciplinary action is taken as a result of the video recording, the parent/guardian may request, in writing within five (5) days, to view the recording with the Principal or his designee, bus driver and fleet owner.
6. If there have been no reported problems on the bus, the data will be erased.

## PROCEDURE FOR DELIVERING STUDENTS WHEN BUSES BREAK DOWN OR PROBLEMS OCCUR

1. Students follow the directions of the bus driver at all times.
2. Bus driver will notify the Head of Transportation, Superintendent, and School Administrator.
3. Students stay on the bus unless it is unsafe. Follow the bus driver's instructions.
4. A School Administrator will go to site, if possible, when a long delay is anticipated delivering students home.
5. A staff person will be at the school to answer the phone and give information to parents about delay and expected arrival time. (Parents may also call the Superintendent's Office.)
6. No parents will be called to come to the site unless there is an injury.
7. Parents are discouraged from picking up their children at the site.
8. Any parent who comes to the site will give the bus driver a note stating that he/she is taking his/her children. The note will state the full names of the children and be signed by the parent. No parent will be allowed to transport other children.

## TYPES OF DISCIPLINARY ACTION

The types of disciplinary action taken by the school administration may include but will not be limited to the following:

<i>Before/After School Detention</i>	Conferences	Suspension	
<i>Lunch/Recess Detention</i>	In-School Suspension	Expulsion	Other Courses of Action

### Definitions and Procedures of Disciplinary Action

- A. **Conferences**—May include counseling with a teacher, guidance counselor or administrator concerning the behavioral problem and recommendation for improvement. Parents may be asked to participate in the conference.
- B. **Detention**—Additional time assigned at school, either before or after regular school hours, under supervision. Students who have detention time to serve are responsible for arranging their own transportation. The detention will be served on the day or days assigned by the principal or his/her designee.  
**Lunch / recess detention - Student's behavior may result in the loss of the privilege of eating with his/her class and/or missing recess.**
- C. **In-School Detention**—Time will be spent, during regular school hours, in an assigned area with supervision; and student will receive assignments for completion. Work missed in class during the suspension may not be made up. Absences are unexcused.
- D. **Suspension**—Disciplinary action whereby a student is separated from school attendance for a period of ten (10) days or less and which does not constitute an expulsion. When expulsion is recommended, the student may be suspended by the Hearing Examiner until the date of the expulsion or exclusion hearing. **When a student is given a suspension, that suspension includes all school activities. A student who has been suspended is not to be on school property during the suspension period unless requested by a school official.**

Students may be suspended by the principal for no more than ten (10) school days for conduct constituting grounds for expulsion or suspension. Suspension shall be made only after the principal has made investigation thereof and has determined that such suspension is necessary to help the student or to prevent interferences with an educational function or school purpose.

No suspension may be made without affording the student an opportunity for an informal hearing. At the informal hearing the student is entitled to:

1. A written or oral statement of the charges against him
2. And, if he denies the charges, a summary of the evidence against him; and
3. An opportunity to explain his conduct.

Notice of the informal hearing shall precede suspension of the student except where the nature of the misconduct requires immediate removal. In such a situation, the notice and informal hearing shall follow as soon as reasonably possible after the suspension.

Within 24 hours, or such additional time as is reasonably necessary following the suspension, the principal shall send a written statement to the student's parents describing the student's misconduct. The principal shall make a reasonable effort to hold a conference with the parent, before or at the time the student returns to school.

Special education students may be suspended using the same procedure.

- E. **Expulsion**—Disciplinary action whereby a student:
1. Is separated from school attendance for a period in excess of (10) ten days;
  2. Is separated from school attendance for the balance of the current semester year unless a student is permitted to complete required examinations in order to receive credit for the courses taken in the then current semester or current year; or
  3. Suffers a penalty which automatically prevents his/her completing within normal time his/her overall course study in the school corporation.

When a request for expulsion of a student is filed with the Superintendent, the student may be suspended by the Principal for no more than ten (10) days, in accordance with IC 20-8.1-5.1-12. However, the student may be suspended by the Hearing examiner until the Hearing Examiner makes the report and recommendation of his finding to the Superintendent, if the Hearing Examiner determines that the student must be suspended immediately to prevent or substantially reduce the risk of:

1. Interference with an educational function or school purposes; or
2. A physical injury or illness to himself, other students, school employees, or visitors to the school.

When the expulsion proceedings are initiated, the student and his parents will be sent forms which state the charges of misconduct, explain the procedure for requesting a hearing, and describe the hearing procedures.

Special education students may be expelled or excluded from school, but only if a case conference precedes the due process procedure. The complete procedure for this process is detailed in another section of this handbook.

- F. **Other Courses of Action**—The Superintendent, Principal, administrative personnel, any teacher, bus driver or any other person is authorized to take such action in connection with student behavior as is reasonably desirable or necessary. Such action shall be taken to help any student, to further school pur-

poses or to prevent interference therewith, including but not limited to, counseling, parent conferences, assignment of additional work, arrangement of class schedules, requiring the student to remain in school after regular school hours, or restriction of extra-curricular activity.

## **SUSPENSION POLICY**

During out-of-school suspension from school, students will be able to make up all work. When a student is given an out-of-school suspension, that suspension includes all school activities. A student who has been suspended is not to be on school property at any time during the suspension period unless requested by a school official. Students serving in-school detention will be secluded from their classroom during the day. Students will receive credit for work that is completed while in in-school detention.

## **DUE PROCESS**

IC 20-8.1-5.1 guarantees due process for pupils suspended or expelled from classes for more than (10) days. In cases of expulsion for more than ten days a hearing examiner is appointed by the superintendent of schools. The hearing examiner will notify the student of "due process".

Public Law IC 20-8.1-5.1 outlines in detail the procedures to be followed when a student is disciplined by suspension or expulsion.

Grounds for suspension or expulsion are student misconduct and/or substantial disobedience. Examples of student misconduct and/or substantial disobedience for which a student may be suspended or expelled include, but are not limited to:

1. Using violence, force, noise, coercion, threat, intimidation, fear, passive resistance, or other comparable conduct constituting an interference with school purposes, or urging other students to engage in such conduct. The following enumeration is only illustrative and not limited to the type of conduct prohibited by this rule:
  - a. Occupying any school building, school grounds, or part thereof with intent to deprive others of its use.
  - b. Blocking the entrance or exits of any school building or corridor or room therein with intent to deprive others of lawful access to or from, or use of the building, corridor, or room.
  - c. Setting fire to or damaging any school building or property.
  - d. Prevention of or attempting to prevent by physical act the convening or continued functioning of any school or education function, or of any meeting or assembly on school property.
  - e. Continuously and intentionally making noise or acting in any manner so as to interfere seriously with the ability of any teacher or any of the other school personnel to conduct the education function under this supervision.
2. Causing or attempting to cause damage to school property, stealing or attempting to steal school property.
3. Causing or attempting to cause damage to private property, stealing or attempting to steal private property.
4. Intentionally causing or attempting to cause physical injury or intentionally behaving in such a way as could reasonably cause physical injury to any person. Self-defense or reasonable action undertaken on the reasonable belief that it was necessary to protect some other person does not, however, constitute a violation of this rule.
5. Threatening or intimidating any student for any purpose, including obtaining money or anything of value from the student.
6. Possessing, handling, or transmitting a knife or any object that can reasonably be considered a weapon, or is represented to be a weapon. "Any object" includes any item that is considered a weapon but not a firearm as defined in rule #13 below.
7. Possessing, using, transmitting, or being under the influence of any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage, or intoxicant of any kind. Use of drug authorized by a medical prescription from a physician is not a violation of this rule.
8. Engaging in the unlawful selling of a controlled substance or engaging in a criminal law violation that constitutes a danger to other students or constitutes an interference with school purposes or an educational function.
9. Failing in a substantial number of instances to comply with directions of teachers or other school personnel during any period of time when the student is properly under their supervision, where the failure constitutes an interference with school purposes or an educational function.
10. Engaging in any activity forbidden by the laws of Indiana that constitutes an interference with school purposes or an educational function.
11. Violating or repeatedly violating any rules that are reasonably necessary in carrying out school purposes or an educational function and are established in accordance with Indiana law, including, but not limited to:
  - a. engaging in sexual behavior on school property;
  - b. disobedience of administrative authority;
  - c. willful absence or tardiness of students;
  - d. possessing, using, or transmitting any substance which is represented to be or looks like a narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage, stimulant, depressant, or intoxicant of any kind;
  - e. possessing, using, transmitting, or being under the influence of caffeine-based substances, substances containing phenylpropanolamine (PPA), or stimulants of any kind, be they available with or without a prescription.
  - f. engaging in speech or conduct, including clothing, jewelry or hair style, which is profane, indecent, lewd, vulgar, or offensive to school purposes.
12. Knowingly possessing or using on school grounds during school hours an electronic paging device or a handheld portable telephone in a situation not related to a school purpose or educational function.
13. Possessing a Firearm
  - a. No student shall possess, handle or transmit any firearm on school property.
  - b. The following devices are considered to be a firearm under this rule:
    1. any weapon that will, or is designed to, or may readily be converted to, expel a projectile by the action of an explosive
    2. the frame or receiver of any weapon described above

3. any firearm muffler or firearm silencer
  4. any destructive device which is an explosive, incendiary, or poison gas bomb, grenade, rocket having a propellant charge of more than four ounces,
  5. missile having an explosive or incendiary charge of more than one-quarter ounce, mine, or any similar device.
  6. any weapon that will, or that may be readily converted to, expel a projectile by the action of an explosive or other repellent,
  7. and that has any barrel with a bore of more than one-half inch in diameter.
  8. any combination of parts either designed or intended for use in converting any device into any destructive device described
  9. in the two immediately preceding examples, and from which a destructive device may be readily assembled.
  10. an antique firearm
  11. a rifle or a shotgun which the owner intends to use solely for sporting, recreational, or cultural purposes
- c. The penalty for possession of a firearm: suspension up to 10 days and expulsion from school for at least one calendar year with the return of the student to be at the beginning of the first semester after the one year period. The length of the expulsion may be reduced by the superintendent if the circumstances warrant such reduction.
- d. The superintendent shall notify the county prosecuting attorney's office when a student is expelled under this rule. The grounds for suspension or expulsion listed above (#1-13) apply when a student is:
1. On school grounds immediately before, during, and immediately after school hours and at any other time when the school is being used by a school group;
  2. Off school grounds at a school activity, function, or event, or
  3. Traveling to or from school or a school activity, function, or event.
14. No student shall knowingly possess, handle or transmit a weapon other than a firearm defined above. For purposes of this section, a weapon includes but is not limited to:
1. knives, brass knuckles, fireworks, ammunition, tear gas, mace, and pepper spray;
  2. any objects which look like, are represented to be, or could reasonably be considered a weapon;
  3. any object used in such a manner as to cause injury or harm to anyone.
15. The penalty for possession of a weapon other than a firearm:
1. Minimum five day suspension and possible recommendation for expulsion.
16. In addition to the grounds listed above, a student may be suspended or expelled for engaging in unlawful activity on or off school grounds if the unlawful activity may reasonably be considered to be an interference with school purposes or an educational function, or the student's removal is necessary to restore order or protect persons on school property. This includes any unlawful activity meeting the above criteria which takes place during weekends, holidays, other school breaks, and the summer period when a student may not be attending classes or other school functions.

The Indiana Statute on Due Process and Pupil Discipline is presented in **Appendix A** of this handbook.

## DRESS AND GROOMING

Specific dress codes are difficult to determine or to enforce. Students are asked to dress in a manner that is appropriate for school activities. Neatness and cleanliness are of major concern. Clothes or grooming techniques that distract from the educational process should be avoided. Articles of clothing that advertise alcoholic beverages, tobacco products, and inappropriate writings, images, logos, or suggestive language, etc., may not be worn.

Since recess is often outdoors, weather should always be a consideration in determining proper dress.

- Short shorts, holey pants, **saggy pants** and compression shorts are not acceptable and should not be worn. **All pants should be worn at waist level.**
- Halter tops, tank tops, tops with spaghetti straps, bare midriff tops, fishnet shirts, undershirts and muscle shirts are not acceptable.
- Hats should be removed upon entering the building.
- For safety reasons, shoes must be worn. All shoes must have soles and be for street wear. House slippers are not acceptable.

Students wearing inappropriate clothing for school will be subject to the following procedure:

- 1) The school will make an effort to contact the parent or guardian of the student.
- 2) The parent may bring appropriate clothing to school, or grant the school permission to provide appropriate item from its stock of clean donated clothing.
- 3) If the parent or guardian cannot be contacted, the school will provide an appropriate item from its clean donated clothing.

## SCHOOL DISTRICT BOUNDARIES

Please refer to the Attendance District Policy of the North West Hendricks School Corporation, Policy Handbook Section 7.8

- A. Attendance for Pittsboro Elementary and North Salem Elementary are separated by County Roads 100 East from County Road 500 North to Interstate 74, West to County Road 75 East, and North to the Boone County Line.
- All students living on the East side of the roads separating the districts will attend Pittsboro Elementary and all students living on the West side of the roads will attend North Salem Elementary.
- Southern boundary lines for the North Salem district are County Road 500 North in Union Township and County Road 400 North in the southwest area of Eel River Township.
- B. Attendance districts may be adjusted annually to facilitate the best usage of facilities.
- C. Students shall attend *the elementary* school in the district of the parents' domicile. Exceptions will be made by the Superintendent when necessary to facili-

tate the education process.

- D. If the parents' residence changes during the school year, the child **may complete the current semester at their current school before transferring to the new school**

If you have any questions about the above information, please do not hesitate to contact the school.

**\*\*PLEASE REPORT ALL CHANGES OF RESIDENCE IMMEDIATELY!**

### **PESTICIDE USE ON NORTH WEST HENDRICKS SCHOOLS PROPERTY**

North West Hendricks Schools value student safety first and foremost. The following policies regarding pesticide use on school property is meant to minimize the potential for exposure to students at our schools by ensuring that:

1. Pesticides are used only by a certified applicator or individual operating under the direct supervision of the certified applicator
2. Pesticides are not used when students are in the pesticide application area
3. Pesticides are stored in a locker storage area;
4. Except for immediate health threat situations, school corporations provide advance notice of pesticide applications to school parents, guardians, and staff
5. Records of pesticide applications will be kept on file for at least 2 years
6. Pesticides with lowest hazards to children are used whenever practical and effective.

North West Hendricks Schools will not apply pesticides during the normal instructional hours when school is in session. Pesticides will be applied on the weekend, most generally on Sunday, except:

1. When there is a pest present that poses an immediate health threat to students
2. The application is to an area not immediately adjacent to a student occupied building and the students are kept out of that area for at least 4 hours or
3. The application is a rodenticide bait applied in areas that are totally inaccessible to the students.

When an application is necessary, school officials will provide (48 hours prior to application) planned pesticide application details to parents, guardians, and staff members requesting to be notified. Parents, guardians, and staff must be registered with the school to receive such notice.

***\*The term "pesticides" includes insecticides, herbicides (weed killers and weed killers impregnated onto fertilizer granules), fungicides, rodenticides (rat and mouse baits), etc. In fact, any product that makes a claim that it controls, repels, kills, or prevents any type of pest is a pesticide.***

### **TECHNOLOGY "ACCEPTABLE USE POLICY" (INCLUDING USE OF COMPUTERS, THE INTERNET, AND NETWORK)**

North West Hendricks School Corporation is committed to the effective use of technology to enhance the quality of student learning. It also recognizes that safeguards have to be established to ensure that the corporation's investment in hardware and software is achieving the benefits of technology and inhibiting negative side effects. The use of technology resources is a privilege, not a right, and inappropriate use will result in a cancellation of that privilege. Before any student will be granted access to any computer account or be allowed to use our technology resources, he/she must read and sign an Acceptable Use Policy. If the student is under the age of 18, a parent or guardian must also sign the policy. This policy may be obtained from the principal and states the Terms and Conditions for technology use. Violation of the policy regulations is unethical and may constitute a criminal offense. **Should a student commit any violation, his/her access privileges may be revoked, and disciplinary action may be taken, which may include expulsion, and/or appropriate legal action.**

The following penalties will apply to students for violations of the "Acceptable User Policy" (AUP) unless more serious actions are warranted:

- **First Violation**—Range of penalties from restricted computer use to a loss of computer privileges for up to 30 days and the possibility of suspension or expulsion.
- **Second Violation**—Range of penalties from restricted computer use to a loss of computer privileges for up to 365 days and the possibility of suspension or expulsion.
- **Third Violation**—Range of penalties from restricted computer use to a loss of computer privileges for the remainder of the student's career at the building and the possibility of suspension or expulsion.

### **EMERGENCY/DISASTER PLAN**

**GOAL:** To demonstrate proficiency in the implementation of established emergency/disaster procedures which facilitate the optimal safety, security, and well-being of North West Hendricks School Corporation (NWHSC) students, faculty, staff, and visitors.

- Objective I: To identify emergency/disaster situations.
- Serious accident, injury or illness
  - Fire
  - Tornado
  - Severe winter weather/winter storm
  - Hazardous Material Spill
  - Bomb Threat
  - Earthquake
  - Flood
- Objective II: To establish a line of accountability and communication for students, faculty, staff, and authorized service agency personnel. (Authorized service personnel include, but are not limited to, Emergency Medical Services, Fire Departments; Local, County, and State Law Enforcement Agencies; County Emergency Management [Civil Defense]; and County and State Boards of Health.)
- Objective III: To define performance expectations of NWHSC personnel. (Superintendent and Central Office Staff, Building Administrators and Administrative Office Staff, Faculty and Teaching Assistant Staff, General Aides, School Health and Nursing Services, Maintenance Director and Building Custodial Staff, Food Services Staff, and Director of Transportation Services and Staff).
- Objective IV: To have in place a plan of action for identified emergency/disaster situations to facilitate the safety and security of NWHSC students, faculty, staff, and visitors.
- Objective V: To implement a process to familiarize students, faculty, and staff with procedures and actions necessary to optimize their safety, security,



and well-being.

Objective VI: To become proficient in the implementation of emergency/disaster procedures.

Objective VII: To establish a system to evaluate the proficiency and effectiveness of each emergency/disaster plan drill and each valid alarm/warning.

### **EARLY AND EMERGENCY CLOSING/DELAYS**

Should it be necessary to declare an early or emergency closing of school, and you are unable to be home at that time, you are requested to prearrange a location where your child will receive temporary care. The following are situations which would determine an early or emergency closing:

### **SEVERE WINTER WEATHER/WINTER STORM**

It may be necessary for the school to close or delay opening upon occasion because of weather conditions. Please do not call the school or school office during the school day if a closing seems apparent. You are requested to listen to SchoolMessenger automated calling system or one of the following radio or television stations

WQFE-101.9 FM	WTPI-107.9 FM	Channel 6
WFMS-95.5 FM	WIBC-1070 AM	Channel 8
WZPL-99.5 FM	WFXF-103.3 FM	Channel 13
WXTZ-1430 AM		

### **FIRE/EXTENDED FIRE DRILL/BUILDING SECURITY CHECK**

In the event of a fire or inclement weather during an extended fire drill or building security check, the building administrator will request the Superintendent to contact the Director of Transportation and direct those services to transport students to their homes or to a predetermined temporary shelter location.

### **HAZARDOUS MATERIAL SPILL**

The Building Administrator/Superintendent will contact the Director of Transportation to arrange for transport of the students to a temporary shelter. Parents will be notified of the evacuation through the news media. The notification will include a request to parents NOT to drive to school to pick up their children. The news release will tell parents where they may pick up their children.

### **TORNADO**

In the event the building is evacuated, Transportation Services will be called and the students transported home. Should transportation of the student to his/her home be impossible or inadvisable, they will be transported to the designated temporary shelters. Parents/families will be notified pending an intact telephone communication system or the news media.

### **TORNADO WARNINGS DURING TRANSPORTATION OF STUDENTS**

1. Students may be kept at school at bus departure times if weather conditions warrant.
2. If time permits, drivers will drive to the nearest school and unload students into the building.
3. If impossible to avoid tornado, bus drivers should evacuate the bus and direct the students to lie flat, face down, with hands covering their heads, in a low area.

### **ACTIVE SHOOTER INTRUDER DRILLS**

All students will participate in active intruder drills during the school day. North West Hendricks Schools uses the A.L.I.C.E. protocol for any active shooter/intruder drills. A stands for Alert, I stands for Inform, L stands for Lockdown, C stands for Counter and E stands for Evacuate.

### **FIELD TRIPS**

Field trips can be very valuable learning experiences and are encouraged. All of our classes will take at least one field trip during the school year.

All student conduct rules apply on field trips. Students who cannot demonstrate proper behavior in the classroom or on field trips will not be permitted to attend future field trips. Adult field trip chaperones are expected to adhere to and enforce the school rules while assisting with the field trip activities. A field trip fee may be charged per student to help defer costs.

Parents who wish to volunteer for a field trip must complete a level 2 background check that is on file in the school's office for the current school year.

***Parent chaperones may take their own child home at the end of the field trip if it ends at 2:00 PM or later upon returning to school. They must tell their child's teacher and then sign out in the school's office.***

### **GYMNASIUM, PHYSICAL EDUCATION**

We are extremely fortunate to have a large gymnasium for play and physical education instruction. In order to keep the gym floor in proper condition, students should have a separate pair of gym shoes to be kept at school. Non-marring soled shoes are preferred.

Students are expected to participate in physical education classes unless there is some physical reason which prevents them from doing so. In such cases, a doctor's statement will be required.

### **HOMEWORK POLICY**

North West Hendricks School Corporation views homework as an out-of-school assignment that should contribute to the educational process of the student. It is viewed as an extension of class work and should be related to the objectives of the present curriculum studied.

Homework can be a tool to motivate students and promote learning. Homework is also viewed as one way to improve time spent in learning and to strengthen the self-discipline students need to concentrate.

It is sincerely hoped that parents and teachers would be partners in the education of the student. Their cooperative efforts in assigning and monitoring homework can provide an excellent opportunity to strengthen this educational partnership.

### **Objectives of Homework**

1. To review, reinforce or extend classroom learning by providing practice and application of knowledge gained.

2. To teach students responsibility and organizational skills.
3. To promote wise and orderly use of time.
4. To provide opportunities for enrichment activities.

#### **Teacher Responsibilities**

1. To make specific homework assignments and to make sure students know what is expected of them.
2. To include within the homework assignments activities that relate to classroom assignments.
3. To evaluate homework assignments and to share these results with the student.

#### **Parent Responsibilities**

1. To encourage and support the student's efforts by being available for questions, but remembering the homework is the student's responsibility.
2. To communicate with the teachers whenever the student has consistent difficulty with homework assignments.
3. Parents should establish a regular "homework time" to help the student(s) better organize their time.
4. To provide a quiet, well-lighted place for the student to study.

#### **Student Responsibilities**

1. To know the homework's assignment purpose, when due, and how it should be done.
2. Take home any materials and information needed to complete the assignment. **After school hours, students must be accompanied by an adult to enter a classroom to retrieve homework materials.**
3. To ask about and complete work missed during an absence from school.
4. To develop good work and study habits.

#### **ILLNESS/INJURY**

1. When a student becomes ill or injured at school, he/she is to report to the teacher. The teacher will initiate a "Nurse Referral".
2. It is our policy to send home a child with a temperature of 100 degrees or higher. The child should remain at home until his/her temperature has been below 100 for 24 hours without fever reducing medications. If it is determined that the student should not be in school due to illness or injury, the school nurse or administrative office staff will call the student's parent/guardian.
3. The parent/guardian is responsible for transporting the student home or for making arrangements for transportation. If the student is to be released to someone other than the parent/guardian the school must be notified by the parent/guardian and a valid ID must be shown.
4. If the parent/guardian cannot be reached, the persons who are listed in the enrollment/emergency information will be contacted in the order given (#1, first and #2, if necessary). Parent/guardian permission to release the student to anyone other than the parent/guardian must be on file or verbally obtained.
5. In the event the parent/guardian or the designated temporary caretakers cannot be reached, the student will remain in the clinic. At the end of the school day, if attempts to contact the parent/guardian or the temporary caretaker are unsuccessful, and in the best judgment of the school nurse or the designee, the student's condition is not deemed to be serious, he/she will be transported home by the usual means.
6. If the student's condition appears to be or appears to become such that immediate medical attention is required, Emergency Medical Services will be requested, and their recommendations will be followed.
7. North West Hendricks School Corporation does not assume financial responsibility for Emergency Medical Services, emergency transportation, or medical services rendered.

#### **HEALTH AND NURSING SERVICES**

Indiana State Code regarding immunization requirements for school enrollment states that the school corporation must have on file an immunization history for each child.

When a child enrolls in a school corporation, for the first time or any subsequent time and at any level, his parents must show either that he has been immunized or that a current religious or medical objection is on file. The law further states that no child may remain in school beyond the date of his enrollment without minimum required immunizations as outlined below.

##### **Minimum Immunization Requirements for Students Enrolled in Preschool**

- 4 doses of diphtheria-tetanus-acellular pertussis (DTaP), diphtheria-tetanus-pertussis (DTP), or pediatric diphtheria-tetanus vaccine (DT).
- 3 doses of any combination of IPV or OPV by age 4-6
- 3 doses of Hepatitis B vaccine (3rd dose must be given on or after 24 weeks of age).
- 2 doses of Hepatitis A vaccine
- 1 dose of varicella (chickenpox) vaccine on or after the first birthday or physician written documentation of history of chickenpox disease, including month and year of disease.
- 1 dose of MMR (Measles, mumps, rubella. First dose given on or after first birthday).

##### **Minimum Immunization Requirements for Students Enrolled in Kindergarten-Grade 5**

- 5 doses of diphtheria-tetanus-acellular pertussis (DTaP), diphtheria-tetanus-pertussis (DTP), or pediatric diphtheria-tetanus vaccine (DT) (4 doses are acceptable if the 4th dose was administered on or after the 4th birthday and at least 6 months after the 3rd dose).
- 4 doses of any combination of IPV or OPV. **The 4th dose must be administered on or after the 4th birthday and at least 6 months after the previous dose.** (3 doses of all OPV or all IPV are acceptable if the 3rd dose was administered on or after the 4th birthday and at least 6 months after the 2nd dose).
- 3 doses of Hepatitis B vaccine (3rd dose must be given on or after 24 weeks of age and no earlier than 16 weeks after the 1st dose).

- 2 doses of MMR (Measles, mumps, rubella. First dose given on or after first birthday).
- 2 doses of varicella (chickenpox) vaccine on or after the first birthday and separated by 3 months or physician written documentation of history of chickenpox disease, including month and year of disease.
- **2 doses of Hepatitis A vaccine (2 doses should be separated by 6-18 months)**

#### Requirements for Documentation of Immunization History:

- Month/Day/Year must be stated for each (dose) immunization.
- Measles Rubeola immunization must be live vaccine, given after the first birthday. Clinical infection (Measles disease) can serve as an alternative to immunization only if diagnosed by a physician.
- Mumps immunization must be a live vaccine, given after the first birthday. Clinical infection (Mumps disease) may serve as an alternative to immunization only if diagnosed by a physician.
- Rubella immunization must be live vaccine given after the first birthday. Clinical diagnosis of Rubella may serve as an alternative to immunization only if the diagnosis is the result of a serological test (blood test).

**Both the minimum required immunizations and the requirements for documentation of immunization history must be met.**

#### MEDICATION ADMINISTRATION POLICY

When it is necessary for a child to take medication during the school day, Indiana State Codes 20-33-8-13 and 23-34-3-18 must be followed. Both prescription and non-prescription medication must be brought to the school clinic, by the parent, and kept there unless the medication is an emergency medication for an acute or chronic condition and has been determined by the physician that it is in the best interest of the student that he/she needs to have the medication on person during the school day. A note from the parent giving the child consent to have the medication as well as a note from a physician stating the condition is acute or chronic and that the child may self-administer the medication will need to be updated annually.

Medication that is possessed by a school for administration during school hours or at school functions for a student may be released to the student's parents or to an individual who is at least eighteen (18) years of age and is designated in writing by the student's parent to receive the medication.

A school corporation may send home medication that is possessed by a school for administration during school hours or at school functions with a student if the student's parent provides written permission for the student to receive the medication.

#### ADMINISTRATION OF MEDICATION

Medication may be given or dispensed only by a school administrator, school nurse, health assistant, teacher, or other school employee designated by the school administrator. All administration of medicine shall be documented in writing. Any designated employee, who is responsible for administering insulin or a blood glucose test by finger prick, shall receive proper training from the school nurse and such training shall be documented in writing by the school nurse and kept in the employee's file.

1. Check medication order (physician's note/prescription label and/or parent note of permission) for  
\*right student      \*right medication      \*right time      \*right amount      \*right route
2. Check med sheet to determine:
  - when was the last time the medication was documented as given
  - is your action within the physician's and/or manufacturer's guidelines
3. In **NO INSTANCE** may the manufacturer's recommended dosage or frequency of administration for non-prescription medications be exceeded.
4. Administer medications as directed:
  - oral tablets/capsules/caplets
    - a. gently shake/pour correct amount of medication into inverted cap of medication container
    - b. pour medication into student's hand
    - c. give student a paper cup (5 oz.) from medication cabinet, with which to take water
    - d. student should drink one (1) five ounce (5 oz.) cup of water
  - oral liquids, elixirs, and suspensions...
    - a. pour correct amount into plastic disposable medication cup
    - b. give student paper cup with which to take water
    - c. student should drink one (1) five ounce (5 oz.) cup of water
  - topical ointments and solutions
    - a. use cotton-tipped applicator or cotton ball as appropriate to apply
  - ophthalmic and optic solutions
    - a. should be specifically in-serviced by R.N. before administering
  - injections (includes glucometer testing and epi pen)...
    - a. **MUST** be specifically in-serviced by R.N. and in-service documented
5. Return medication to medication cabinet and LOCK cabinet. Medications must not be left unattended and/or accessible to students. Medication cabinet must remain LOCKED when not in use.
6. DOCUMENT and initial on med sheet:
  - documentation **MUST** include...

- a. student's name
- b. name, strength and dose of the medication
- c. date and time (use AM or PM or military) medication given
- d. your initials

### **LATCH KEY PROGRAM**

Students After School (SAS) will be the Latch Key provider for North West Hendricks School Corporation. Services are available for students in grades Kindergarten – 6th grade at Pittsboro Primary School (serving both Pittsboro Primary and Pittsboro Elementary School) and North Salem Elementary School.

### **LIBRARY**

Students may check out books once each week. Books must be returned from the previous week before new books may be checked out.

### **LOST AND FOUND**

All lost articles that are turned in to the office, will be placed in the Lost and Found area (check with the school's office for location). Students, who have lost items of clothing, books, money, etc., should claim them there. Unclaimed items will be given to charitable organizations after the spring term is over. Parents are strongly urged to label all items of clothing, boots, etc.

### **MONEY**

If you send money with your children, please **seal it in an envelope with the child's name** on it along with the purpose for which it is sent.

It is strongly urged that students not be allowed to carry significant amounts of money to school unless you know the exact purpose for which it is to be used.

### **NOTES FROM HOME**

A note from home will be needed for the following:

1. Illness or absence from school **if there has been no contact between the school and home.**
2. When staying after school for activities-one note may be sent for the entire series of meetings and the teacher will keep it on file, i.e. one for Scouts; one for play practice; Math Bowl, Spell Bowl, etc.
3. When going home in a different manner than usual, (a different bus, walk to someone's house, etc.), the student will need a note for the teacher. The note must include the **date, name, and address** of the drop off point. Please make all transportation arrangements with your student before he or she leaves for school in the morning. **Calls during the day to change transportation should be only in case of an emergency.**
4. When riding bicycles-only one permit or note needed.
5. For taking medicine.
6. For doctor's or dentist's appointments.
7. When leaving school with anyone other than the parent or guardian. School officials may request identification.
8. When a child cannot have outside recess or physical education for a period of longer than three days, the school needs a doctor's excuse to grant that permission.

### **PARENT-TEACHER CONFERENCES**

Maximum progress for your child necessitates a close line of communication and understanding between teacher and parent. Parent-teacher conferences are the best means through which this can be realized. Such conferences can be initiated by the teacher or the parent. It is better that an appointment be made for a conference. This can be easily done by calling the school office or by sending a note to the teacher.

If, as a parent, you have a concern about something that has happened at school, or you feel there is some kind of conflict which is causing your child to perform poorly, please contact the proper person at school. Most conflicts are the result of misinformation or misunderstanding. Please give us an opportunity to talk with you about any concerns. We are certain that our patrons are interested and helpful in all phases of the school's program and policy, and we sincerely desire to retain and improve upon this spirit of cooperation.

If you have a concern:

- First, contact either the teacher or bus driver (the party in contention).
- If the problem is not resolved, contact the principal.

### **PARENT-TEACHER ORGANIZATION**

All parents, foster parents, and guardians are encouraged to take an active part in our school activities.

One way to do so is to join the "PTO/PTA" and attend its meetings and special program. The "PTO/PTA" provides an opportunity to hear speakers, discuss common problems and to work together for improvement of the school and its program. Meetings are scheduled regularly throughout the year, and programs are planned to offer entertainment, enlightenment, and a chance for parents to better acquaint themselves with the school personnel and programs. You will be notified of meetings in newsletters and the student datebook.

## GRADING SCALE

<p><b>REPORTING TO PARENTS</b></p> <p>Report cards are sent home via e-mail at midterm and at the end of each nine weeks.</p> <p><b>The achievement grade key is as follows for grades K-5:</b></p> <p><b>A = 90 to 100</b> - excellent, exceptional, high quality</p> <p><b>B = 80 to 89</b> - very good, proficient and meets quality expectations</p> <p><b>C = 70 to 79</b> - meets basic expectations</p> <p><b>D = 60 to 69</b> - unsatisfactory, needs to improve, inconsistent, minimal performance</p> <p><b>F = Below 59</b> - does not meet state standards</p> <p>The standards/proficiency key is as follows for grades 1 and 2:</p> <p>^ = excellent: demonstrates an exceptional understanding and application</p> <p>+ = proficient: demonstrates consistent understanding and application</p> <p>/ = basic: demonstrates a general understanding, but with some inconsistency</p> <p>~ = minimal: demonstrates a lack of understanding of key concepts/skills</p>	<p>Grading Scale:</p> <p><b>100 = A+</b></p> <p><b>93-99 = A</b></p> <p><b>90-92 = A-</b></p> <p><b>88-89 = B+</b></p> <p><b>83-87 = B</b></p> <p><b>80-82 = B-</b></p> <p><b>78-79 = C+</b></p> <p><b>73-77 = C</b></p> <p><b>70-72 = C-</b></p> <p><b>68-69 = D+</b></p> <p><b>63-67 = D</b></p> <p><b>60-62 = D-</b></p> <p><b>59 or below = F</b></p>	<p><b>Honor Roll</b></p> <p>Honor Roll will be awarded in grades 3-5. There will be two types:</p> <p><b>All A Honor Roll</b></p> <p><i>All letter grades are A's and nothing less than a "+" symbol in special classes.</i></p> <p><b>A/B Honor Roll</b></p> <p><i>All letter grades are A's and B's and nothing less than a "+" symbol in special classes.</i></p>
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## SCHOOL PARTY POLICIES

Traditionally, class parties are held in the fall, at semester break, and in February. Room parents graciously give of their time to help with these parties. It is our desire to keep parties at a minimum. Parents must have a level two background check on file with the school prior to being allowed at the party. We discourage the sending of large balloon bouquets to children for special occasions as they cannot be sent home on the bus because they can be a distraction for the bus driver. If bouquets are delivered to the school, they will be given to students at the end of the day. To avoid classroom interruptions, they will not be delivered to the classroom.

Due to allergy and wellness concerns, birthday treats (including food) will not be allowed. Elementary schools will recognize a student's birthday in unique ways both in the classroom and school wide.

## HOME PARTY INVITATIONS

Home party invitations may not be passed out at school unless all children of the same sex, from a class are invited.

## STUDENT PROGRESS

### Promotion-Retention-Assignment

It shall be the goal of the school to help students grow at their fastest rate to achieve the highest level of learning and adjustment possible. Teachers will accept students assigned to them at their stage of development and help them progress according to their capabilities.

Students shall be placed in the learning situation for which they are best adjusted academically, socially, and emotionally and where they can work and learn most effectively.

Many factors shall be evaluated to determine which grouping assignment will be most beneficial to students in the long run. Parents of elementary pupils should be involved in this evaluation well before the end of the school year. The educators involved will make their best professional recommendation for the welfare of the child. Factors to be considered in making the determination include maturity of the student, ability, student age, and the school program in operation.

**The parents' input will be considered, but the final decision will be made by the teacher and administrator. If, however, you do not agree with the decision, you may appeal to the Superintendent. School corporations have the authority and responsibility to enroll a student in the appropriate grade based on educational factors [I.C. 20-8.1-3-17 (e)].**

## TELEPHONE

Students can only use the phone in case of an emergency. Use of the phone will be supervised by school personnel.

In most cases, if there is an emergency, the secretary or the principal will do the calling. Please try to make all arrangements for transportation, meetings, etc., before your child leaves for school. Meetings for scouting, sporting events, 4-H, etc., are not considered emergencies.

## TESTING PROGRAM

The school testing program is designed to give us a general picture of the child's cognitive abilities and a record of his/her academic achievement. ILEARN is administered in grades three, four, and five. The IREAD-3 Assessment is given in grade 3. The Northwest Evaluation Association (NWEA) will be administered to grades K-2 and 5th. Cog-AT will be given to all students for high ability identification purposes in grades K, 2 and 5. All students in grades K-2 will take a Universal Dyslexia Screener one time a year.

The testing scores become a part of the child's cumulative office file, which is sent to the middle school upon promotion from the elementary school. This file is available for inspection upon request. Copies of results are sent home.

Grade level assessments and subject area assessments are given to students throughout the school year and are used to monitor student progress.

## TEXTBOOKS

All basic textbooks are rented to students for their use during the school year. Workbooks and other supplies are paid for by the students. Textbooks are to be kept clean and as neat as possible. Students should write their names in the spaces provided in the front of all textbooks, in case they become lost. Any student who misuses, abuses, or loses a book will be assessed a fine, as the book must be replaced.

## TOBACCO ON SCHOOL PROPERTY: SMOKE FREE FACILITY

The North West Hendricks School Board believes that the use of tobacco products (including electronic cigarettes) on school property denies students, staff, and community member's access to clean air and introduces a substantial health hazard to all individuals.

As of August 1st, 2008, in accordance with corporation policy, employees, students and visitors will not be permitted to use tobacco products of any kind or in any form while:

1. Inside a school building
2. On school property, such as athletic facilities and/or other building grounds
3. Being transported to or from a school events in a corporation vehicle

## TRANSFER STUDENTS

The Board of School Trustees recognizes that a parent, guardian, or custodian of a child must be a legal resident of the North West Hendricks School Corporation in order for the child to attend its schools. The Board recognizes it has the authority to accept transfer students and it is the intent of the Board that all applicable laws in regard to student transfers shall be strictly enforced. A transfer student is one whose legal settlement is not within the boundaries of the North West Hendricks School Corporation.

### *School District Employee Requests*

Requests for student transfer made by a school employee for his or her own child(ren) will be accepted at any time during the school year provided:

1. the student's parent is a current employee of the corporation;
2. the student's parent resides in Indiana; and
3. the school corporation has the capacity to accept the student.

### *Non-School District Employee Requests*

Requests by parents, guardians, or custodians of Indiana students who do not reside in the North West Hendricks School Corporation, but who wish to enroll their child in the school corporation, will be considered for enrollment under the following conditions:

1. A student requesting transfer shall complete an online form that is submitted electronically. Transfer requests may be submitted annually within an established window that will be posted on the school corporation's website. If there is an enrollment capacity limit for specific grade levels, transfer request may only be approved at the board meeting following the end of the established window. If no enrollment limits exist, applications may be approved at any board meeting throughout the established window. Student transfer requests, including those for district employees, must be submitted annually, even for returning transfer students.
2. The parent, guardian, custodian, or student agrees to provide his/her own transportation to and from the school. If available, transfer students may be assigned to a specific bus route. All such bus routes shall have bus stops located within the NWHSC boundaries.
3. The enrollment capacity for each grade level in each building as determined annually by the Board of School Trustees will be a consideration as to whether the student transfer request will be approved or a random drawing will be necessary to determine students who will be accepted. Prior to the transfer request window, the school corporation will post on its website the grade levels for which enrollment space exists. A If the number of transfer requests exceed the enrollment capacity for each grade level the Board of Trustees may only approve student transfer request through a random drawing at a public board meeting.
4. The Superintendent may deny the consideration of any student transfer request (including employee requests) based on one or more of the following criteria:
  - The Student has been suspended or expelled for more than 10 school days in the 12 months preceding the request for transfer.
  - The Student was suspended or expelled for possessing a firearm, deadly weapon, or destructive device in the preceding 12 months.
  - The Student was suspended or expelled for causing physical injury to a student, school employee, or visitor to the school.
  - The Student was suspended or expelled for violating a drug or alcohol rule.
  - Under no circumstances will a transfer student be accepted for athletic reasons.
5. Students transferring to this corporation from other schools or school corporations shall be placed in those classes or to those grade levels for which their previous educational experiences appear to qualify them. The School Corporation reserves the right to change or modify such placements on the basis of later information, testing or investigation.
6. When applicable, the parents, guardians, or custodians agree to pay the transfer tuition in a timely manner as established by the Superintendent.

Legal Reference: IC 20-26-11-2

IC 20-26-11-6

IC 20-26-11-32

## **VOLUNTEERS**

Any person wishing to volunteer in the classroom or chaperone on a field trip must have a valid level 2 background check on file and approved through Safe Visitor at <https://secure.safevisitorsolutions.com/Safe/Volunteer/NWHENDRICKS/Vol>. This must be completed and approved prior to any volunteer activities. This includes, but not limited to, field trips, classroom activities, and school sponsored events where the adult will be supervising and/or working with students. Level 2 background checks are valid for two years.

## **WALKERS**

Students who walk home will be dismissed by staff members. Rules of safety and good conduct are expected from all walkers and the school is accountable for the walkers until they reach their parentally approved destination.

## **WELLNESS POLICY ON PHYSICAL ACTIVITY AND NUTRITION**

The Board of School Trustees of North West Hendricks supports the health and well-being of the school corporation's students by promoting nutrition and physical activity at all grade levels.

In accordance with federal law, it is the policy of the Board to provide students access to healthy foods and beverages; provide opportunities for developmentally appropriate physical activity; and require that all meals served by the school corporation meet or exceed the federal nutritional guidelines issued by the U.S. Department of Agriculture. A Coordinated School Health Advisory Council will be formed and maintained to oversee these activities.

The School Wellness Policy shall be made available to students and families by means of the student handbook and the corporation's website.

### **I. Coordinated School Health Advisory Council**

The board will engage parents/guardians, food service professionals, teachers of physical education, students, school health care professionals, school board members, school administrators, and other interested community members in developing, implementing, monitoring and reviewing corporation-wide nutrition and physical activity policies. A Coordinated School Health Advisory Council will be formed and maintained at the corporation level to oversee the development, implementation and evaluation of the school corporation's wellness policy.

- A. In accordance with state and federal law, the school corporation will form and maintain a corporation level Coordinated School Health Advisory Council that includes at least the following: parents/guardians; food service staff; teachers of physical education and health; students; school nurses; school board members; school administrators; representatives of interested community organizations; and any interested member of the public.
- B. The Advisory Council shall meet at least annually to review nutrition and physical activity policies and to develop an action plan for the coming year. The Council shall meet as needed during the school year to discuss implementation activities and address barriers and challenges.
- C. The Advisory Council shall report annually to the Superintendent and the School Board on the implementation of the wellness policy and include any recommended changes or revisions.
- D. The School Board will adopt or revise nutrition and physical activity policies based on recommendations made by the Advisory Council.

### **II. Nutrition Education and Nutrition Promotion**

Nutrition topics shall be integrated within the comprehensive health education curriculum and taught at every grade level (K-12) according to standards of the Indiana Department of Education. Schools will link nutrition education activities with existing coordinated school health programs or other comparable comprehensive school health promotion frameworks.

### **III. Standards for USDA Child Nutrition Programs and School Meals**

The Board will provide and promote the National School Lunch and Breakfast Programs to ensure that all students have access to healthy foods to support healthier choices and promote optimal learning.

### **IV. Nutrition Standards for Competitive and Other Foods and Beverages**

- A. The Board will provide and allow foods and beverages that support proper nutrition, promote healthy choices, and comply with federal nutrition standards in vending machines, school stores and concession stands that follow the Smart Snacks in Schools Standards. This also includes food and beverages made available in schools during the school day for such events as school fundraisers and food and beverages brought into the schools by students or other persons for such events as birthdays and classroom celebrations.

***Fundraisers selling food items that do not meet the federal nutrition standards are limited to two such fundraisers per school building per year.***

- B. The Board will allow marketing in school buildings and on school grounds during the school day for only those food and beverages provided by the school that meet the federal nutrition standards of the Smart Snacks in Schools Standards. Marketing that promotes student health will be permitted in school buildings and on school grounds.

## V. Physical Activity and Physical Education

The board supports the health and well-being of students by promoting physical activity through physical education, recess and other physical activity breaks; before- and after-school activities; and walking and bicycling to school. Additionally, the board supports physical activity among elementary students by providing them with at least 15 of the recommended 60 minutes of physical activity per day.

## VI. Other Activities that Promote Student Wellness

The board supports the health and well-being of our students and staff by creating and promoting policy and environmental supports to provide physical activity and healthy eating opportunities.

## VII. Evaluation

Through implementation and enforcement of this policy, the corporation will create an environment that supports opportunities for physical activity and healthy eating behaviors. To ensure continuing progress, the corporation will evaluate implementation efforts and their impact on students and staff at least every three years with the Healthy Schools Environment Rubric. The evaluation and implementation of the Wellness Policy will be directed by the Wellness Coordinator. The public will be notified of the results of the three-year assessment and evaluation, including any updates to the policy and goals on the corporation website annually.

The board designates the superintendent to ensure compliance with this policy and its administrative regulations. The superintendent may designate other administrators or school personnel to aid in determining compliance of this policy.

REFERENCE:                   42 U.S.C. 1758b  
                                      7 CFR Part 210  
                                      I.C. 20-26-9-18.5

# APPENDIX A

INDIANA LAW PERTAINING TO DUE PROCESS AND PUPIL DISCIPLINE

THE INDIANA STATUTE ON DUE PROCESS AND PUPIL DISCIPLINE IS ADOPTED BY THE NORTH WEST HENDRICKS SCHOOL CORPORATION AS GUIDANCE FOR THE ADOPTED DISCIPLINE POLICY.

### IC 20-33-8. Student Discipline

**IC 20-33-8-0.2.** As used in this chapter, "bullying" means overt, repeated acts or gestures, including:

- 1) verbal or written communications transmitted;
- 2) physical acts committed; or
- 3) any other behaviors committed; by a *student or group of students against another student with the intent to harass, ridicule, humiliate, intimidate, or harm the other student.*  
[New in 2005 via SEA 285]

**IC 20-33-8-0.5.** As used in this chapter, "physician" means an individual licensed to practice medicine or osteopathic medicine under:

- 1) IC 25-22.5; or
- 2) the law of another state.

[Formerly IC 20-8.1-5.1-0.5]

**IC 20-33-8-1.** As used in this chapter, "principal" includes a principal's designee.

[Formerly IC 20-8.1-5.1-1]

**IC 20-33-8-2.** As used in this chapter, "educational function" means the performance by a school corporation or its officers or employees of an act or a series of acts in carrying out school purposes.

[Formerly 20-8.1-1-9]

### IC 20-33-8-3.

a) As used in this chapter, "expulsion" means a disciplinary or other action whereby a student:

- 1) is separated from school attendance for a period exceeding ten (10) school days;
- 2) is separated from school attendance for the balance of the current semester or current year unless a student is permitted to complete required examinations in order to receive credit for courses taken in the current semester or current year; or
- 3) is separated from school attendance for the period prescribed under section 16 of this chapter, which may include an assignment to attend an alternative school, an alternative educational program, or a homebound educational program.



- b) The term does not include situations when a student is:
- 1) disciplined under section 25 of this chapter;
  - 2) removed from school in accordance with IC 20-34-3-9; or
  - 3) removed from school for failure to comply with the immunization requirements of IC 20-34-4-5.

*[Formerly IC 20-8.1-1-10]*

**IC 20-33-8-4.** As used in this chapter, "school purposes" refers to the purposes for which a school corporation operates, including the following:

- 1) To promote knowledge and learning generally.
- 2) To maintain an orderly and effective educational system.
- 3) To take any action under the authority granted to school corporations and their governing bodies by IC 20-26-5 or by any other statute.

*[Formerly IC 20-8.1-1-8]*

**IC 20-33-8-5.** As used in this chapter, "school property" means the following:

- 1) A building or other structure owned or rented by a school corporation.
- 2) The grounds adjacent to and owned or rented in common with a building or other structure owned or rented by a school corporation.

*[Formerly IC 20-8.1-1-18]*

**IC 20-33-8-6.** As used in this chapter, "superintendent" includes a superintendent's designee.

*[Formerly IC 20-8.1-5.1-2]*

**IC 20-33-8-7.**

- a) As used in this chapter, "suspension" means any disciplinary action that does not constitute an expulsion under section 3 of this chapter, whereby a student is separated from school attendance for a period of not more than ten (10) school days.
- b) The term does not include a situation in which a student is:
- 1) disciplined under section 25 of this chapter;
  - 2) removed from school in accordance with IC 20-34-3-9; or
  - 3) removed from school for failure to comply with the immunization requirements of IC 20-34-4-5.

*[Formerly IC 20-8.1-1-11]*

**IC 20-33-8-8.**

- a) Student supervision and the desirable behavior of students in carrying out school purposes is the responsibility of:
- 1) a school corporation; and
  - 2) the students of a school corporation.
- b) In all matters relating to the discipline and conduct of students, school corporation personnel:
- 1) stand in the relation of parents to the students of the school corporation; and
  - 2) have the right to take any disciplinary action necessary to promote student conduct that conforms with an orderly and effective educational system, subject to this chapter.
- c) Students must:
- 1) follow responsible directions of school personnel in all educational settings; and
  - 2) refrain from disruptive behavior that interferes with the educational environment.

*[Formerly IC 20-8.1-5.1-3]*

**IC 20-33-8-9.**

- a) This section applies to an individual who:
- 1) is a teacher or other school staff member; and
  - 2) has students under the individual's charge.
- b) An individual may take any action that is reasonably necessary to carry out or to prevent an interference with an educational function that the individual supervises.
- c) Subject to rules of the governing body and the administrative staff, an individual may remove a student for a period that does not exceed five (5) school days from an educational function supervised by the individual or another individual who is a teacher or other school staff member.

*[Formerly IC 20-8.1-5.1-4]*

**IC 20-33-8-10.**

- a) A principal may take action concerning the principal's school or a school activity within the principal's jurisdiction that is reasonably necessary to carry out or prevent interference with an educational function or school purposes.
- b) Subsection (a) allows a principal to write regulations that govern student conduct.

*[Formerly IC 20-8.1-5.1-5]*

**IC 20-33-8-11. A:**

- 1) superintendent; or

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

*[Formerly IC 20-8.1-5.1-6]*

**IC 20-33-8-12.**

- a) The governing body of a school corporation must do the following:
- 1) Establish written discipline rules, which may include:
    - A) appropriate dress codes; and
    - B) **if applicable, an agreement for court assisted resolution of school suspension and expulsion cases**; *[NOTE: bold print added by HEA 1794 of 2005]* for the school corporation.
  - 2) Give general publicity to the discipline rules within a school where the discipline rules apply by actions such as:
    - A) making a copy of the discipline rules available to students and students' parents; or
    - B) delivering a copy of the discipline rules to students or the parents of students.

This publicity requirement may not be construed technically and is satisfied if the school corporation makes a good faith effort to disseminate to students or parents generally the text or substance of a discipline rule.
- b) The:
- 1) superintendent of a school corporation; and
  - 2) principals of each school in a school corporation; may adopt regulations establishing lines of responsibility and related guidelines in compliance with the discipline policies of the governing body.
- c) The governing body of a school corporation may delegate:
- 1) rulemaking;
  - 2) disciplinary; and
  - 3) other authority; as reasonably necessary to carry out the school purposes of the school corporation.
- d) Subsection (a) does not apply to rules or directions concerning the following:
- 1) Movement of students.
  - 2) Movement or parking of vehicles.
  - 3) Day to day instructions concerning the operation of a classroom or teaching station.
  - 4) Time for commencement of school.
  - 5) Other standards or regulations relating to the manner in which an educational function must be administered.
- However, this subsection does not prohibit the governing body from regulating the areas listed in this subsection.

*[Formerly IC 20-8.1-5.1-7, as amended by HEA 1794 of 2005]*

**IC 20-33-8-13.**

- a) Discipline rules adopted under section 12 of this chapter must provide that a student with a chronic disease or medical condition may possess and self-administer medication for the chronic disease or medical condition during the times and in the places set forth under section 14(b) of this chapter if the following conditions are met:
- 1) The student's parent has filed an authorization with the student's principal for the student to possess and self-administer the medication. The authorization must include the statement described in subdivision (2).
  - 2) A physician states in writing that:
    - A) the student has an acute or chronic disease or medical condition for which the physician has prescribed medication;
    - B) the student has been instructed in how to self-administer the medication; and
    - C) the nature of the disease or medical condition requires emergency administration of the medication.
- b) The authorization and statement described in subsection (a) must be filed annually with the student's principal.

*[Formerly IC 20-8.1-5.1-7.5]*

**IC 20-33-8-13.5.**

- a) Discipline rules adopted by the governing body of a school corporation under section 12 of this chapter must:
- 1) prohibit bullying; and
  - 2) include provisions concerning education, parental involvement, reporting, investigation, and intervention.
- b) The discipline rules described in subsection (a) must apply when a student is:
- 1) on school grounds immediately before or during school hours, immediately after school hours, or at any other time when the school is being used by a school group;
  - 2) off school grounds at a school activity, function, or event;
  - 3) traveling to or from school or a school activity, function, or event; or
  - 4) using property or equipment provided by the school.
- c) This section may not be construed to give rise to a cause of action against a person or school corporation based on an allegation of noncompliance with

this section. Noncompliance with this section may not be used as evidence against a school corporation in a cause of action. *[New in 2005 via SEA 285]*

**IC 20-33-8-14.**

- a) The following are the grounds for student suspension or expulsion, subject to the procedural requirements of this chapter and as stated by school corporation rules:
  - 1) Student misconduct.
  - 2) Substantial disobedience.
- b) The grounds for suspension or expulsion listed in subsection (a) apply when a student is:
  - 1) on school grounds immediately before or during school hours, or immediately after school hours, or at any other time when the school is being used by a school group;
  - 2) off school grounds at a school activity, function, or event; or
  - 3) traveling to or from school or a school activity, function, or event.

*[Formerly IC 20-8.1-5.1-8]*

**IC 20-33-8-15.** In addition to the grounds specified in section 14 of this chapter, a student may be suspended or expelled for engaging in unlawful activity on or off school grounds if:

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

*[Formerly IC 20-8.1-5.1-9]*

**IC 20-33-8-16.**

- a) As used in this section, "firearm" has the meaning set forth in IC 35-47-1-5.
- b) As used in this section, "deadly weapon" has the meaning set forth in IC 35-41-1-8. The term does not include a firearm or destructive device.
- c) As used in this section, "destructive device" has the meaning set forth in IC 35-47.5-2-4.
- d) Notwithstanding section 20 of this chapter, a student who is:
  - 1) identified as bringing a firearm or destructive device to school or on school property; or
  - 2) in possession of a firearm or destructive device on school property; must be expelled for at least one (1) calendar year, with the return of the student to be at the beginning of the first school semester after the end of the one (1) year period.
- e) The superintendent may, on a case by case basis, modify the period of expulsion under subsection (d) for a student who is expelled under this section.
- f) Notwithstanding section 20 of this chapter, a student who is:
  - 1) identified as bringing a deadly weapon to school or on school property; or
  - 2) in possession of a deadly weapon on school property; may be expelled for not more than one (1) calendar year.
- g) A superintendent or the superintendent's designee shall immediately notify the appropriate law enforcement agency having jurisdiction over the property where the school is located if a student engages in a behavior described in subsection (d). The superintendent may give similar notice if the student engages in a behavior described in subsection (f). Upon receiving notification under this subsection, the law enforcement agency shall begin an investigation and take appropriate action.
- h) A student with disabilities (as defined in IC 20-35-7-7) who possesses a firearm on school property is subject to procedural safeguards under 20 U.S.C. 1415.

*[Formerly IC 20-8.1-5.1-10]*

**IC 20-33-8-17.** A student may be expelled from school if the student's legal settlement is not in the attendance area of the school corporation where the student is enrolled.

*[Formerly IC 20-8.1-5.1-11]*

**IC 20-33-8-18.**

- a) A principal may suspend a student for not more than ten (10) school days under section 14, 15, or 16 of this chapter. However, the student may be suspended for more than ten (10) school days under section 23 of this chapter.
- b) A principal may not suspend a student before the principal affords the student an opportunity for a meeting during which the student is entitled to the following:
  - 1) A written or an oral statement of the charges against the student.
  - 2) If the student denies the charges, a summary of the evidence against the student.
  - 3) An opportunity for the student to explain the student's conduct.
- c) When misconduct requires immediate removal of a student, the meeting under subsection (b) must begin as soon as reasonably possible after the student's suspension.
- d) Following a suspension, the principal shall send a written statement to the parent of the suspended student describing the following:
  - 1) The student's misconduct.

- 2) The action taken by the principal.

*[Formerly IC 20-8.1-5.1-12]*

**IC 20-33-8-19.**

- a) A superintendent of a school corporation may conduct an expulsion meeting or appoint one (1) of the following to conduct an expulsion meeting:

- 1) Legal counsel.
- 2) A member of the administrative staff if the member:
  - A) has not expelled the student during the current school year; and
  - B) was not involved in the events giving rise to the expulsion.

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

- b) An expulsion may take place only after the student and the student's parent are given notice of their right to appear at an expulsion meeting with the superintendent or a person designated under subsection (a). Notice of the right to appear at an expulsion meeting must:

- 1) be made by certified mail or by personal delivery;
- 2) contain the reasons for the expulsion; and
- 3) contain the procedure for requesting an expulsion meeting.

- c) The individual conducting an expulsion meeting:

- 1) shall make a written summary of the evidence heard at the expulsion meeting;
- 2) may take action that the individual finds appropriate; and
- 3) must give notice of the action taken under subdivision (2) to the student and the student's parent.

- d) If the student or the student's parent not later than ten (10) days of receipt of a notice of action taken under subsection (c) makes a written appeal to the governing body, the governing body:

- 1) shall hold a meeting to consider:
  - A) the written summary of evidence prepared under subsection (c)(1); and
  - B) the arguments of the principal and the student or the student's parent; unless the governing body has voted under subsection (f) not to hear appeals of actions taken under subsection (c); and
- 2) may take action that the governing body finds appropriate.

The decision of the governing body may be appealed only under section 21 of this chapter.

- e) A student or a student's parent who fails to request and appear at an expulsion meeting after receipt of notice of the right to appear at an expulsion meeting forfeits all rights administratively to contest and appeal the expulsion. For purposes of this section, notice of the right to appear at an expulsion meeting or notice of the action taken at an expulsion meeting is effectively given at the time when the request or notice is delivered personally or sent by certified mail to a student and the student's parent.

- f) The governing body may vote to not hear appeals of actions taken under subsection (c). If the governing body votes to not hear appeals, subsequent to the date on which the vote is taken, a student or parent may appeal only under section 21 of this chapter.

*[Formerly IC 20-8.1-5.1-13]*

**IC 20-33-8-20.**

- a) Except as provided in section 16 of this chapter, a student may not be expelled for a longer period than the remainder of the school year in which the expulsion took effect if the misconduct occurs during the first semester. If a student is expelled during the second semester, the expulsion remains in effect for summer school and may remain in effect for the first semester of the following school year, unless otherwise modified or terminated by order of the governing body. The appropriate authorities may require that a student who is at least sixteen (16) years of age and who wishes to reenroll after an expulsion or an exclusion attend an alternative program.

- b) An expulsion that takes effect more than three (3) weeks before the beginning of the second semester of a school year must be reviewed before the beginning of the second semester. The review:

- 1) shall be conducted by the superintendent or an individual designated under section (19a) of this chapter after notice of the review has been given to the student and the student's parent;
- 2) is limited to newly discovered evidence or evidence of changes in the student's circumstances occurring since the original meeting; and
- 3) may lead to a recommendation by the person conducting the review that the student be reinstated for the second semester.

- c) An expulsion that will remain in effect during the first semester of the following school year must be reviewed before the beginning of the school year. The review:

- 1) shall be conducted by the superintendent or an individual designated under section (19a) of this chapter after notice of the review has been given to the student and the student's parent;
- 2) is limited to newly discovered evidence or evidence of changes in the student's circumstances occurring since the original meeting; and
- 3) may lead to a recommendation by the individual conducting the review that the student be reinstated for the upcoming school year.

*[Formerly IC 20-8.1-5.1-14]*

- IC 20-33-8-21.** Judicial review of a governing body's action under this chapter by the circuit or superior court of the county in which a student who is the subject

of the governing body's action resides is limited to the issue of whether the governing body acted without following the procedure required under this chapter.

*[Formerly IC 20-8.1-5.1-15]*

**IC 20-33-8-22.** An expulsion that has been upheld by a governing body continues in effect during judicial review under section 21 of this chapter unless:

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

*[Formerly IC 20-8.1-5.1-15.5]*

**IC 20-33-8-23.** The superintendent or the person designated by the superintendent under section (19a) of this chapter may continue suspension of a student for more than the ten (10) school day period of the principal's suspension and until the time of the expulsion decision under section 19 of this chapter if the superintendent or the designated person determines that the student's continued suspension will prevent or substantially reduce the risk of:

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

However, a student may not be suspended from school pending a meeting on a student's proposed expulsion if the expulsion is ordered under section 17 of this chapter.

*[Formerly IC 20-8.1-5.1-16]*

**IC 20-33-8-24.**

- a) This section applies to a student who:
  - 1) is at least sixteen (16) years of age; and
  - 2) wishes to reenroll after an expulsion.
- b) A principal may require a student to attend one (1) or more of the following:
  - 1) An alternative school or alternative educational program.
  - 2) Evening classes.
  - 3) Classes established for students who are at least sixteen (16) years of age.

*[Formerly IC 20-8.1-5.1-17]*

**IC 20-33-8-25.**

- a) This section applies to an individual who:
  - 1) is a member of the administrative staff, a teacher, or other school staff member; and
  - 2) has students under the individual's charge.
- b) An individual may take disciplinary action in addition to suspension and expulsion that is necessary to ensure a safe, orderly, and effective educational environment. Disciplinary action under this section may include the following:
  - 1) Counseling with a student or group of students.
  - 2) Conferences with a parent or group of parents.
  - 3) Assigning additional work.
  - 4) Rearranging class schedules.
  - 5) Requiring a student to remain in school after regular school hours:
    - A) to do additional school work; or
    - B) for counseling.
  - 6) Restricting extracurricular activities.
  - 7) Removal of a student by a teacher from that teacher's class for a period not to exceed:
    - A) five (5) class periods for middle, junior high, or high school students; or
    - B) one (1) school day for elementary school students; if the student is assigned regular or additional school work to complete in another school setting.
  - 8) Assignment by the principal of:
    - A) a special course of study;
    - B) an alternative educational program; or
    - C) an alternative school.
  - 9) Assignment by the principal of the school where the recipient of the disciplinary action is enrolled of not more than one hundred twenty (120) hours of service with a nonprofit organization operating in or near the community where the school is located or where the student resides. The following apply to service assigned under this subdivision:
    - A) A principal may not assign a student under this subdivision unless the student's parent approves:
      - i) the nonprofit organization where the student is assigned; and
      - ii) the plan described in clause (B)(i).A student's parent may request or suggest that the principal assign the student under this subdivision.
    - B) The principal shall make arrangements for the student's service with the nonprofit organization. Arrangements must include the following:

- i) A plan for the service that the student is expected to perform.
  - ii) A description of the obligations of the nonprofit organization to the student, the student's parents, and the school corporation where the student is enrolled.
  - iii) Monitoring of the student's performance of service by the principal or the principal's designee.
  - iv) Periodic reports from the nonprofit organization to the principal and the student's parent or guardian of the student's performance of the service.
- C) The nonprofit organization must obtain liability insurance in the amount and of the type specified by the school corporation where the student is enrolled that is sufficient to cover liabilities that may be incurred by a student who performs service under this subdivision.
  - D) Assignment of service under this subdivision suspends the implementation of a student's suspension or expulsion. A student's completion of service assigned under this subdivision to the satisfaction of the principal and the nonprofit organization terminates the student's suspension or expulsion.
- 10) Removal of a student from school sponsored transportation.
  - 11) Referral to the juvenile court having jurisdiction over the student.
- c) As used in this subsection, "physical assault" means the knowing or intentional touching of another person in a rude, insolent, or angry manner. When a student physically assaults a person having authority over the student, the principal of the school where the student is enrolled shall refer the student to the juvenile court having jurisdiction over the student. However, a student with disabilities (as defined in IC 20-35-7-7) who physically assaults a person having authority over the student is subject to procedural safeguards under 20 U.S.C. 1415.

*[Formerly IC 20-8.1-5.1-18]*

**IC 20-33-8-26.**

- a) The governing body of a school corporation may adopt rules that require a person having care of a dependent student to participate in an action taken under this chapter in connection with a student's behavior. The rules must include the following:
  - 1) Procedures for giving actual notice to the person having care of the dependent student.
  - 2) A description of the steps that the person must take to participate in the school corporation's action.
  - 3) A description of the additional actions in connection with the student's behavior that are justified in part or in full if the person does not participate in the school corporation's action.
- b) A dependent student is a child in need of services under IC 31-34-1-7 if, before the student child becomes eighteen (18) years of age:
  - 1) the student's parent fails to participate in a disciplinary proceeding in connection with the student's improper behavior, as provided for by this section, if the behavior of the student has been repeatedly disruptive in the school; and
  - 2) the student needs care, treatment, or rehabilitation that the child:
    - A) is not receiving; and
    - B) is unlikely to be provided or accepted without the coercive intervention of the court.

*[Formerly IC 20-8.1-5.1-19]*

**IC 20-33-8-27.** The governing body of a school corporation may by rule:

- 1) amplify;
- 2) supplement; or
- 3) extend; the procedures provided in this chapter in any manner that is consistent with this chapter.

*[Formerly IC 20-8.1-5.1-20]*

**IC 20-33-8-28.** Any rights granted to a student or a student's parent by this chapter may be waived only by a written instrument signed by both the student and the student's parent. The waiver is valid if made:

- 1) voluntarily; and
- 2) with the knowledge of the:
  - A) procedures available under this chapter; and
  - B) consequences of the waiver.

*[Formerly IC 20-8.1-5.1-21]*

**IC 20-33-8-29.**

- a) As used in this section, "special school" includes the following:
  - 1) A vocational school.
  - 2) A special education school or program.
  - 3) An alternative school or program.
- b) To the extent possible, this chapter applies to a special school.
- c) The governing body of a special school may make necessary modifications to the responsibilities of school personnel under this chapter to accommodate the administrative structure of a special school.
- d) In addition to a disciplinary action imposed by a special school, the principal of the school where a student is enrolled may without additional procedures adopt a disciplinary action or decision of a special school as a disciplinary action of the school corporation.

[Formerly IC 20-8.1-5.1-22]

**IC 20-33-8-30.**

- a) This section applies to the following:
- 1) A student who:
    - A) is expelled from a school corporation or charter school under this chapter; or
    - B) withdraws from a school corporation or charter school to avoid expulsion.
  - 2) A student who:
    - A) is required to separate for disciplinary reasons from a nonpublic school or a school in a state other than Indiana by the administrative authority of the school; or
    - B) withdraws from a nonpublic school or a school in a state other than Indiana in order to avoid being required to separate from the school for disciplinary reasons by the administrative authority of the school.
- b) The student referred to in subsection (a) may enroll in another school corporation or charter school during the period of the actual or proposed expulsion or separation if:
- 1) the student's parent informs the school corporation in which the student seeks to enroll and also:
    - A) in the case of a student withdrawing from a charter school that is not a conversion charter school to avoid expulsion, the conversion charter school; or
    - B) in the case of a student withdrawing from a conversion charter school to avoid expulsion:
      - i) the conversion charter school; and
      - ii) the school corporation that sponsored the conversion charter school; of the student's expulsion, separation, or withdrawal to avoid expulsion or separation;
  - 2) the school corporation (and, in the case of a student withdrawal described in subdivision (1)(A) or (1)(B), the charter school) consents to the student's enrollment; and
  - 3) the student agrees to the terms and conditions of enrollment established by the school corporation (or, in the case of a student withdrawal described in subdivision (1)(A) or (1)(B), the charter school or conversion charter school).
- c) If:
- 1) a student's parent fails to inform the school corporation of the expulsion or separation or withdrawal to avoid expulsion or separation; or
  - 2) a student fails to follow the terms and conditions of enrollment under subsection (b)(3); the school corporation or charter school may withdraw consent and prohibit the student's enrollment during the period of the actual or proposed expulsion or separation.
- d) Before a consent is withdrawn under subsection (c) the student must have an opportunity for an informal meeting before the principal of the student's proposed school. At the informal meeting, the student is entitled to:
- 1) a written or an oral statement of the reasons for the withdrawal of the consent;
  - 2) a summary of the evidence against the student; and
  - 3) an opportunity to explain the student's conduct.
- e) This section does not apply to a student who is expelled under section 17 of this chapter.

[Formerly IC 20-8.1-5.1-23]

**IC 20-33-8-31.** If a student is suspended or expelled from school or from any educational function under this chapter, the student's absence from school because of the suspension or expulsion is not a violation of:

- 1) IC 20-33-2; or
- 2) any other statute relating to compulsory school attendance.

[Formerly IC 20-8.1-5.1-24]

**IC 20-33-8-32.**

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

[Formerly IC 20-8.1-5.1-25]

**IC 20-33-8-33.** Before February 1 and before October 1 of each year, except when a hearing has been requested to determine financial hardship under IC 9-24-2-1(a)4), the governing body of the school corporation shall submit to the bureau of motor vehicles the pertinent information concerning an individual's ineligibility under IC 9-24-2-1 to be issued a driver's license or learner's permit, or concerning the invalidation of a license or permit under IC 9-24-2-4.

[Formerly IC 20-8.1-5.1-26]

**IC 20-33-8-34.**

- a) Notwithstanding any other law, a suspension, an expulsion, or another disciplinary action against a student who is a child with a disability (as defined in IC 20-35-1-2) is subject to the:
- 1) procedural requirements of 20 U.S.C. 1415; and
  - 2) rules adopted by the state board.
- b) The division of special education shall propose rules under IC 20-35-2-1(b)(5) to the state board for adoption under IC 4-22-2 governing suspensions, expulsions, and other disciplinary action for a student who is a child with a disability (as defined in IC 20-35-1-2).

[Formerly IC 20-8.1-5.1-27]

**COURT ASSISTED RESOLUTION OF SUSPENSION AND EXPULSION CASES**

The following language was added to the Indiana Code as a NEW chapter by House Enrolled Act 1794, P.L. \_\_\_\_-2005, SECTION 23:

**IC 20-33. Chapter 8.5. Court Assisted Resolution of Suspension and Expulsion Cases**

**IC 20-33-8.5-1.** This chapter does not apply to a nonpublic school.

**IC 20-33-8.5-2.** A superintendent and a court having juvenile jurisdiction in the county may enter into a voluntary agreement (referred to as the "agreement" in this chapter) for court assisted resolution of school suspension and expulsion cases. The agreement may require the court to supervise or provide for the supervision of an expelled or suspended student who has been referred to the court by the school corporation in accordance with the terms of the agreement.

**IC 20-33-8.5-3.** The agreement may require that a court do one (1) or more of the following:

- 1) Establish a flexible program for the supervision of a student who has been suspended or expelled.
- 2) Supervise a student who has been suspended or expelled.
- 3) Require a student who has been suspended or expelled to participate in a school program (including an alternative educational program) for the supervision of a student who has been suspended or expelled.

**IC 20-33-8.5-4 a)** The agreement may require that a school corporation do one (1) or more of the following:

- 1) Define the violation for which a student who has been suspended or expelled shall be referred to the court.
- 2) Refer a student who has been suspended or expelled for a violation described in subdivision (1) to the court.
- 3) Establish a school program (including an alternative educational program) for the supervision of a student who has been suspended or expelled.

b) If a school corporation enters into an agreement, the discipline rules adopted by the school corporation under IC 20-33-8-12 must specify the violations for which a student may be referred to the court under the agreement.

**IC 20-33-8.5-5.** The agreement must provide how the expenses of supervising a student who has been suspended or expelled are funded. A school corporation may not be required to expend more than the amount determined under IC 21-3-1.7-6.7(e) for each student referred under the agreement.

**IC 20-33-8.5-6.** A student shall be given an informal hearing before the court, in a setting agreed upon by the court and the school system, as soon as practicable following the student's referral to the court, after notice of the hearing has been provided to the student's parent.

**IC 20-33-8.5-7.** A hearing under this chapter is not a hearing to determine whether a student who has been suspended or expelled is a child in need of services. However, if a court determines that a student who has been suspended or expelled may:

- 1) be a child in need of services (as described in IC 31-34-1); or
- 2) have committed a delinquent act (as described in IC 31-37); the court may notify the office of family and children or the prosecuting attorney.

**IC 20-33-8.5-8.** A parent or guardian has the right to be present and may be required to be present during the student's appearance.

**IC 20-33-8.5-9.** A student's appearance in court under this chapter shall not be used against the child or the child's parents or guardians in any subsequent court proceeding, including but not limited to any delinquency or child in need of services matter under IC 31.

**IC 20-33-8.5-10.** All records of the student's court appearance shall be expunged upon the student's completion of the out-of-school suspension or expulsion program.

**IC 20-33-8.5-11.** Notwithstanding the terms of the agreement, a suspension, an expulsion, or a referral of a student who is a child with a disability as defined in IC 20-1-6-1) is subject to the:

- 1) procedural requirements of 20 U.S.C. 1415; and
- 2) rules adopted by the Indiana state board of education.

**IC 20-33-8.5-12.** This chapter does not deprive a child of any due process rights to which the child may be entitled.

**ADDITIONAL DEFINITIONS IN RECODIFICATION STATUTE**

The following definitions appear in SECTION 2 of HEA 1288, and are codified at the new Title 20 cite of IC 20-18-2: [They apply throughout Title 20.]

**Chapter 2. Definitions**

**IC 20-18-2-1.** The definitions in this chapter apply throughout this title.

**IC 20-18-2-2.** "Average daily membership" or "ADM" has the meaning set forth in IC 21-3-1.6-1.1(d).



**IC 20-18-2-3. "Department"** refers to the department of education established by IC 20-19-3-1.

**IC 20-18-2-4. "Elementary school"** means any combination of kindergarten and grades 1, 2, 3, 4, 5, 6, 7, or 8.

**IC 20-18-2-5. "Governing body"** means:

- 1) a township trustee and the township board of a school township;
- 2) a county board of education;
- 3) a board of school commissioners;
- 4) a metropolitan board of education;
- 5) a board of trustees; or
- 6) any other board or commission charged by law with the responsibility of administering the affairs of a school corporation.

**IC 20-18-2-6. "Graduation examination"** means the test designated by the board under the ISTEP program.

**IC 20-18-2-7. "High school"** means any combination of grades 9, 10, 11, or 12.

**IC 20-18-2-8. "Indiana physician"** means an individual who holds an unlimited license to practice medicine in Indiana.

**IC 20-18-2-9. "Individualized education program"** means a written statement developed for a child by a group that includes:

- 1) a representative of the school corporation or public agency responsible for educating the child;
- 2) the child's teacher;
- 3) the child's parent, guardian, or custodian;
- 4) if appropriate, the child; and
- 5) if the provision of services for a seriously emotionally disabled child is considered, a mental health professional provided by:
  - A) the community mental health center (as described in IC 12-29); or
  - B) a managed care provider (as defined in IC 12-7-2-127(b)); serving the community in which the child resides; and that describes the special education to be provided to the child.

**IC 20-18-2-10. "ISTEP program"** refers to the Indiana statewide testing for educational progress program developed and administered under IC 20-32-5.

**IC 20-18-2-11. "Legal settlement"** of a student means the student's status with respect to the school corporation that has the responsibility to allow the student to attend its local public schools without the payment of tuition, or to pay transfer tuition under IC 20-26-11 if the student attends school in a local public school of another school corporation.

**IC 20-18-2-12.**

- a) **"Nonpublic school"** means a school that is not maintained by a school corporation.
- b) The term includes a private school or parochial school.

**IC 20-18-2-13. "Parent"** means:

- 1) the natural father or mother of a child;
- 2) in the case of adoption, the adopting father or mother of a child;
- 3) if custody of the child has been awarded in a court proceeding to someone other than the mother or father, the court appointed guardian or custodian of the child; or
- 4) if the parents of a child are divorced, the parent to whom the divorce decree or modification awards custody or control with respect to a right or obligation under this title.

**IC 20-18-2-14. "Principal"** refers to the chief administrative officer of a school.

**IC 20-18-2-15. "Public school"** means a school maintained by a school corporation.

**IC 20-18-2-16.**

- a) **"School corporation"** means a public school corporation established by Indiana law.
- b) The term includes a:
  - 1) school city;
  - 2) school town;
  - 3) school township;
  - 4) consolidated school corporation;
  - 5) metropolitan school district;
  - 6) township school corporation;
  - 7) county school corporation;
  - 8) united school corporation; or
  - 9) community school corporation.

**IC 20-18-2-17. "School year"** means the period:

- 1) beginning after June 30 of each year; and
- 2) ending before July 1 of the following year; except when a different period is specified for a particular purpose.

**IC 20-18-2-18. "Secondary school"** means a high school.

**IC 20-18-2-19. "State board"** refers to the Indiana state board of education established by IC 20-19-2-2.

**IC 20-18-2-20. "State superintendent"** refers to the state superintendent of public instruction.

**IC 20-18-2-21. "Superintendent"** means:

- 1) the chief administrative officer of a school corporation; or
- 2) in the case of a township school, the county superintendent of schools.

**IC 20-18-2-22. a) "Teacher"** means a professional person whose position in a school corporation requires certain teacher training preparations and licensing.

b) For purposes of IC 20-28, the term includes the following:

- 1) A superintendent.
- 2) A supervisor.
- 3) A principal.
- 4) An attendance officer.
- 5) A teacher.
- 6) A librarian.

**IC 20-18-2-23. "Textbook"** means systematically organized material designed to provide a specific level of instruction in a subject matter category.

**IC 20-18-2-24. "Transfer"** with respect to a student refers to the situation in which the student, for all or part of the student's education, attends school in a public school of a school corporation other than the school corporation in which the student has legal settlement.

**IC 20-18-2-25. "Transferor corporation"** and **"transferee corporation"** refer, respectively, in transfer situations to the school corporation of a student's legal settlement and the school corporation where the student attends school.

**IC 20-18-2-26.**

a) **"Transferred student"** means a student attending school in a school corporation in which the student does not have legal settlement.

b) For purposes of subsection (a), a student is considered attending school in a school corporation when:

- 1) the student is confined by a disability to a place outside the school corporation's facilities and receives instruction from school corporation personnel;
- 2) the student attends a special or vocational education school in which the school corporation of the student's legal settlement provides cooperatively a portion of the cost; or
- 3) the student is in another similar situation.

## **APPENDIX B**

### **NON-DISCRIMINATION POLICY**

The North West Hendricks School Corporation is committed to maintaining an environment free of harassment and intimidation based upon sex including sexual orientation and gender identity, race, color, religion, national origin, age, disability, marital or veteran status, or any other category protected by law. This applies to all personnel, students, members of the Board of School Trustees, and volunteers working within the School Corporation.

The North West Hendricks School Corporation will not tolerate any type of inappropriate behavior that may lead to forms of illegal harassment as defined by the law. Inappropriate behavior includes, but is not limited to, verbal, physical, visual conduct, and including the use of digital communications such as electronic mail, text messages, and social media sites, that is directed at a person because of the person's sex, including sexual orientation and gender identity, race, color, religion, national origin, age, disability, genetic information, and marital or veteran status, that creates an intimidating, offensive, or hostile environment, or interferes with classroom, extracurricular, or work performance. Some examples of inappropriate behavior includes but is not limited to racial slurs, ethnic jokes, stereotyping, posting or distributing offensive statements, or similar conduct.

Persons who feel they have been discriminated against should contact:

**Mr. Dave Hobaugh, Assistant Superintendent (Title I Officer and Title II Officer)**

104 North Church Street  
Lizton, Indiana, 46149  
(317) 994-4100

**Mrs. Tiffany Cox, NSES Principal (Title IX Officer)**

7027 North State Road 75  
North Salem, Indiana, 46165

(317) 994-3000

**Mrs. Tracey Shriver, Director of Exceptional Needs (504 Compliance Officer)**  
Boone-Clinton-North West Hendricks Joint Services – 1122 North Lebanon Street  
Lebanon, IN 46052  
(765) 483-3090

## **APPENDIX C**

### **NORTH WEST HENDRICKS SCHOOL CORPORATION PROCEDURE FOR DELIVERING STUDENTS WHEN BUSES BREAK DOWN OR PROBLEMS OCCUR**

1. **Students follow the directions of the bus driver at all times.**
2. **Bus driver will notify Head of Transportation, Superintendent, and School Administrator**
3. **Students stay on bus unless it is unsafe. Follow bus driver's instructions.**
4. **A School Administrator will go to site, if possible, when a long delay is anticipated delivering students home.**
5. **A staff person will be at the school to answer the phone and give information to parents about delay and expected arrival time. (Parents may also call the Superintendent's Office.)**
6. **Parents are discouraged from picking up their children at the site.**
7. **Any parent who comes to the site will give the bus driver a note stating that he/she is taking his/her children. The note will state the full names of the children and be signed by the parent. No parent will be allowed to transport other children.**