

# **NORTH VERMILLION ELEMENTARY**



## **PARENT / STUDENT HANDBOOK**

**2023-2024**

**Approved by the Board of Education of the  
North Vermillion Community School Corporation**

**July 20, 2023**

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**MISSION STATEMENT**

*“Soaring Towards Success by Growing and Learning Together”*

**N.V.C.S.C. EDUCATIONAL PHILOSOPHY**

A school system’s goal should be to provide a sound, basic philosophy that is workable and understandable in order to develop better educational programs. The philosophy of the North Vermillion School Corporation is as follows:

The Board is resolved that each individual student be accepted into the educational program as he/she is and be provided with a stimulating environment and opportunities for learning experiences designed to promote behavioral habits that will affect continuing satisfactory adjustments in life.

In its practical application of this philosophy, the Board outlines its expectations in the following broad goals:

- To provide programs that develop each student’s ability and desire to read, write, speak and perform mathematical skills.

- To provide activities for the best mental, physical, social, and emotional development of each student.

- To provide students with the awareness and knowledge to understand themselves and to appreciate their uniqueness and potential in the development of all their capabilities as a person.

- To provide programs and activities that develops an appreciation for each individual’s role in the family and community setting.

- To provide an increasing awareness, understanding and appreciation of the natural environment, including an appreciation for the need to conserve resources.

- To provide programs and activities that develops in students an awareness and appreciation of the impact of the many cultures in local, state, national and international affairs.

- To provide students with the skills for effective participation in the democratic processes.

- To provide programs that focus upon knowledge and understanding about the American heritage and the role of the United States in work relations.

- To provide activities that includes and motivates participation in the social processes.

- To provide knowledge and skills to enable individuals to seek truth and understanding of the economic processes.

## School Board Philosophy (Cont.)

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-To provide programs and activities for students' understanding, participation and appreciation of the fine arts.

-To provide students with opportunities to explore academic, occupational and recreational interests.

-To provide programs that enable students to acquire regular occupational skills for entry in the world of work.

### Corporation Phone Numbers

Superintendent's Office . . . . . 492-4033  
N.V. High School . . . . . 492-3364  
N.V. Elementary School . . . . . 492-7010  
Elementary Fax # . . . . . 492-7017

### North Vermillion Community School Corporation Board of Education

John Bean (President)	Bill Fulton
Joetta Hathaway	Brian Hughes (V-President)
Jason McLain	Sadie Taylor (Treasurer/Secretary)
Brandon Thomann	

### Central Office Personnel

Dan Nelson	Superintendent
Shelly Harrison	Corporation Treasurer/Bookkeeper

## North Vermillion Elementary Faculty and Staff

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### Kindergarten

*Tiffany Crowder*

*Rebecca Or*

### Music

*Colleen Leto*

### First Grade

*Alyson Lindsey*

*Andrea Potter*

### Physical Education

*Lorie Turchi*

### Second Grade

*Alisha Leonard*

*Leanne Purdy*

### STEAM

*Skyler Wright*

### Third Grade

*Miranda Ethington*

*Monica Hannah*

### Library/Media Specialist

*Kelly Orcutt*

### Fourth Grade

*Nicole Bridge*

*Emily Swaby*

### Special Services

*Abigail Burcham (SLP)*

*Mallory Kelly*

*Kris McLain*

*Ammity Stambaugh*

*Melissa Scaggs (SLP) / Director*

### Fifth Grade

*Brittney Meriwether*

*Marissa Shuey*

*Katelyn Snack*

### Title 1

*Heather Medina (Coordinator)*

*Sydney Thomason*

### Sixth Grade

*Kayla Chew*

*Gena Norman*

*Allison Pell*

### Daycare

*Zoe Hughes*

### Family & Student Support Coordinator

*Ed Kent*

**North Vermillion Elementary Faculty and Staff Continued**

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Office Personnel

Brian Byrum - *Principal*  
Kara Porter - *Director of Curriculum/Instructional Technology, and Assessment*  
Gina Byrum - *Nurse*  
Heather Hughes - *Administrative Assistant Treasurer*  
Kristi Lamb - *Administrative Assistant Secretary*

Paraprofessionals

Lyndsay Baker - *Special Needs*  
Chana Brown - *Special Needs*  
Luann Dunham - *Special Needs*  
Michelle Hughes - *Special Needs*  
Christine Jennings - *Title 1*  
Abigail McLain - *Special Needs*  
Deb Swingle - *Title 1*  
Robin Thomson - *Daycare*

Maintenance

Mike Davis (*Director*)  
Jonathan Strubinger

Custodians

Michelle Kearby  
Tammy Schmit  
Tia Simmons (*Director*)

Cafeteria

Christy Nale - *Food Service Director*  
Sheila Dunham- *Cafeteria Manager*

Cooks

Laura Boggess                      Michelle Marsha                      Marsha Peterson

Bus Drivers

#1 Naomi Skinner	#6 TBA
#2 TBA	#7 Carol Dilts
#3 Darrell Morgan	#8 TBA
#4 Lisa Morgan	#9 Ylonda Iungerich
#5 Mendy Blacketer	#10 Cheryl Bridge

Children whose 5<sup>th</sup> birthday falls on or before August 1 may enter Kindergarten in August of that school year. Children whose 6<sup>th</sup> birthday falls on or before August 1 may enter first grade in August of that school year

Children who have completed Kindergarten in another school district but who are six years of age after August 1 must have completed a Kindergarten program that is comparable to the program used locally and been in the upper fifty (50) percent of the class in performance and social adjustment plus meet the requirements for Section 4.21 on special class placement. Parents are responsible for requesting and obtaining the required information upon registration.

## Determination of Age

The presentation of a birth certificate shall be required of each child upon admission to school.

## New Students & Enrollment

New students are enrolled on a 30-day probationary basis. Before being officially enrolled, students must meet the following requirements:

- 1) We must be provided a copy of the student(s) birth certificate.
- 2) Show proof of immunizations required by the State of Indiana. A student shall be permitted to attend school no more than 30 days beyond the day of enrollment without furnishing written verification.
- 3) Have in our files a transcript of the student's records from the previous school.
- 4) Verification of parent/custodial guardianship.
- 5) Verification that parents or guardians are legal residents of Indiana. This address verification requires a substantiated 911 listing. Any student living out of the school district that wishes to enroll will be considered if they meet the **NVCS Non-Resident Transfer Tuition Policy** guidelines and application. Those can be picked up at the school or found on the school website: [www.nvc.k12.in.us](http://www.nvc.k12.in.us)
- 6) The North Vermillion School Corporation may deny enrollment of students who have been expelled by a sending school.



All children entering school are required to furnish a physician's certificate or other documentation showing the child has been immunized. Immunization requirements are established by the State Health Department. These requirements change as the State deems necessary. Our school nurse receives updated immunization information. She updates student files on a yearly basis. If students need required immunizations, the nurse will notify the child's parent.

Parents can get immunizations for their children from their private physician or from the Vermillion County Health Department. Immunizations from the Vermillion County Health Department are provided free of charge.

**No student shall be permitted to attend school for more than thirty (30) school days beyond the date of his/her enrollment without furnishing this written report of immunization.**

### DAILY TIME SCHEDULE

Student Arrival	7:50 a.m.
Tardy Bell	8:15 a.m.
Breakfast	7:50 – 8:30 a.m.
1 <sup>st</sup> Lunch	11:00 – 11:30
2 <sup>nd</sup> Lunch	11:35 – 12:05
3 <sup>rd</sup> Lunch	12:10 – 12:40
Primary Dismissal Bell	3:05 (2:35 on Wednesday)
Intermediate Dismissal Bell	3:08 (2:38 on Wednesday)
Student Pick up	3:00 – 3:10 (2:30–2:40 on Wednesday)

### **Building and Grounds**

We have a beautiful facility for student and community use. The building's appearance reflects the care taken by the faculty and students to maintain it. We are proud of our school and ask that students take pride in it as well by depositing trash where designated both inside and outside the building, keeping food and drinks in the cafeteria area unless by specific permission by the teacher, and caring for equipment and the facility as your own.

Damage to the building and grounds are detrimental to morale and the overall function and appearance of the facility. It is also illegal and can be accompanied by severe penalties under Indiana law, which reads:

“Whosoever maliciously injures or causes to be injured any property of another, or any PUBLIC PROPERTY, is guilty of a malicious trespass and on conviction may be fined a sum equal to two fold the value of the damage done, or a fine of not less than five dollars (\$5) nor more than one hundred fifty dollars (\$150) or imprisonment in the county jail or penal farm for not more than twelve (12) months.”

## Pledge of Allegiance and Moment of Silence

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Each morning the opportunity will be provided for students to voluntarily recite the Pledge of Allegiance in each classroom or on the school grounds. A student is exempt from participation in the Pledge of Allegiance and is not required to participate if: a) the student chooses not to participate or b) the student's parent/legal guardian chooses to have the student not participate. Students who are exempt from reciting the Pledge shall remain quietly standing or sitting while others recite the Pledge and shall make no display that disrupts or distracts other students who are reciting the Pledge.

Before the Pledge, there shall be a moment of silence. During the moments of silence, each student sitting or standing shall remain quiet while each student may, in the exercise of the student's choice, meditate or engage in any other silent activity that does not interfere with, distract, or impede another student in the exercise of the student's individual choice. Students are reminded that this "moment of silence" is not intended to be and shall not be conducted as a religious exercise.

## Breakfast and Lunch Program

Breakfast is served each morning and lunches are served in 3 sessions each day. **Student breakfast is \$2.30. Student lunch is \$2.80.** If you qualify for reduced prices, they are: \$.30 (breakfast) and \$.40 (lunch). Extra milk can be purchased for \$.50 and extra juice is \$.40 with a tray lunch or with the student's lunch from home. Students may also choose to bring their lunch from home. We do ask that if your child brings their lunch that no "fast food", glass bottles, or carbonated beverages be brought to school. This is in accordance with the state wellness policy.

## Transportation Changes

Students will be assigned a home bus and/or pick-up. Students may have one (1) additional transportation assignment. It is very important to us to make sure students are transported to and from school safely and efficiently. Parent/guardians are to inform the school by note or phone message each day of a change from the assigned bus or pick up schedule. If an emergency change must be made, please notify the office **no later than 1:00pm** for us to make sure your child; their teacher, and the bus driver are informed.

For the 2023-24 School year, All book rental fees will be free to all parents.

[A hard copy of the Parent Student handbook is available upon request]

**Replacement Policy:** Books that are damaged, lost, or destroyed will be replaced by the parent/guardian for the cost of the book.

### **Parent Communication**

We believe that one of the most important aspects of parent involvement in a child's education is school-home communication. Many attempts are made throughout the school year to communicate with parents about academic progress and school activities. Below is listed at least a few of these efforts and when to expect these to occur:

1. Academic Progress Reports - Sent home with students or e-mailed to parent at the mid-point of each 9-week grading period to give parents a glimpse of midway progress.
2. Report Cards – Sent home with students or e-mailed to parent at the end of each 9-week grading period.
3. Parent/Teacher Conferences – May be held in the Fall and/or Spring to discuss student progress and other parent/teacher concerns.
4. Monthly Newsletters/Activity Calendars – Mailed, e-mailed, or sent home with students to each family at the beginning of each month.
5. Teacher Notes - Sent with students, e-mailed, or mailed throughout the school year as deemed necessary by the classroom teacher.
6. Special Parent Notices - Sent home with students to announce late scheduled activities or important up to date information.
7. Parents who have internet access can check the school website for web announcements and Harmony at their convenience for real time information on their child's grades, lunch account, attendance, or discipline. The school also has computers that can be used by parents during office hours of 7:15am to 4:00pm.
8. Parents are encouraged to contact the child's teacher in regard to classroom questions or concerns. The office can answer questions pertaining to school fees, schedules, or general school information.

## School Closing Information

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In the event of severely inclement weather, emergencies or mechanical breakdowns, it may be necessary to close one or both schools or delay the starting time. Families will be notified by phone through our “School Messenger” system giving them a recorded message from the administration in regard to school news, events, delays, or closings. The elementary school will also post any school delays or closings on their facebook page. Parents are advised to monitor the following radio and television stations for such notifications:

RADIO: WDAN 14.90 AM, WIAI –99.1, WITY – 98.0, WCDV V-103 & WAXI – 104-9 TELEVISION: Channel 2 WTWO & Channel 10 WTHI in Terre Haute.

We ask that you prepare for the safety of your child in the event of an early dismissal or a school closing. Some helpful steps to assist you in this task follow:

1. In the event of an early dismissal and you are not at home – have a plan as to where the child is to go and make him/her aware of the plan. In the event they are to go home and for some reason you are not there, plan a place for the child to locate a house key and teach them how to use it in an emergency.
2. It is also best to have someone for them to call to let them know that they are alone and to keep an eye on them. Please make the school aware of your plans with the child in the event of an early dismissal or when you are unexpectedly not at home so that we can direct them if they can not remember.
3. If weather indicates, please dress your child in layers of clothing so that if an emergency arises, and they cannot get in the house right away or need to walk home from the bus stop due to an unknown closure, they will be dressed for the weather.

The object of having a fire drill is to see how quickly and orderly we can clear the building in the case of an emergency. Signs in all classroom areas indicate the routes to use in evacuation. Teachers will inform students of these routes as well. All Fire Drills will be announced prior to the drill. **For an unannounced Fire Alarm, all occupants will hold and wait for administrative or office personnel to give the all clear to evacuate.**

### Tornado Drills

Students will be informed as to the proper procedures and exit routes for Tornado drills. Students are to remain with the class during a drill.

### Emergency Drills

In the event of a building emergency, the school will follow standard response protocols. These protocols have been communicated with staff, students, parents, and local emergency organizations. Throughout the year, some of these will be practiced so that personnel and students will become familiar with the plan and the responsibilities of all involved.

### Health Services

The corporation has a registered nurse on campus to service both the elementary and the high school. Any medical condition or injury is to be reported to the office so that the nurse can be contacted if necessary. Students who have vomited or have a fever may not remain at school and the parent or guardian will be notified to take the child home.

### Pesticide Application Notice

Periodically throughout the year, it may be necessary for pesticides to be applied to external or internal areas of the school building and grounds. If you wish to have advanced notice pesticide use, contact the office at 492-7010. Pesticide application will not be done when children, staff members or any other school personnel are present in the area to be sprayed.

### Library Media Center

Books can be checked out for a 1-week period. Students are responsible for the return of the books on time and in good condition. Damage to books will be the responsibility of the child's parent. Students who do not return books at the assigned time will lose library privileges and may be assigned disciplinary consequences if the book is not returned or paid for after warnings have been issued.

A support coordinator is on staff in our corporation each day. The components of the Family and Student Support Coordinator is to provide leadership, organization and infrastructure to promote family and civic engagement within the district. This person works with parents, students, and staff to develop and implement cross-agency supports, interventions, and student programs that promote academic achievement, skills to minimize discipline, and truancy issues. This may be in various ways including but not limited to: Counseling students, providing character education, finding and implementing needed resources for student wellness.

### **Technology Devices**

Students have access to computers, iPads, and an interactive TV both in their classrooms each day. It is the responsibility of the students to follow the proper school guidelines for use of the computers. Those guidelines are as follows:

1. Extreme care should be taken when using the equipment. Students are responsible for intentionally damaged equipment.
2. Misuse or illegal use of the Internet may be subject to disciplinary action, loss of computer privileges and/or suspension/expulsion.
3. Printing is permitted only with permission from the teacher in charge.
4. Students are not permitted to gain access to computers utilizing any other student's password. Violation of this provision will result in disciplinary action.
5. Food items and beverages are not permitted in lab areas or near classroom computers.
6. All students using computers are subject to the contest of the Network/Internet/iPad Policies and information, and the consequences listed for violations. (See pages 50 - 53) Students are also expected to adhere to the North Vermillion Community School Corporation User and Parent Agreement Policy (See page 53).

### **School Telephones**

The school telephones are business phones and are to be used by students for emergencies and only with permission from school personnel. Students are to arrange schedules for outside school activities such as club meetings and personal business before coming to school each day. Students will not be permitted to call home for forgotten books or materials unless specifically instructed by the classroom teacher.

## **Student Insurance**

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Student insurance covering student injuries that might occur during school hours and while participating in school sponsored and supervised activities is available to all students of North Vermillion. If this insurance is taken, the contract is between the individual and the insurance company and has no connection with the school corporation other than making the service available to the students.

## **Courtesy and Respect**

Courtesy and respect to teachers, school employees, other students and visitors is not only a tradition in our school but an expectation for all students. Each of us should strive to be considerate of others despite gender, racial, religious or economic differences.

Students are expected to respect and obey the judgment of school personnel. They are considered the students' supervisors for the time that students are at school. This not only includes teachers but all adults in the building. Rudeness, disobedience and obscenities spoken, written, or gestured will not be tolerated and will be subject to disciplinary action.

Substitute teachers are licensed teachers or persons granted a substitute permit by the State of Indiana. The attitude and behaviors of our students impact directly upon the impression that the community and general public have of our school and the student body. Informal and formal disciplinary reports from the substitute teacher are the same as reports issued from the regular classroom teacher.

Parents that need to drop off or pick up will be met at the main entrance. If admission to the building is granted, visitors must sign in and wear a visitor's badge while in the building. Visitors may be denied access to school property at the discretion of school personnel.

The school's policy is to accept those visitors who by appointment have legitimate business to attend to at the school. Students shall not be allowed to bring friends or siblings to school to attend classes with them.

For security purposes, all entrance doors will be locked after 8:15 each day. All visitors, parents and students will need to ring the intercom and be let in the main entrance if arriving after 8:15. Visitors denied access to school property, are to leave school property upon request. Failure to follow instructions given by school personnel may result in arrest and criminal charges.

Visitors must refrain from actions that threaten the safety of students and school personnel or disrupt the educational environment.

### **Locker / Student Storage Policy**

All lockers, student cupboards and desks made available for student use on the school premises are the property of the school corporation. These storage spaces are made available for students to store school supplies and personal items necessary for use at school. These storage spaces are not to be used to store items which cause or can reasonably be foreseen to cause an interference with school purposes or an educational function, injury to the student or others or which are forbidden by state law or school rules.

The student's use of the storage space does not diminish the school corporation's ownership or control of the storage spaces. The school corporation reserves the right to inspect these areas and their contents, to ensure that the areas are being used in accordance with their intended purpose, to eliminate fire or other hazards, maintain sanitary conditions, attempt to locate lost or stolen materials and to prevent use of these areas to store prohibited or dangerous materials such as weapons, illegal drugs or alcohol.

In order to implement the school corporation's policy concerning student lockers and storage spaces, the school board adopts the following rules and regulations:

- A. The school corporation will retain access to student lockers by keeping a master key or list of combinations. Students may not use their own locks to prevent access to lockers by school officials and any unauthorized locks may be removed without notice and destroyed.



- B. Lockers are to be used to store school supplies and personal items necessary for use at school. Lockers shall not be used to store items which cause, or can reasonably be foreseen to cause an interference with school purposes or an educational function, or which are forbidden by state law or school rules such as drugs, drug paraphernalia, beverages containing alcohol, weapons, any flammable substance, bombs or explosives, pungent acids or nauseous chemicals, any library materials not properly checked out or overdue, non-returned gym or athletic equipment, stolen items, obscene materials, cigarettes or anything else that might interfere with school purposes. The principal may designate school personnel or law enforcement agencies authority to inspect lockers.
- C. The school corporation retains the right to inspect lockers and student storage areas to insure they are being maintained in accordance with the conditions of section (B) above. All inspections of these areas shall be conducted by the principal or his/her designee or by law enforcement agencies or school personnel authorized by the principal.
- D. The inspection of a particular student's locker or storage area will not be conducted unless the principal, or his designee, has a reasonable suspicion that the locker or storage area to be inspected contains items which cause, or can reasonably be foreseen to cause an interference with school purposes or an educational function or which are forbidden by state law or school rules. Reasonable suspicion may be based on a number of factors including;
- 1) information received by the principal or his designee from teacher, student, law enforcement, or detection devices
  - 2) the past record of the student whose locker is to be inspected
  - 3) the seriousness of the problem to which the search is directed such as violence or drug use in the school
  - 4) the behavior of the student, ex. indications that the student may be intoxicated.
- E. When conducting an inspection pursuant to these guidelines, the inspector shall take care to avoid unduly disrupting the contents of the locker or storage area or intruding unnecessarily into any student's written material located in the space unless the minimum inspection is necessary to determine that such material is not in itself or being used to conceal contraband.

- F. All contraband confiscated from lockers or student storage areas may be disposed of by the principal or his designee as he or she deems appropriate including;
- 1) returning it to the proper owner or place
  - 2) use it as evidence in a student discipline proceeding if possession of the contraband constitutes grounds for suspension or expulsion under IC20-8:1-5-4
  - 3) delivery to the proper law enforcement officials for prosecution purposes if possession of the contraband constitutes evidence of a crime or destruction.
- G. The principal or his designee may request the assistance of law enforcement officials including specially trained dogs in inspecting lockers or student storage areas or their contents for purposes of detecting the presence of drugs and devices prohibited on school property. Any search of a student's person will be based upon individualized reasonable suspicion in addition to any information resulting from the dog's examination. Parents/legal guardians will be notified, and a written document provided should a student search need to be conducted.
- H. Nothing in these rules shall affect members of the custodial staff who, at the direction of the principal cleans out lockers or student storage areas from time to time in accordance with general housekeeping schedule, or for a student no longer enrolled in the school. The custodial staff may open lockers or storage spaces over a vacation period if they have reason to believe that the area contains rotted, spoiled or mildewed items.

### **Physical Education Policy**

North Vermillion Elementary in compliance with state regulations and school wellness policy #8510, offers P.E. to every student. Students are required to have a pair of gym shoes (no wheels, cleats, or shoes with fabric on the bottom) that are not to be worn anywhere else but gym class. Plain rubber soled shoes are preferred and safest for activity on our gym floor. Students are required to participate in gym class as any other class. Students may be excused from gym class with a parent note for up to one calendar week without a doctor's note. Students who are excused from gym activity will be given other opportunities according to circumstance to receive their participation points. Students who are excused from gym by a parent or doctor's note will also be restricted at recess or have to sit, walk, or stay inside according to circumstance.

1. Students may visit with one another quietly while waiting to enter the serving area.
2. No more than 5 students are allowed in the serving area. Students are to remain quiet so that the cooks can hear student choices for their trays.
3. After receiving their tray, students are to politely take a seat in their designated eating area.
4. While eating lunch, students may visit quietly with those at their table.
5. Students are to keep hands, feet, arms and utensils to themselves during lunch.
6. Students are not allowed to take food from another student or off their tray/ lunchbox without permission
7. When dismissed from the table, students are to discard all paper products in the waste containers and place utensils and trays where directed.
8. After returning the tray, students are to take their same seat and visit quietly until lights out.
9. A few minutes prior to dismissal from the cafeteria, the lights will be turned out. At that time, students stop all visiting and pick up paper trash from the tables and floors and dispose of it. Having done this, students are to remain quiet while waiting to be called to line up for dismissal.
10. The cafeteria is an extension of the classroom. The staff supervising the lunchroom is in charge. They are to be treated with respect and their directions are to be followed.

## School Bus Guidelines

1. School bus drivers are to have control of all students conveyed between home and school. The driver shall keep order and maintain discipline among the children while in the bus or at the bus stop. A severely disruptive student may be refused transportation following notification of the parent by the principal or the driver.
2. Students will ride only their designated bus to and from school. If special arrangements must be made concerning the drop off or pick up point, the school and bus driver should be notified in advance by individual notes from the parent.

3. The following behavior is expected of each student riding the bus:
  - a. Students shall be seated immediately upon entering the bus. Assigned seats are at the discretion of the driver and may be assigned for disciplinary or supervision reasons.
  - b. Once in a seat, students are to remain seated until the bus stops at the school or assigned destination. Standing or moving from one seat to another is prohibited.
  - c. Loud, boisterous or profane language will not be tolerated as well as obscene gestures or comments.
  - d. Students are to keep hands, feet and other objects to themselves at all times. Teasing, scuffling and fighting is prohibited.
  - e. Students are to open or close windows only with permission from the driver.
  - f. Cell phone use is up to the driver's discretion and should be housed in the student's book bag/purse or pocket during transport. Sound should be turned down or off as to keep the noise to a minimum.
  
4. The following behavior is expected of each student at the bus stop:
  - a. Students should be waiting at his/her assigned stop when the bus arrives.
  - b. When it is necessary to cross in front of a bus, students should first wait for the driver's signal to cross and then walk far enough in front of the bus that the student can be easily viewed by the driver. Students should never enter the roadway until the bus stop arm is displayed and the driver has signaled the student to cross.
  - c. Students shall not enter or leave the bus until it comes to a complete stop.
  - d. Students are to conduct themselves in accordance with regular school rules while waiting at their bus stop.
  
5. The following disciplinary guidelines will be followed in regard to bus behavior problems:
  - a. With the exception of severe or dangerous behavior, students violating bus rules will be verbally warned by the driver. If the behavior persists, the driver may choose to write a discipline referral to the principal.
  - b. Upon receiving the first discipline referral of the semester, the student will serve one recess detention.
  - c. Upon receiving the 2<sup>nd</sup> discipline referral of the semester, the student will be called in to conference with the principal and will serve one recess detention.
  - d. Upon receiving the 3<sup>rd</sup> discipline referral of the semester, the student will be called to the office and a phone call will be placed to the parent to notify the parent that the student will be suspended from the bus for one day and will serve one recess detention.

- e. Upon receiving the 4<sup>th</sup> discipline referral of the semester, the parents will be called in for a conference with the principal and the driver. The student will be suspended from the bus for 3 days and will serve one recess detention.
- f. Upon receiving the 5<sup>th</sup> discipline referral of the semester, the student will be suspended from the bus for a period of 5 days and will serve one recess detention.
- g. Further behavior problems may result in an extended bus suspension for the rest of the semester or other disciplinary actions deemed necessary to modify the disruptive behavior.
- h. Students are notified that some buses are equipped with video cameras as a safety measure. In instances deemed necessary, these videos will be reviewed when student safety and disciplinary issues are in question.

### **Attendance Policy**

Attending school regularly is essential for success in school and is required by law. A student is counted absent or tardy regardless of the reason if he/she is not in school. There are three types of absences recorded. A certified absence will be recorded for a student when a Dr. note is submitted to the school covering the absence. Excused absences will be recorded for those students whose parents contact the school for the absence or have extenuating circumstances (see below). An unexcused absence will be recorded for students when no notification is given to the school stating the reason for the absence. If students are positive for COVID-19 (must include dr. verification), they will be excluded from school for the mandated quarantine period under a certified absence. Students may return to school when they: Completed the required quarantine time, are fever free without the use of medicine for at least 72 hours, or a doctor has medically cleared them to return to school

Students are limited to 10 absences per semester (not counting extenuating circumstances approved by administration, or certified absences by a doctor) Parents will be contacted when absences have occurred without being under the care of a licensed physician or a serious health problem. It is advisable for a student seen by a doctor at any time during the school year to obtain a doctor's statement.

Students who are absent from school or arrive after 12:30 will be counted as a full day absence and shall not participate in any extracurricular activities that evening unless a Dr. note is turned in for the absence. Students arriving at school after 9:30 am will be counted as ½ day absence. Students leaving prior to 2:30pm will be counted as 1/2 day absence. A note must be brought at the time the student returns to school following an absence or an unexcused absence will be given. An automated system will automatically call the parent/guardian if an absence has not been verified.

In our continued efforts to stress the importance of students' attendance, parents will be notified by letter/email and phone. The school may conduct a home wellness check enlisting the assistance of the local authorities and the Department of Child Services if necessary.

Parents are requested to notify the school if their child has an extended illness over (2) days. The school reserves the right to request a doctor's statement for an extended illness or excessive absence. Student absences may be verified at any time. (Note: a student who is vomiting or has a fever will be sent home.)

### **Excessive Tardies / Absences**

Students are considered tardy if they are not in their classrooms by 8:15 a.m. Students who arrive to school late MUST report to the main entrance (Door #1) and be admitted in the building by office personnel. Parents are encouraged to accompany the student to the door and give a reason through the intercom. After the 6<sup>th</sup> tardy in one semester and /or after 10 absences, the parents will be notified of the issue through a letter to be signed and returned. In the event of excessive tardies and absences, the student's name may be turned over to the Dept. of Child Services for investigation.

According to board policy 8450A, students found with head lice are to be sent home until determined free from head lice and nits by the school nurse. Students will be granted 2 days of certified absence to take care of the problem. Any absences after 2 days will be excused absence up to 3 days. Students sent home for head lice that have not returned after 5 school days will be charged with unexcused absences.

### Head Lice Policy

Whenever a student is found to be infested with head lice, s/he is to be sent home for treatment and not readmitted until the parent completes [Form 8450A F3](#) and it is confirmed that the child is free of any nits.

The necessary treatment is contained in [Form 8450A F1](#) which is to be sent to the parent along with the cover letter ([Form 8450A F2](#)).

The other students in the infested student's classroom and the student's sibling(s) should be examined for evidence of either the lice or lice eggs (nits). The examinations should be done by the school nurse.

### **Student Make-up Work**

Work missed when absent for legitimate reasons may be made up. It is the responsibility of the student to make the necessary contacts with teachers concerning make-up work. Students have one day for each day of absence to make up work. (Exception – prearranged family vacations and/or if arrangements have been made with the teacher)

Students placed on out-of-school suspension may receive credit for make-up work. Students placed on in-school suspension are required to complete assignments while serving in-school suspensions. Assignments will be indicated and provided to students serving in-school suspensions. Any incomplete or missed assignments are the responsibility of the student.

In general, students will not be held responsible for making up an assignment or test on the day following an absence. If the assignment, test, quiz, etc. was announced (verbally or written – i.e. blackboard, assignment sheet, etc.) prior to an absence, the student **will be** responsible for the assignment, test, quiz, etc. on the day following the absence. This applies to field trips as well.

### **Student Withdrawal from School**

The school office should be notified of any impending withdrawal from school. This will allow for the proper collection of books, the refunding of any book rental to the parent and any other necessary details so that we are able to send your child's records to the new school. If at any time during the school year there is a change of address or phone, we would appreciate your letting the office know. This information needs to be kept current for emergency purposes.

Students are to enter the building no sooner than 7:50 a.m. and are dismissed to leave the building at 3:05 p.m. unless under the direct supervision of a teacher.

**Students Leaving School Premises**

No student shall be permitted to leave school prior to dismissal at the request of or in the company of anyone other than a school employee, a police officer, a court official, or the child's parent or guardian without permission from the parent or guardian. Students may not leave the school premises during school hours without the approval of the principal. Any parent/guardian or other authorized personnel who leave with a student prior to dismissal time must sign that student out in the office.

If it is necessary to send a child home during the school day, office personnel, the school nurse or the administration will contact the parent, guardian or other designated person listed on the emergency card.

**School Supplies**

Parents will be given a list of school supplies needed at registration time. Students are expected to have their supplies with them for class each day.

**Book Bags and Carryalls**

Book bags may be used to transport materials to and from school. However, these must be stored in the student's locker upon arrival to school. Due to limited storage space on buses and in student lockers, the use of carryall luggage with wheels is strongly discouraged.

**Retention at Grade Level**

The North Vermillion Community Schools Board supports retention of a student when the retention will benefit the student. Retention at grade level, in most cases, would be at the primary grade level but may be necessary at the intermediate level due to individual circumstances.

The Board prohibits the retention of a child at grade level for the sole purpose of improving the student's ability to participate in extracurricular athletic programs.

Elementary students with excessive absences, which has had a detrimental effect on the child's academic progress, shall be considered for retention at grade level to avoid gaps in the child's learning.



The playground is an important area of the school, which necessitates rules and regulations. It is important that the playground be closely supervised in order to prevent serious accidents and injuries. Through supervisory circulation and the anticipation of situations that lead to accidents, many injuries can be avoided.

1. Students are not to rough-house or make unnecessary physical contact.
2. All football games are to be flag or touch. Tackling is not permitted.
3. Fighting, wrestling, name-calling, obscene language or gestures and other disruptive activities are not allowed.
4. Hard balls and baseballs are not to be used on the playground. Students may bring softballs or mush balls. The school will supply any bats used at recess. Therefore, there should be no reason for students to bring any type of hard bat to school.
5. Swings are to be used in a sitting position. Students are not to stand in the swing or swing from side to side. Students are not to jump from the swings. Bystanders should stay clear of the swing area to prevent being kicked. Only one person can be in a swing at one time.
6. Slides are to be used by one person at a time. Another person may be waiting on the ladder. Please remember that the only direction to travel on a slide is DOWN and in a sitting position.
7. Students are to play away from the building so that they do not disturb other classes in session.
8. Rocks, sticks, snowballs, etc. are not on the playground to be used as toys. These are dangerous objects if thrown.
9. Playground equipment is to be used in the manner for which it was designed.
10. When the signal to come inside sounds, go immediately to the area designated for you to line up to enter the building.
11. Please remember that other students are having class during your recess. Enter and leave the building in an orderly, quiet manner so as not to disturb them.

### Indoor Recess Guidelines

During inclement weather, the students will remain in their rooms for recess. The same recess rules apply in this area as outside with the exception of the outdoor equipment.

1. Because of the potential damage to furnishings and flooring, gum or suckers are not permitted at any time in the school building.
2. Candy and other snacks may only be eaten during the lunch period unless you have special permission from your teacher.
3. Students are to walk in the building at all times. Please keep to the right of the hallway when walking so as to avoid oncoming students.
4. When in the school classrooms or cafeteria, students should use normal conversational voices so as not to cause a disruption. When in the hallways, all students should proceed quietly.
5. We ask that students help keep our building clean by wiping excess mud, dirt, or water from their shoes before entering. This can also be accomplished by students keeping hands and marking materials away from the walls in the building.
6. Students that are dating, or in a similar relationship with other students, are not to show public displays of affection at school or school sponsored events. This can include but not limited to: holding hands, hugging, kissing, inappropriate touching.
7. Students are to be respectful and courteous to all adults in the building as well as to their fellow classmates. Inappropriate language with students or adults is not permissible.
8. After school is dismissed all students are to leave the building promptly unless they have an extra-curricular activity at school. In this instance, they are to report directly to the location of that activity.
9. Students are encouraged not to bring electronics, gaming devices, or other expensive or distracting articles that could be easily broken, lost or stolen. The school will not be responsible for these items.
10. Students are responsible for the care of their own personal belongings and for their school books and supplies. Please respect the rights of others and do not bother their belongings.
11. Extra-curricular activities are school activities and school behavior should accompany them. All conduct rules remain in effect during these events. Students are expected to conduct themselves properly and follow the directions of any adult supervisor, school official or staff member. Students having difficulty with behavior will be asked to leave and may jeopardize their opportunity to attend future events and activities.
12. Personal cell phones and other electronic devices are to be turned off, placed in book bags and stored in the student's locker during school hours unless permission to use is given by school faculty.

In administration of medication, the school must adhere to the following requirements:

- A. Public Law No 287
  1. A member of the administration or designee must administer
  2. Must be given in presence of an adult
  3. Must have written permission of parent/guardian
  4. Be advised that only medications approved by the Food and Drug Administration (F.D.A.) will be dispensed by school personnel.
  5. The above guidelines apply to all medication
  6. Nothing comes to school unless in original container in which it was dispensed or sold (including prescription or over-the-counter medication) and must be stored in the administrative area.
  7. Medication must be stored in a locked cabinet under adult supervision at all times.
  8. Records stating the dosage, date and time of administration must be kept on file.
  
- B. Indiana Department of Health requires that ALL medications be transported by an adult. This includes prescription and over the counter medications.
  
- C. Tylenol will not be provided by the school but can be administered by school personnel if provided by the parent. This medication must be transported by an adult in the original container and accompanied by written parental permission.
  
- D. A student with an acute or chronic disease or medical condition may possess and self administer medication that must be administered on an emergency basis while the student is on school grounds or off school grounds at a school activity, function or event if the student's parent/legal guardian files an annual authorization that must include a written statement from the student's physician for the student to self administer the medication. The parental authorization and physician's statement must be filed annually with the principal. The physician's statement must include: documentation that the student has an acute or chronic disease or medical condition for which the medication is prescribed, the student has been instructed in how to self-administer the medication, and the nature of the disease or medical condition that requires emergency administration of the medication.

- E. A school corporation may not send home student medication that is possessed by the school for administration during school hours or at school functions.

**Medical Transportation**

It is the responsibility of the parents to provide transportation and further care of the students if the student becomes ill or injured on school property. A student who vomits or has a fever will be required to go home after parents have been notified. This situation could affect a student's perfect attendance status.

**Emergency Contacts**

Parents must list emergency contact and information in the student data program (Harmony). Parents are urged to keep this information up to date in the event that we need to contact someone during an emergency situation with your child. Calling the school office or doing it manually online during the registration window can update this information.

**Custodial/Non-Custodial Parents**

The school will not honor any request by one parent over the other without a court order. In order for this order to be enforced by the school, it must be on file in the school office. We encourage the participation of both parents in the child's education. Legal precedence indicates that schools should not be placed in the middle of domestic matters and that the school shall treat both parents the same and will show no preference. Non-custodial parents can request copies of school records, report cards and communications as well as attend parent/teacher conferences unless a court order specifies that this is prohibited.

**Guardianship**

Proof of a legal Indiana residence and legal guardianship are required prior to school enrollment. Students attending North Vermillion Community Schools who reside outside of the North Vermillion district must provide an application and meet the requirements of the non-resident transfer policy guidelines (see pg. 5 of this handbook). Students who reside outside of Indiana will not be enrolled.

Students attending North Vermillion Community Schools are required to be appropriately dressed for school. Students will not be permitted to wear clothes that distract from the educational process. Clothing containing derogatory, violent, or sexual connotations or messages will not be permitted. Clothing that is revealing, torn, sagging or ill fitting will not be permitted. Clothing accessories such as chains, spikes, etc. will not be permitted at school. Pierced body jewelry that is considered potentially dangerous to the student's safety will not be permitted. Students are not to wear shorts between fall break and spring break unless permitted by the principal. Students who fail to abide by dress code requirements will be required to change their attire and may be subject to disciplinary action. The following guidelines are presented to assist students in meeting dress code requirements:

**Girls' Unacceptable**

- a. Sunglasses (unless medically excused)
- b. Clothing or jewelry with markings or messages which downgrade the school, refer to illegal practices, refer to or suggest violent behavior, drugs, alcoholic beverages, tobacco, profanity, sex or other lewd or suggestive letters, markings or comments are prohibited.
- c. Tops are to be modest in appearance and any exposure to cleavage will not be permitted. Tops should extend to the end of the shoulders (not necessarily over the shoulder). Under no circumstances should any top reveal the mid-section (stomach/back) while in normal walking, sitting or standing positions.
- d. Hats or head covering worn in the building (except on designated spirit days)  
\*Ladies are allowed headbands and accessories
- e. Chains attached to the body or clothing.
- f. Clothing that is excessively revealing.
- g. Clothing that is sagging or ill fitting.
- h. Pierced body jewelry that is considered potentially dangerous to the student's safety will not be permitted.
- i. Pajamas (unless on designated spirit days)
- j. Roller Skates, Roller Blades, or shoes with wheels or spikes

**Boys' Unacceptable**

- a. Sunglasses (unless medically excused)
- b. Clothing or jewelry with markings or messages which downgrade the school, refer to illegal practices, refer to or suggest violent behavior, drugs, alcoholic beverages, tobacco, profanity, sex or other lewd or suggestive letters, markings or comments are prohibited.
- c. Tops are to be modest in appearance. Tops should extend to the end of the shoulders (not necessarily over the shoulder). Under no circumstances should any top reveal the mid-section (stomach/back) while in normal walking, sitting or standing positions.
- d. Hats or head covering worn in the building.
- e. Chains attached to the body or clothing.
- f. Clothing that is revealing.
- g. Clothing that is sagging or ill fitting.
- h. Pierced body jewelry that is considered potentially dangerous to the student's safety will not be permitted.

- i. Pajamas (unless on designated spirit days)
- j. Roller Skates, Roller Blades, or shoes with wheels or spikes

Failure to comply with the dress code policy will result in the student's parent/guardian being called to bring the student a change of clothing or the school will supply a garment. In addition, this failure to comply will result in disciplinary action taken by the administration as follows:

- 1<sup>st</sup> offense: Verbal warning and documentation
- 2<sup>nd</sup> offense: A recess detention will be assigned, and student will be given the opportunity to change clothing
- 3<sup>rd</sup> offense: A parent/guardian phone conference will be held in addition to 1 recess detention and student will be given the opportunity to change clothing
- 4<sup>th</sup> offense: A meeting with parent.

### **Student/Parent Liability for Damage to School Property**

According to Indiana statute, with respect to any minor under the age of eighteen (18) years of age, the parents with whom such minor is living and having custody of such minor, shall be liable for the actual damages sustained but not exceeding the sum of seven hundred fifty dollars (\$750) plus the court costs of the action, to; any person, firm, association, corporation or the State of Indiana and its political subdivisions, including but without being limited to cities and towns, for any and all damage proximately caused by the injury to or destruction of any property real, personal or mixed by the intentional, willful or malicious act or acts of such minor.

### **Truancy**

A student is considered truant if he/she is absent from classes and/or school without permission. A student who is found to be truant three (3) or more days in one semester will be designated as a habitual truant.

Thirteen (13) and fourteen (14) year old students designated as habitually truant will be identified in a list submitted to the Bureau of Motor Vehicles (BMV) and may not be issued an operator's license or a learner's permit until they are 18 years of age, or until their attendance improves and they are free from truancies for two (2) semesters as determined by the school principal. Periodic attendance reviews will be conducted each six weeks after a student has been designated as habitually truant.

#### Consequences for Truancy:

- 1<sup>st</sup> offense: A three day in- school suspension will be given. Parent/legal guardian/administrator/student conference will be held.

- 2<sup>nd</sup> offense: A five day out of school suspension will be assigned; parent/legal guardian/administrator/student conference will be held; letter submitted to probation or Division of Family Services depending on the age of the student; SAP referral will be initiated.
- 3<sup>rd</sup> offense: Recommendation for suspension pending expulsion, loss of driver's license until the age of 18. Referral to the Vermillion County Court or additional contact with the Division of Family Services depending on the age of the child.

### **Search and Seizure**

A search of a student and his/her possessions may be conducted at any time the student is under the jurisdiction of the School Board, if there is a reasonable suspicion that the student is in violation of the law or school rules. A search may also be conducted to protect the safety of the student or others. All searches may be conducted with or without the student's consent.

Anything that is found in the course of a search that may be evidence of a violation of the law or school rules may be taken and held or turned over to law enforcement officials. The school reserves the right not to return items, which have been confiscated.

### **Elementary Discipline Plan**

One of the most important lessons our education should include is discipline. While it does not appear as a subject, it underlies the whole educational structure. It is the training that develops self-control, character, orderliness and efficiency. It is the key to good conduct and proper consideration of other people.

All students are expected to behave in a respectful, orderly manner while at school. Each student is responsible for his/her own behavior and must accept the consequences for his/her own actions. If, however, a student becomes disruptive, we reserve the right to employ discipline. Our school discipline policy conforms to both local and state policies. Corporal punishment may be used in our school. However, this method of discipline would be utilized as a last resort after all other methods had been exhausted and with parent permission. Students are expected to do what is asked of them while under the supervision of school personnel. All school personnel have equal authority when it comes to student discipline.

Students are subject to regular school disciplinary procedures from the time they leave their homes to the time they arrive back at their homes at the end of the school day. Students who remain after school for school activities are expected to report directly to their assigned area and are expected to comply with school rules and the directions of their supervisor at all times. Students attending extra-curricular and other school related activities are expected to follow the appropriate rules and regulations for the school whether it be at our own school or a school where we are visiting. Failure to do so may result in students being asked to leave or discontinue participation in the activity.

North Vermillion Elementary faculty members utilize an Assertive Discipline Plan when dealing with student behavior. It is designed to help your child better understand

his/her responsibility of acceptable behavior. It will help guarantee every child's right to the excellent learning opportunity he/she deserves and the rights of every teacher to teach without disruption.

If disciplinary steps are necessary, the classroom procedures are essentially uniform but become less lenient as the student becomes older and more responsible. The following is the disciplinary plan for our school arranged by age/area levels.

**All Grades (K-6)**

Teachers may use a variety of best practices to achieve classroom management. Applications may include, but not limited to: clip up/down charts, good behavior incentive models, name and check mark. If a student chooses to break a rule either classroom or school that is not considered severe in nature, the consequences are as follows:

- 1st time = Verbal warning
- 2nd time = 1 teacher time-out (15 minutes of recess)
- 3rd time = 1 detention (30 minutes of recess)
- 4th time = 1 office time-out (time to be determined by administration)

Students start fresh each day with all applications reset.

**\*\* Please know that some discipline situations are unique and considering the age, grade level, and evidence of the referral, student discipline may vary from similar situations across the building (example: disrespect to staff members may be disciplined differently to a kindergarten student than a 6<sup>th</sup> grade student) \*\***

**Severe Misbehavior**

Severe behaviors are those that are beyond the simple classroom rules that are developed by the classroom teachers to conduct their daily instructional activities. These behaviors could be but are not limited to:

- a. those that do or potentially could cause injury to the student or others,
- b. bullying, intimidation or threats to others,
- c. destroy or damage property,
- d. show disrespect or insubordination to a member of the staff
- e. repeated classroom or school infractions



### Consequences for Severe Behavioral Infractions

Severe behavioral infractions may result in but are not limited to any of the consequences listed below:

- Multiple “Time Outs” or detentions assigned
- Parent Contacts
- Student may have to call parent and discuss misbehavior
- Parent Conference
- In-School Suspensions
- Out of School Suspensions
- Corporal Punishment (*under parent and administration agreement*)
- Expulsion

### Behavior Management Plan

- I. Students will follow the regular elementary behavior plan of time-out or detention assignments until the assertive discipline has been exhausted and failed to correct the behavior **(to be determined by teacher and administration)**. Students who are on a behavior management plan may be excluded from attending special events such as: field trips, class parties, or assemblies.
- II. Upon the decision to implement the behavior plan, the following procedures will be followed:
  - A. The next discipline referral will result in a half (1/2) day in-school suspension with work to be completed in the office time-out area.
  - B. Following the issuance of (1) one half-day in-school suspension, further behavior problems will result in a full day in-school suspension with work to be completed in the office time-out area.
  - C. Following the service of a full day in school suspension, further behavioral problems will result in a one (3) day out-of-school suspension. Classroom work for out-of-school suspensions may count in those subjects for the day of the suspension. \*Any act on the part of the student that results in physical injury to a student or a violent act towards a staff member may result in an automatic one to three (1-3) day out-of-school suspension.
  - D. Following the serving of three (3) out-of-school suspensions, a conference will be called with parents, the principal, and the superintendent to discuss long term suspension or expulsion procedures.

The following is published and distributed in accordance with the provisions of the Senate Enrolled Act No. 162 as adopted by the 1972 Indiana General Assembly and as amended by P.L. 212-1983 and House Enrolled Act No. 1206-1985.

The entire foundation and success of public school education depends on the basic concept of self-discipline – a self-discipline that will allow all individuals to exist in a world of change and with the individual rights afforded to them by our Federal and State Constitutions. Certain standards of student conduct are necessary to assure that students seeking to express their own individual rights do not at the same time infringe upon the rights of others. The responsibility for the development and maintenance of self-discipline falls to the cooperative efforts of students, parents, teachers, administrators and community.

A portion of the responsibility for the development and enforcement of regulations for the protection of the rights of individuals is delegated by the Board of School Trustees to responsible officials within the School Corporation. The purpose of discipline controls is to help create an atmosphere that promotes the best possible learning environment for all those involved in the educational process.

An environment that provides equal opportunity for all and permits the teaching/learning process to proceed in an orderly manner is the objective of all school personnel. School staff members will make every effort, individually, collectively and cooperatively, with appropriate available community resources, to help each student gain acceptable self-discipline standards.

However, in the absence of self-discipline, the superintendent, principal and administrative personnel, or any teacher of the School Corporation is authorized to take certain actions reasonable, desirable or necessary to help any student to further school purposes or to prevent an interference with the educational process.

Some behavior is much more serious than other behavior and requires different approaches and clearly defined actions. Reprimand, corporal punishment, probation, referral to special personnel in the schools (counselor, assistant principal, principal), parent conferences, suspension, referral to special central office personnel (pupil personnel or psychological) and expulsion are alternatives available to school personnel in dealing with pupils involved in school discipline problems. Any or all of the techniques will be used; however, certain acts of misconduct will subject the student to suspension or expulsion from school or other remedies as necessary to maintain a safe and orderly school environment.

Recognizing that the behavior of some students may be so disruptive that it interferes with school purposes or educational functions of the School Corporation, school officials may find it necessary to remove a student from the school. In this event and in accordance with the provisions of IC20-8.1-5.1, the Board of School Trustees authorized administrators and staff members to take the following actions:

- A. **Removal from class or activity** – A teacher will have the right to remove a student from his/her class or activity for a period of up to 1 school day if the student is assigned regular or additional work to be completed in another school setting.
- B. **Suspension from school** - A principal (or designee) may deny a student the right to attend school or take part in any school function for a period of up to 10 school days.
- C. **Corporal Punishment** – Under the permission of the parent and administered by the principal or designated teacher a student may receive no more than 3 swats with the paddle to the buttocks. This will take place in the office.
- D. **Expulsion** - In accordance with the due process procedures defined in this policy, a student may be expelled from school for a period no longer than the remainder of the current semester plus the following semester, with the exception of a violation of rule 13 listed under the grounds for Suspension and Expulsion in this policy.

### **Grounds for Suspension or Expulsion**

Grounds for suspension or expulsion are student misconduct or substantial disobedience. The grounds for suspension or expulsion apply when a student is:

- A. On school ground immediately before, during, or after school hours and at times when the school is being used by a school group (including summer school)
- B. Off school grounds at a school activity, function, or event.
- C. Traveling to or from school or a school activity, function, or event (including a school bus).

The following include examples of student misconduct or substantial disobedience 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 subdivision.
2. Occupying any school building, school grounds, or part thereof with intent to deprive others of its use.
3. 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.
4. Being in possession of matches and/or lighter. Setting fire to or damaging any school building or property.
5. 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.
6. 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.
7. Causing or attempting to cause damage to school property, stealing or attempting to steal school property.
8. Causing or attempting to cause damage to private property, stealing or attempting to steal private property.
9. Bullying or 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 provision.
10. Threatening, bullying or intimidating any student for the purpose of, or with the intent of, obtaining money or anything of value from the student.
11. Knowingly possessing, handling or transmitting a knife or any object that can reasonably be considered a weapon.

12. Knowingly possessing, using, transmitting, or being under the influence of any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage or intoxicant of any kind or any paraphernalia used in connection with the listed substances. Also prohibited is the consumption of any of the stated substances immediately before attending school or a school function or event

EXCEPTION to rule #12: A student with chronic disease or medical condition may possess and self-administer prescribed medications for the disease or condition if the student's parent has filed a written authorization with the building principal. The written authorization must be filed annually.

The written authorization must be done by a physician and must include the following information:

- 1) The student has an acute or chronic disease or medical condition for which the physician has prescribed the medications.
  - 2) The nature of the disease or medical condition requires emergency administration of the prescribed medication.
  - 3) The student has been instructed on how to self-administer the prescribed medication.
  - 4) The student is authorized to possess and self-administer the prescribed medication.
13. 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.
  14. 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.
  15. Engaging in any activity forbidden by the laws of Indiana that constitutes an interference with school purposes or an educational function.
  16. Violating or repeatedly violating any rules that are reasonably necessary in carrying out school purposes or an educational function and are validly adopted 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 truant from school without the knowledge or consent of the parent/legal guardian or school, or absent from school in order to evade the school attendance policy, or habitual tardiness from school. This provision includes truancy from individual classes throughout the school day as well. A student who has been found truant for the third (3) time in a school year is considered to be a “habitual truant”. The school principal may withdraw the designation of “habitual truant” when the student has attended school 180 days without another truancy, In accordance with Indiana Code 20-8.1-3-17.2 any person while of the ages of 13 and 14 who is determined to be a habitual truant, cannot be issued an operator’s license or learners permit until the age of 18, or attendance record has improved as determined by the school board upon review of the student’s record. Habitual tardiness is defined as any student being late to school upon the fourth time in a semester without a parent/legal guardian note or phone call.
- D. Knowingly 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, glue sniffing, 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 hairstyle, that is profane, indecent, lewd, vulgar, or refers to drugs, tobacco, alcohol, sex or illegal activity, or is plainly offensive to school purposes.
- G. Violation of the school corporation’s administration of medication policy.
- H. Possessing or using a laser pointer or similar device.
- I. Possessing, using, distributing, purchasing, or selling tobacco products of any kind in any form (including lighters).
- J. Aiding, assisting, or conspiring with, another person to violate these student conduct rules or state or federal law.
- K. Taking or displaying pictures (digital or otherwise) without the consent of the student or staff member in a situation not related to a school purpose or educational function.

17. North Vermillion Schools are smoke-free buildings. There is to be no Smoking, vaping, or use of tobacco by students on school premises or school buses at any time. Students in possession of cigarettes or tobacco or who are found attempting to dispose of the same will be suspended from school and extracurricular activities for three days. Using and /or distributing or selling will result in 5 days out of school suspension. A second offense, he/she may be expelled under the due process rules. In addition, juveniles possessing and/or using tobacco are subject to referral to the juvenile justice system.
18. Sexual harassment of any kind will not be tolerated. Reports of sexual harassment will be handled as a major offense and be dealt with to the fullest extent of student discipline and the law. Students are apprised that sexual harassment can be prosecuted by law. Sexual harassment is defined as unwanted and unwelcome behaviors toward another person. This can include touching, grabbing, spreading sexual rumors, sexual comments, name calling, cartoons/pictures, sexual messages/graffiti, mooning, pulling down someone's pants, catcalls, whistles, bra-snapping, forcing a kiss on someone, pressure for sexual activities or other behaviors determined to be of a sexual nature. Violations will be handled on an individual basis. A substantiated charge against a student shall subject that student to, but not limited to, suspension and/or expulsion. Any person who knowingly files false charges against a student in an attempt to demean, harass, abuse or embarrass that individual shall be subject to disciplinary action.
19. Any student who accesses inappropriate internet web sites or uses an iPad, Mac-book, or computer/internet without permission or without signed acceptable use/Internet access authorization is in violation of school rules. Students found to be using computers in violation of school rules will be subject to disciplinary action, loss of computer use and/or suspension or expulsion. (See Guidelines for Network Use and Etiquette – Appendix A
20. Engaging in violence and/or threat of violence against any student, staff member, and/or other persons. Prohibited violence or threatening conduct includes but is not limited to: threatening, planning or conspiring with others to engage in a violent activity.
21. Threatening (whether specific or general in nature) damage or injury to persons or property regardless of whether there is a present ability to commit the act.
22. Failing to report the actions or plans of another person or persons to a teacher or administrator where those actions or plans, if carried out could result in harm to another person or persons or damage to property when the student has information about such actions or plans.
23. Any student conduct rules the school building principal establishes and gives publication of it to all students and parents in the principal's building.

Possession of a Firearm

No student shall possess, handle or transmit any firearm on school property. The following devices are considered to be a firearm as defined in Section 921 of Title 18 of the United States Code:

- a. any weapon which will or is designed to or may readily be converted to expel a projectile by the action of an explosive.
- b. the frame or receiver of any weapon described above.
- c. any firearm muffler or firearm silencer
- d. any destructive device in which the explosive is, incendiary, or poison gas, bomb, grenade, rocket having a propellant charge of more than four ounces, missile having an explosive or incendiary charge of more than one-quarter ounce, mine, or any similar device.
- e. any weapon which will, or which may be readily converted to expel a projectile by the action of an explosive or other propellant, and which has any barrel with a bore of more than one-half inch in diameter.
- f. any combination of parts either designed or intended for use in converting any device into any destructive device described in the two immediately preceding examples, and from which a destructive device may be readily assembled.

The penalty for possession of a firearm: 10 days suspension pending expulsion from school for one calendar year. The length of the expulsion may be reduced by the superintendent, if circumstances warrant such reduction.

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 apply when a student is:

- a. 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;
- b. Off school grounds at a school activity, function or event or
- c. Traveling to or from school or a school activity, function or event

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, or other school breaks and the summer period when a student may not be attending classes or other school functions.



Any student found to be involved in cheating will be subject to disciplinary action, loss of credit and/or suspension. Cheating is defined as:

- a. Unauthorized use of notes or other materials during assignments or examinations
- b. Any misrepresentation of work or answers
- c. Use of cheat sheets
- d. Use of copied work
- e. Plagiarizing

1st offense – Documentation, Detention, classroom consequences

2nd offense – Documentation, Detention, Loss of credit, classroom consequences

3rd offense – Documentation, ½ In School Suspension, Loss of Credit, Parent Meeting

### **Alternative Suspension and Advancement Program (ASAP)**

This program, located in the Jr/Sr, is a cooperative educational venture between the Parke and Vermillion County School Corporations. This alternative school program is designed to provide students the opportunity to continue their education in a caring, nurturing and self-paced environment. The program is available for high school and middle school (grades 6-8) students. A student may be required to attend this alternative educational placement during a suspension period. Recommendations for ASAP will be made by the school principal to the superintendent of schools in cooperation with the parents/legal guardians.

### **Bullying**

Overt, repeated acts or gestures including verbal communications transmitted, physical acts committed or any other behavior by a student or group of students against another student with the intent to harass, ridicule, humiliate or harm the other student constitute bullying. Examples of bullying are but are not limited to: hitting and/or punching (physical bullying), teasing or name calling (verbal bullying), intimidation through gestures or social exclusion (non-verbal bullying or emotional bullying) and sending insulting or intimidating messages by phone, computer, social media email/journaling/blogging or through other electronic means (cyber-bullying).

When a principal (or designee) determines that a student should be suspended, the following procedures will be followed:

1. The parents or guardians of suspended students will be notified in writing the dates of the suspension, description of the student's misconduct, and the action taken by the principal. Students are entitled to:
  - a. a written or oral statement of the charges;
  - b. if the student denies the charges, a summary of the evidence against the student will be presented; and,
  - c. the student will be provided an opportunity to explain his or her conduct.

Students involved in disobedience and/or misconduct may be assigned to in-school suspension. Students are required to obey school rules and to complete all assignments while assigned to in-school suspension. Classroom assignments and materials will be provided. Failure to obey in-school rules will result in suspension from school.

Note: Previous suspensions issued throughout the school year will be utilized in determining consequences for additional misbehavior(s). Generally, once a student has received suspensions of one (1) day and three (3) days, regardless of the listed student handbook consequence, a five (5) day to ten (10) day suspension pending expulsion procedures may be initiated. High standards pertaining to behavior are established at North Vermillion Elementary and compliance is expected.

## Criminal Gang Activity at School

### Definitions

“Criminal gang” defined (per IC35-45-9-1) means a group of people with at least three (3) members that specifically either:

- 1: promotes, sponsors, or assists in; or participates in; or
- 2: requires as a condition of membership or continued membership; the commission of a felony or an act that would be a felony if committed by an adult or the criminal offense of battery.

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

Prohibited Conduct

The Board of education prohibits criminal gang activity and similar destructive or illegal group behavior on school property, or school buses, or at school-sponsored functions. The Board prohibits reprisal or retaliation against individuals who report criminal gang activity and similar destructive or illegal group behavior who are victims, witnesses, bystanders, or other reliable information about criminal gang activity and similar destructive behavior.

Procedure for Reporting and Investigating

A School District employee must report any activity that the employee reasonably believes is criminal gang activity, including criminal gang intimidation or criminal gang recruitment, to the principal and school safety specialist.

The principal or designee shall conduct a thorough and complete investigation for each report of suspected gang activity. The principal or designee, upon consultation with the superintendent, may also request the assistance of law enforcement to aid in the investigation.

Each school within the district shall record the number of investigations disposed of internally and the number of cases referred to local law enforcement, disaggregated by race, ethnicity, age, and gender. Each school shall report this information to the superintendent by May 15 each year and the superintendent shall submit a written report to the Indiana Department of Education by June 1 of each year starting in 2017.

Consequences

A confirmed incident of criminal gang activity is a violation of the School District's code of conduct. The principal or designee shall respond to criminal gang activity according to the parameters described in the school's code of conduct and discipline policies and report such activity to local law enforcement.

Support Services

The principal may provide or assign intervention or relevant support services to a student involved in, or suspected of, being involved in criminal gang activity. The following types of services, including family support services may be provided:

- Counseling
- Enlist parent cooperation and involvement community and faith-based organizations and civic groups
- After-school programs developed in collaboration with other stakeholders
- Other appropriate action as developed by the superintendent or principal.

Criminal Gang Prevention and Education

The School District shall establish an evidence based educational criminal gang awareness program for students, employees, and parents that must include information:

- 1-to educate students and parents on the extent to which criminal gang activity exists;
- 2-regarding the negative societal impact that criminal gangs have on the community;
- 3-on methods to discourage participation in criminal gangs;
- 4-on methods of providing intervention to a child suspected of participating in criminal gang activity.

The School District shall also provide training to all employees regarding implementation of this policy. The superintendent shall ensure that notice of this policy appears in the student handbooks and on the corporation's website.

**Expulsion Procedures**

When a principal (or designee) recommends to the superintendent (or designee) that a student be expelled from school, the following procedures will be followed:

1. The superintendent (or designee) may conduct an expulsion meeting, or may appoint one of the following persons to conduct the expulsion meeting:
  - a. legal counsel
  - b. a member of the administrative staff who did not expel the student and was not involved in the events giving rise to the expulsion.
2. An expulsion will not take place until the student and the student's parent are asked to appear at an expulsion meeting conducted by the superintendent or the person designated above.
3. Failure by a student or student's parent to appear at this meeting will be deemed a waiver of rights administratively to contest the expulsion or to appeal it to the school board.
4. The request to appear at the expulsion meeting will be in writing, delivered by certified mail or by personal delivery and must contain the reasons for the expulsion and the date, time, place and purpose of the meeting.
5. At the expulsion meeting, the principal (or designee) will present evidence to support the charges against the student. The student or parent will have the opportunity to answer the charges against the student and to present evidence to support the student's position.
6. If an expulsion meeting is held, the person conducting the expulsion meeting will make a written summary of the evidence heard at the meeting, take any action found to be appropriate, and give notice of the action taken to the student and the student's parent.
7. The student or parent has the right to appeal the decision of the person conducting the expulsion meeting to the school board within 10 days of the receipt of notice of the action taken.

8. The student or parent appeal to the school board must be in writing. If an appeal is properly made; the board must consider the appeal unless the board votes not to hear the appeal.
9. If the board hears the appeal, it will consider the written summary of the expulsion meeting and the arguments of both the school administration and the student and/or the student's parent. The board will then take any action deemed appropriate.

### **Honor Roll**

Students who receive all A's for the 9-week grading period will be placed on the 9-week "A" Honor Roll list which is published in the area newspapers. Students who receive all A's and B's for the 9-week period will be placed on the 9-week "B" Honor Roll list which is published in the newspapers as well.

Students who receive all A's for the semester will be placed on the Semester "A" Honor Roll list and will receive a semester honor award sponsored by the PTO. Students who receive all A's and B's for the semester will be placed on the "B" Honor Roll list and will receive a semester honor award sponsored by the PTO.

### **Student Council**

Our Elementary Student Council consists of students who have been nominated by their classmates and selected by their teachers as leaders at their grade level. Members must maintain a "C" average in their academic classes and must maintain excellent conduct grades throughout their term.

The Council is involved in many varied activities throughout the year including philanthropic projects, school spirit activities, leadership workshops, Veterans Day programs, etc. They also serve as hosts and hostesses for our school during special school activities.

### **Musical Opportunities**

Our elementary school has a 6th grade band and a 5th and 6th grade choir who practice several times each week and perform at various functions throughout the year. Along with group performances, individual students are encouraged to enter solo and ensemble competitions during the year as well.

Fifth and sixth grade students have several athletic opportunities available to them throughout the year. These are as follows:

- 6th grade boys' basketball
- 6th grade girls' basketball
- 6th grade girls' volleyball
- 6th grade cheerleading (if available)
- 5<sup>th</sup> & 6th grade wrestling
- 5<sup>th</sup> & 6th grade football
- 5<sup>th</sup> & 6<sup>th</sup> grade boys and girls cross-country (if available)
- 5<sup>th</sup> & 6<sup>th</sup> grade boys and girls swimming (if available)

### **Music and Athletic Participation**

As a member of our choir, band and/or an athletic team, students will be representing our school at home as well as away from home. The quality and type of school that we have is often measured by the behavior of our students in these areas. Parents, the school administration and the staff spend endless hours in order that our students can participate in inter-school activities. We will not be embarrassed by disrespectful and irresponsible behavior on the part of our students. Students wearing our school colors should do so with respect in their competition. The wearing of our school uniforms and/or representing our school is an honor and a privilege becoming any student of North Vermillion. Any student who conducts him or herself in a manner not becoming of a North Vermillion student may be denied the privilege of representing our school in the future. Per our attendance policy, students who are absent from school are not allowed to participate in extracurricular activities, games, or events on the day of the absence unless a Dr. note clears them to do so.

### **Field Trips**

Field trip decisions will be made in accordance with state and health guidelines. If a field trip is planned, parents will be notified in advance of these trips and asked to complete a permission slip for their child to attend the trip. In order to join the group on the trip, students must be in good standing in regard to discipline and submit signed parent permission on file.

Students on field trips are expected to follow all school rules and conduct themselves in a respectful and orderly manner. It is our opinion that the students are representing our school when on a field trip. Therefore, they should act accordingly.

**Siblings of students attending a class field trip are not allowed to attend unless they are serving as a chaperone and abide by chaperone mandates under board policy.**

As a parent chaperone, you are responsible for students involved with the field trip. School aged siblings or relatives of students not in the class attending the field trip take away from the experience that child has with his/her classmates and teachers. It also puts teachers in the middle when dealing with discipline and supervision. Parents who choose not to follow this rule may not be allowed to attend future school field trips.

**Classroom Snacks / Treats**

If you would like to send in treats for the classroom, we ask that you send pre-packaged treats and to also please be aware that many children have special dietary restrictions. We ask that you contact the teacher to obtain this information and decide a convenient time. The treats will be utilized as an afternoon snack, but no classroom party will be held due to the loss of instructional time involved.

**Parent Teacher Organization (PTO)**

Our PTO meets on the second Monday of each month that school is in session. Meetings begin at 3:30 and are usually held in the library or cafeteria. The PTO also sponsors other events and activities that parents may wish to become a part of or attend. This information is included in the monthly newsletters and on monthly activity calendars.

**2023-2024 PTO Officers**

President . . . . .	Valerie Winland
Vice President . . . .	Gena Norman
Secretary . . . . .	Kelly Orcutt
Treasurer . . . . .	Heather Hughes

The following standard grading scale is to be used in the school of the North Vermillion Community School Corporation for all regular education students.

99- 100%	A+	77-79%	C+
93-98%	A	73-76%	C
90-92%	A-	70-72%	C-
87-89%	B+	67-69%	D+
83-86%	B	63-66%	D
80-82%	B-	60-62%	D-
		0 - 59%	F

### **Drug Testing Program**

#### **Introduction**

The Board of School Trustees of the North Vermillion Community School Corporation recognizes the health risks and dangers associated with the use of unlawful, illicit drugs and/or alcohol. The Board further recognized that, according to independent surveys done at North Vermillion Community School Corporation, a segment of the student population has used or regularly uses alcohol and drugs, including marijuana, cocaine, crack, inhalants, amphetamines, tranquilizers, and narcotics. Drug usage has been reported among both junior high school and high school students with drug usage increasing during the high school years. Drug and alcohol use in the school is a threat to the safety and health of both students, faculty and staff and jeopardizes the efficiency and the quality of our educational programs. The risks associated with such use may include the possibility of impaired judgment, diminished capacity, deterioration of the organs of the body, addiction, and conditions that substantially inhibit a person from performing to his/her fullest natural ability.

The drug testing program for North Vermillion School Corporation has been developed in accordance with the North Vermillion Jr. –Sr. High School and North Vermillion Elementary School mission statements and philosophy as stated.

#### **Program Description**

The privilege of student driving, athletics and school sponsored extracurricular activities of North Vermillion Community School Corporation are an integral part of the school system, community, and student growth and development. Participation in athletics, school sponsored extracurricular activities, and the privilege of student driving offered to students require both scholastic and the physical conditions of eligibility. One such condition of eligibility shall be the agreement by the student to submit to a random drug testing program. This program will be offered to all students (grades 6-12), male and female, who participate in athletics, school sponsored extracurricular activities, and the privilege of student driving.

In addition to those students who choose to participate in the privilege of student driving, student athletics and school sponsored extracurricular activities, the school will test any student who volunteers to participate in the program, as well as students under the age of eighteen (18) whose parents wish to have them included in the program. Such



students and/or parents must provide the school with their consent to participate in writing. Once written consent is given for testing, it shall be in effect for the remainder of their tenure at North Vermillion School Corporation unless such consent is withdrawn in writing.

The primary purpose of this program is not intended to be disciplinary or punitive in nature, but to educate our students and promote a safe, learning-conducive environment at North Vermillion. Education directs students away from drug and alcohol use and toward a healthy, safe and drug free life. It is mandatory that each student who participates in the privilege of student driving, athletics (Grades 6-12), and school sponsored extracurricular activities must sign and return a witnessed "consent form" for the drug testing program prior to participation in any school sponsored extracurricular activities, athletics or the privilege of student driving. Failure to comply will result in non-participation.

The implementation of this program will not affect the policies, practices or rights of the North Vermillion Community School Corporation in dealing with drug or alcohol possession or use where reasonable or probable cause is obtained by means other than the random sampling provided within this drug testing program or with the policies in place in the Student Handbook concerning drug usage.

Sponsors of any school program or event may have their own training/participation rules and requirements, which include prohibitions concerning the use of alcohol, and drugs. Sponsors retain the necessary authority to enforce these rules separate from the random drug testing program. It is not the purpose of this program to bar from all further participation those students who test positive, but to promote healthy lifestyles and safety.

1. Administrator/or Designee will require the attendance of all students at one or more drug education presentations. Each student shall receive a copy of this policy. This program shall be explained to all students and an educational presentation shall be made as to harmful consequences of drug and alcohol.
2. Each student shall be provided with a consent form, a copy of which is Attached hereto, which must be dated and signed by the student and by the Custodial parent or guardian before such student shall be eligible to practice or participate in any extra-curricular activity. By signing the consent form the student agrees to provide, at any time requested, a urine sample to be tested for drugs and alcohol. By signing the form, the custodial parent(s) or guardian(s) also gives consent for the student to provide a urine sample.
3. The selection of students to be tested will be done randomly. Each student Will be assigned a number, and one cross referenced list of names and numbers will be maintained by the Principal and designee. A verifiable system of random selection will be employed by the principal and designee. A student will be required to provide a sample of his or her urine in a verifiable manner, but the collection of the same shall not be physically

observed. The student's number and the date shall be written on the sample bottle and the student and school nurse and/or designee shall each date and initial the cross-reference list, establishing that the sample container has the proper identification number written on it. The school nurse and/or designee shall then be responsible for turning over the samples to the testing laboratory. Each sample may be tested for alcohol, "street drugs", (which may include all drugs listed as controlled substances under the laws of the State of Indiana), and "performance enhancing drugs" (such as steroids). A sufficient portion of the sample shall be retained for reanalysis under paragraph 6. If the student is taking any over-the-counter or prescription medications which may contribute to a "positive" test result, the student should inform the school nurse and/or designee of this fact at the time the urine sample is taken. Testing shall be done by a competent laboratory through use of urinalysis. The North Vermillion Community School Corporation shall pay for testing done at its request.

4. When a random number is selected for testing, the nurse and /or designee Obtaining the urine sample shall be told that such student shall give a urine sample to be tested. The laboratory will report to the Principal by the numbers on each sample container the results of each test. The results of a positive drug test will be disclosed to the student, the student's custodial parents(s) or guardian(s), and those school personnel affected by a positive finding.
5. A positive finding will involve disclosure of the (information t parents and Only those school personnel necessary for implementation and enforcement of this policy), implementation of intervention strategies and will result in appropriate program consequences.
6. If the student or the student's custodial parent(s) or guardian(s) desire, They may have any remaining portion of the urine sample re-analyzed by another laboratory selected by the student's custodial parent(s) or guardian(s) from an approved list of laboratories provided by the School Corporation. For such a retest, the sample must be verified and transported tot he laboratory by the school nurse and/or designee. The student and/or the student's custodial parent(s) or guardian(s) may also submit any relevant information, which will be considered in determining whether a positive test can be satisfactorily explained.
7. If a positive test is not satisfactorily explained, the Principal/Designee will Consult with the student and the student's custodial parent(s) or guardian(s) concerning the nature and extent of the problem and the disciplinary consequences of the violation will be imposed.

8. Subsequent drug testing will occur as a result of a positive finding. Appropriate intervals of time will be allowed between screenings. Reoccurring positive findings will result in specified consequences as indicated in the Program Consequences section.
9. The North Vermillion Community School Corporation reserves the right To test any participating student who at any time exhibits cause for reasonable suspicion of drug and alcohol use, in accordance with the provisions of the Student Handbook.

**Program Consequences**

Identification through one of the following methods is sufficient reason for the consequences to be implemented:

- The determination of a positive test result from a random or subsequently required urinalysis.
  - Admission of a violation
  - Notification to school officials by verified police report or court action.
1. Any participant who identified through any of the means listed above, for The privilege of student driving, athletics and school sponsored extracurricular activities, shall be required to attend a mandatory drug educational Session, and shall be ineligible for the privilege of student driving, athletics and school sponsored activities during the participation in the drug educational program and until a second screening is conducted and determined to be negative.
  2. Appropriate intervals of time will be provided between screenings. Research Indicates the following intervals of time are needed for the substances listed below to clear the system.

Alcohol	18 hours
Amphetamines	2 – 3 days
Marijuana	1 –5 weeks
  3. A second positive testing will result in non-participation (including practices) in extra-curricular activities, athletics and for the privilege of student driving for 365 days (from date of second finding). Non-sponsored interventions will be recommended and encouraged also. Furthermore, this offense shall be treated as a misconduct with the consequences outlined in the Student Handbook under the S.A.P. policy (violations, first offense)

In addition, during the 365 days of non-participation, subsequent drug Screenings may occur. Additional positive findings during this initial 365 Days shall result in non-participation for a longer period of time. The Opportunity for participation may be regained after 365 days of non-participation and one negative finding.

4. The procedures established under this document apply only to circumstances involving testing for drugs and alcohol. All other misconduct described in the existing athletic and extracurricular codes shall be covered by the consequences as outlined in the current Student Handbook.

### **Guidelines**

1. The School Nurse, the Principal and/or Designee will be responsible for administering this program.
  - a. The Principal shall be responsible for keeping a copy of the signed Testing agreements, contacting and arranging testing dates with the Laboratory and receiving notice of any positive test from the laboratory.
  - b. The Nurse or Principal's Designee will be responsible for overseeing the collection of the urine specimens, delivering the specimens to the Laboratory courier and keeping the chain of custody intact.
  - c. The Principal or his/her designee is responsible for explaining the consequences of a positive test to the student and his/her parents/guardian.
2. Refusal of a student, after contact of parent, to provide a specimen will be considered the same as a positive test and that student will be excluded from extra-curricular activities for 365 days from date of refusal.
3. If a student cannot provide a specimen, he/she will be given eight (8) Ounces of water and be allowed two (2) hours to give a specimen. (Medical Studies have shown that a person given this amount of fluid and time should be able to supply sufficient specimens.)
4. If the urine specimen is determined to be diluted, another specimen must be obtained and results received before that student will be allowed to participate (including practice) in extra-curricular activities, athletics and have the privilege of student driving.

The technology focus of North Vermillion Community School Corporation-NVCSC- recognizes the value of computers and other electronic devices to improve student learning and enhance the administration and operation of its schools. NVCSC encourages the responsible use of computers, other electronic devices, the internet, and electronic resources in support of the mission and goals of the NVCSC and its schools.

### **NVCSC Rights and Responsibilities**

NVCSC is charged to maintain an environment that promotes ethical and responsible conduct in all online network activities by staff and students. It shall be in violation of this policy for any employee, student, or other individual to engage in any activity that does not conform to the established purpose and general rules/policies of this network. Within this policy, NVCSC recognizes its legal and ethical obligation to protect the well being of students. NVCSC retains the following rights and recognizes the following obligations to its staff and students.

1. To monitor the use of online activities. This may include real-time monitoring of network activity and suspicious search queries generated by the network filtering system.
2. NVCSC reserves the right to restrict online destinations through the use of software or other means.
3. To make reasonable effort to train staff and students in acceptable use and policies governing online communications.
4. To remove user accounts that are no longer part of the NVCSC network.
5. NVCSC administrators or appointed designee have access to all mail and will monitor messages. Messages relating to or in support of illegal activities will be reported to the appropriate authorities.
6. To provide internal and external controls as appropriate and feasible. Such controls shall include the right to determine who will have access to NVCSC owned equipment and, specifically, to exclude those who do not abide by NVCSC's acceptable use policy or other policies governing the use of the school facilities, equipment, and materials.

**Staff Responsibilities**

1. Staff members who supervise students, control electronic equipment, or have the occasion to observe student use of said equipment online shall make a reasonable effort to monitor the use of the equipment to assure it conforms to the said mission of NVCSC.
2. Staff members who supervise students should make reasonable efforts to become familiar with the Internet and its use so that effective monitoring, instruction, and assistance may be achieved.
3. Staff members who supervise students should make reasonable efforts to become familiar with the technology and its use so that effective monitoring, instruction, and assistance may be achieved.
4. Staff members who supervise students have the right to randomly inspect student iPads to ensure the student is abiding by policies.

**User Responsibilities**

Use of any type of technology provided by NVCSC is a privilege that offers a wealth of information and resources for research. The resource is offered to staff, students, and other approved patrons at no cost. In order to maintain the privilege, users agree to learn and comply with all the provisions of this policy.

**Acceptable Use**

1. All use of the Internet must be in support of educational and research objectives consistent with the mission and objectives of NVCSC.
2. Proper codes of conduct in electronic communication must be used. When using e-mail, extreme caution must always be taken in revealing any information of a personal nature.
3. Network accounts are to be used only by the authorized owner of the account for the authorized purpose.
4. Exhibit exemplary behavior on the network as a representative of your school and community.
5. From time to time, NVCSC will make determinations on whether specific uses of the network are consistent with the acceptable use policy.
6. All communications and information accessible via the network should be assumed to be private property of NVCSC.

**Unacceptable Use**

1. Giving out personal information about another person is strictly prohibited.
2. Use of the network to access or process pornographic material, inappropriate files, or files dangerous to the integrity of the local area network is prohibited
3. Downloading, copying, otherwise duplicating, and/or distributing copyrighted material without written permission from the copyright owner is prohibited.
4. Use of the network for any unlawful purpose is prohibited.
5. Using profanity, obscenity, or other language that may be offensive to another user is prohibited.
6. Playing games during instructional time is prohibited unless specifically authorized by a teacher for instructional purposes.
7. Falsely represent or attempt to falsely represent oneself in any Internet communication is prohibited.
8. To circumvent or attempt to circumvent NVCSC's Internet security measures and/or filters is prohibited
9. Social bullying of any kind is prohibited on NVCSC's network.
10. Allowing someone to use your iPad is prohibited.

**Disclaimer**

1. NVCSC cannot be held accountable for the information that is retrieved via the network including its quality or accuracy. Use of any information obtained is at your own risk.
2. NVCSC will not be responsible for any damages you may suffer, including loss of data resulting from delays, non-deliveries, or service interruptions. Use of any information obtained is at your own risk.
3. NVCSC reserves the right to change its policies and rules at any time pursuant to board approval.
4. NVCSC will not be held responsible for unauthorized purchases or financial obligations resulting from NVCSC provided access to the internet.

**Damaged Device**

NVCSC has issued its users a device to use in the 1:1 school environment. Users assigned a school issued device are held accountable for the care of the device. If a school issued device should become damaged or lost, the user will be notified and held responsible for the cost to repair or replace the damaged device.

**To be signed by all adult and student users above sixth grade**

I have read, understand, and will abide by the **Acceptable Use Policy** when using technology resources owned, leased or operated by North Vermillion Community School Corporation. I further understand that any violation of the regulations above is unethical and may constitute a criminal offense. Should I commit any violation: my access privileges may be revoked, school disciplinary action may be taken, and/or legal action may be initiated.

\_\_\_\_\_  
User Name Printed

\_\_\_\_\_  
User Signature

\_\_\_\_\_  
Date

**Parent Agreement  
To be signed by parent of all student users**

As a parent or guardian of (please print name of student) \_\_\_\_\_,  
I have read the Acceptable Use Policy. I understand that this access is designed for educational purposes. North Vermillion Community School Corporation has taken reasonable steps to control access to the internet but cannot guarantee that all controversial information will be inaccessible for material acquired on the network. Further, I accept full responsibility for the supervision of my child’s use when not in the school setting.

I hereby give permission for my child to use network resources, including the internet, that are available through North Vermillion Community School Corporation.

\_\_\_\_\_  
Parent Name Printed

\_\_\_\_\_  
Parent Signature

\_\_\_\_\_  
Date



It is the policy of the Board to maintain learning and working environment that is free from sexual harassment. It shall be a violation of this policy for any employee of North Vermillion Community School Corporation to harass another employee or student through conduct or communications of a sexual nature as defined in Section A. The use of the term “employee” also includes non-employees and volunteers who work subject to the control of school authorities.

**A. Definitions of Harassment – Types of Sexual Harassment**

Sexual harassment shall consist of unwelcome sexual advances, requests for sexual favors and other inappropriate verbal or physical conduct of a sexual nature when made by any employee to a student, when made by an employee to another employee or when made by any student to another student when:

Submission to such conduct is made either explicitly or implicitly a term or condition of an individual’s employment or education.

Submission to or rejection of such conduct by an individual is used as a basis for academic or employment decisions affecting that individual.

Such conduct has the purpose of substantially interfering with an individual’s academic or professional performance or creating an intimidating, hostile or offensive employment or education environment.

Denial of an employment or educational opportunity occurs directly because an employee or a student submits to unwelcome requests for sexual favors made by a supervisor or teacher which results favorably for that particular employee or student. Such conduct is engaged in by volunteers and/or non-employees over which the school corporation has some degree of control of their behavior while on school property.

Sexual harassment may include, but is not limited to the following:

1. Verbal harassment or abuse
2. Repeated remarks to a person with sexual or demeaning implications.
3. Unwelcome touching.
4. Pressure for sexual activity.
5. Additional information pertaining to sexual harassment can be found in Appendix C and in the Grounds for Suspension and/or Expulsion.

**B. Unwelcome Conduct of a Sexual Nature**

Conduct of a sexual nature may include verbal or physical sexual advances and/or comments regarding physical or personality characteristics of a sexual nature. Verbal or physical conduct of a sexual nature constitutes sexual harassment when the allegedly harassed employee has indicated, by his or her conduct or verbal objection that it is unwelcome.

An employee who has initially welcomed such conduct by active participation must give specific notice to the alleged harasser that such conduct is no longer welcome in order for any such subsequent conduct to be deemed unwelcome.

**C. Examples of Sexual Harassment**

Sexual harassment, as set forth in Section A, may include but is not limited to the following:

Verbal harassment or abuse; repeated remarks to a person with sexual or demeaning implications; unwelcome touching; pressure for sexual activity; suggesting or demanding sexual involvement accompanied by implied or explicit threats concerning one's grades, job, promotion and/or salary increase.

**D. Complaint Procedures**

Any person who alleges sexual harassment by any employee or student in the school corporation may use the complaint procedure used below in Section 4C or may complain directly to him/her or his/her immediate supervisor, building principal or the Title IX complaint designee of the school corporation. Filing a complaint will not reflect upon the individual's status nor will it affect future employment, grades or work assignments.

**E. Reporting Sexual Harassment**

1. All reports of sexual harassment shall be handled in the following manner:
  - a. Reports must be in writing on forms supplied by the corporation (if a verbal, official should file a written report)
  - b. Reports must name the person(s) charged with sexual harassment and state the facts.
  - c. Reports must be presented to the building principal where the alleged conduct took place. The building principal shall inform the superintendent or his/her designee of all filed reports.
  - d. The building principal who received the report shall thoroughly investigate the alleged sexual harassment.
  - e. The report and the results of the investigation will be presented to the superintendent. The superintendent shall review the report and make a recommendation to the School Board of any action she/he deems appropriate.
  - f. The Board may consider the report and the superintendent's recommendation in the executive session. The Board may take any action it deems appropriate. The alleged victim's name will not be released to the public unless required by law.

**F. Sanctions for Misconduct**

1. A substantiated charge against an employee in the school corporation shall subject such employee to disciplinary action including but not limited to, reassignment, suspension or discharge.
2. A substantiated charge against a student in the school corporation shall subject that student to disciplinary action including suspension and/or expulsion consistent with the Student Conduct Code.

**G. False Reporting.**

Any person who knowingly files false charges against an employee or a student in an attempt to demean, harass, abuse or embarrass that individual shall be subject to disciplinary action consistent with school policy and the Student Conduct Code.