





**NORTH VERMILLION
ELEMENTARY SCHOOL**

 765-492-7010

 765-492-7017

 5585 N Falcon Drive
Cayuga, IN 47928

STUDENT / PARENT HANDBOOK 2025-2026

MISSION STATEMENT

"Soaring Toward Success by Growing and Learning Together"

Board of Education

Sadie Taylor (President)
Joetta Hathaway (V. President)
Jason McLain (Treasurer/Secretary)

John Bean
Brian Hughes
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Brandon Thomann

Central Office Personnel

Brian Byrum: Superintendent
Shelly Harrison: Corporation Treasurer
Kristi Lamb: Corporation Deputy Treasurer
Matticin Huls: Administrative Assistant

Corporation Phone Numbers

Elementary School: 492-7010
Elementary Fax: 492-7017

High School: 492-3364
Superintendent's Office: 492-4033

Approved by the Board of Education of the North Vermillion Community School Corporation
July 15, 2025

Kara Porter, Principal
Brian Byrum, Superintendent

www.nvc.k12.in.us



North Vermillion Elementary School

#WEARENV

VISION

Soaring Toward Success by
Growing and Learning Together

MISSION



We treat others with respect, compassion, and empathy. Kindness is more than a choice—it's how we build a community where everyone belongs.

#WeAreNV when we treat others with kindness.



We support others, take initiative, and contribute to the greater good. Helping one another is how we grow stronger—together.

#WeAreNV when we serve and support each other.



We lead by example, take responsibility, and stand up for what's right. Leadership lives in our actions, no matter our role.

#WeAreNV when we choose to lead.

North Vermillion Elementary School recognizes that not all NVCS policies are noted in this document. This handbook outlines policies that the NVES Administration have deemed appropriate for daily operations. Should an instance arise that is not explicitly stated in our handbook, NVES Administration reserves the right to consult NVCS Policies for further guidance.

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NORTH VERMILLION ELEMENTARY STAFF

Preschool

Tiffany Crowder
Heather Medina: Director

Kindergarten

Sarah Gilbert
Alisha Leonard
Leanne Purdy

First Grade

Tracie Burris
Zoe Hughes
Andrea Potter

Second Grade

Mallory Kelly
Lauren O'Neill
Sydney Thomason

Third Grade

Miranda Ethington
Monica Hannah

Fourth Grade

Kayla Chew
Nicole Bridge

Fifth Grade

Gena Norman
Emily Swaby

Sixth Grade

Andrea Pickerill
Amanda Whitmore

Special Areas

Colleen Leto: Music
Lorie Turchi: Physical Education
Skyler Wright: STEAM

Special Education

Abigail Burcham: SLP
Stephanie Houmes
Kris McLain
Ammity Stambaugh

Title 1

Katelyn Snack: Coordinator
Alyson Lindsey

Office Personnel

Kara Porter: Principal
Melissa Scaggs: Assistant Principal
Gina Byrum: Nurse
Heather Hughes: Treasurer
Allie Knauer: Secretary
Ed Kent: Family & Student Support Coordinator

Paraprofessionals

Tanny Botner
Chana Brown
Luann Dunham
Michelle Hughes
Christine Jennings
Deb Swingle
Lane Woolwine

Maintenance

Mike Davis: Director
Amanda Dunphy
Nick Leto
Kurt Smith

Custodians

Tia Simmons

Cafeteria

Christy Nale: Food Service Director
Melissa Lawlyes: Cafeteria Manager
Laura Boggess: Cook
Cassidy Dewlen: Cook
Kayla Kindeman: Cook

Bus Drivers

#1 Jodee Brown
#2 Michelle Hughes
#3 Spicer Transport
#4 Hines Transport
#5 Wayne Bush
#6 Carol Dilts
#7 Naomi Skinner
#8 Spicer Transport
#9 Cheryl Bridge

STUDENT EXPECTATIONS

ADMISSION REQUIREMENTS

Kindergarten: Children who turn 5 years old on or before **August 1** are eligible to enroll in Kindergarten for that school year.

Birth Certificate: All enrolling students must present a birth certificate to verify age.

New Student Enrollment

All new students are enrolled on a 30-day probationary basis and must meet the following requirements:

- Submit a copy of the student's birth certificate
- Provide written proof of immunizations required by the State of Indiana (students may not attend beyond 30 days without documentation)
- Submit a school transcript from the previous school
- Provide proof of parent/custodial guardianship
- Provide proof of Indiana residency (911 address verification required)

Out-of-District Students:

Students who reside outside the district may be asked to apply for enrollment under the **NVCS**

Non-Resident Transfer Tuition Policy. Applications are available in the school office or on our website: www.nvc.k12.in.us.

Note: North Vermillion may deny enrollment for students who were expelled from their previous school or have attendance truancy issues..

ATTENDANCE POLICY

IC 20-18-2-2.4 defines **chronically absent** as missing ten percent (10%) or more of a school year for any reason.

IC 20-18-2-6.5 defines **habitual truancy** to include students absent from school for 10 or more days within a school year *without being excused* or being absent under a parental request filed with the school.

An **absent** student is defined as a student who "is absent five days from school within a 10-week period *without being excused* (IC 20-33-2.5)."

Attendance Limits

If a student accumulates ten unexcused absences from school during a semester, the student and a parent will be referred to the Attendance Officer for appropriate action. Absences due to a disciplinary suspension will not count toward the ten-day limit.

Absences are classified into two classes: **Excused and Unexcused**.

Excused Absences

The following absences are excused and **do not count** toward the ten-day limit:

Exempt – Student is Counted as Present and Not Penalized:

- Service as a page in the Indiana Legislature
- Serving as a poll worker on election day or helper to a political party or candidate
- Active duty with the Indiana National Guard, the United States Armed Forces, or their reserve components

- Civil Air Patrol participation
- Exhibiting at or participating in the Indiana State Fair or member of the student's household (up to five days and if the student is in good academic standing)
- Participating in a scheduled competition, exhibition, or event for educational purposes offered by the national or Indiana FFA organization or a 4-H club approved in writing by the principal (up to six days and if the student is in good academic standing)
- Court appearances with a subpoena

Medical – Student is Counted as Absent

- Personal illness with a note from a doctor
- Personal illness with a note from a parent
- Medical or dental appointment (with doctor's office documentation)

Administrator Approved – Student is Counted as Absent Unless Otherwise Noted

- School-sponsored field trips (student will be considered in attendance at school)
- Other absences approved by the principal

Family Bereavement – Student is Counted as Absent

- Death in the immediate family
- Funerals of grandparents, parents, guardians, siblings, or first cousins (consecutive days may be limited)

Religious Observation/Event – Student is Counted as Absent

- Observation of a recognized religious holiday
- Attendance at a required religious event

Family Choice Planned – Student is Counted as Absent

- Pre-arranged absences such as family events or travel (school may limit days excused)

Family Choice Unplanned – Student is Counted as Absent

- Emergencies or urgent personal matters such as weather, transportation issues, or other unforeseen events (school may limit excused days)

Unexcused Absences

All absences not designated as Excused shall be considered as Unexcused absences. All Unexcused absences will count toward the ten-day limit.

Truancy

A student will be considered truant when the absence from school is without the knowledge and approval of a school official or parent.

A full day's absence will occur when a student is absent for five or more periods in a day. A half-day absence will be charged if a student is absent for three or four periods.

For the 2025-2026 school year, a student will not be suspended or expelled solely for being a habitual truant (missing ten or more unexcused absences in a school year) or being chronically absent (missing eighteen or more days during a school year).

Excused Absences and Written Verification

Written verification must be presented for all excused absences. The written excuses must be turned into the office upon the student's return to school and no later than 1 week after the date of the absence. In the case of an absence due to a doctor's appointment or illness, for which the student is under the care of a physician, the student must present a signed and dated note from the physician's office to verify this absence. Parent notes are required for other types of excused absences.

Attendance Procedures and Reporting An Absence

1. ON THE DAY A STUDENT IS GOING TO BE ABSENT, it is the responsibility of the home to contact the school. A parent or guardian should call the school before 9:30 a.m. We are required by law to know where all students are and why they are not in school.
2. A NOTE will be required upon the child's return to school, if there is no call/contact on the day of the absence. If no call is made and/or no note received, the absence will be UNEXCUSED.
3. If the student is absent from school for more than a 1/2 day, arriving at school after 9:30 AM or leaving before 12:30 PM, the student may not attend after-school activities.
4. Any student leaving school grounds must be signed out in the front office by the parent/designee.
5. Students arriving after the designated start time will be considered tardy to school with 9:30 AM being the cut-off. More than ten tardies will result in notification to the appropriate officials; this would include the Department of Child Services as well as the prosecutor.
 - a. It is the parent's responsibility to ensure their child arrives on time. The corporation provides transportation to ensure this. Failure by the parent to have their child in school before 8:15 AM does not waive the consequence for the student's tardiness.
6. An automated attendance phone call will be sent to parents for ALL unexcused absences. This includes the 11th absence and beyond if the absence is coded as unexcused in Harmony. All absences beyond the 10th absence are unexcused unless a note from a physician is provided.

Make-up Work

Students must make up all work missed due to an absence. It is the student's responsibility to arrange for making up the work. As a rule, the student will have the same number of days to make up the work missed as the length of the absence. In the case of a planned absence, the arrangements to determine when the work will be due should be made before the absence.

Vacations and other Planned Absences (including College Visits)

Students who wish to be excused from school for vacations or other planned absences must submit a form, signed by all teachers and the parent or guardian, two full days before the first of such absence to enable schoolwork to be made up for credit. All absences of this nature count toward the ten-day limit. The parent or guardian should contact the school personally to arrange for such absences.

Intervention Procedure

When a student has accumulated five (5) unexcused absences, the attendance officer will send a letter to the parent or guardian. When the student has accumulated seven (7) unexcused absences, a parent conference will be requested.

After a student has reached the ten-day limit, a violation will occur upon the next unexcused absence. This violation will result in a mandatory meeting of the parent and student with the Attendance Officer. The Attendance Officer may recommend a written contract as an individual intervention plan.

The recommendation of the Attendance Officer will be presented to the principal for final determination.

Truancy Prevention Procedures

The following procedures apply to students enrolled in Kindergarten through 12th Grades who have five (5) unexcused absences in a 10-week period:

1. The school shall upon the student's fifth unexcused absence in the 10-week period immediately provide a written notice to the parents. Such written notice shall include:
 - a. the student is an absent student based upon having five unexcused absences within a 10-week period;
 - b. the parent is responsible for monitoring the school attendance of the student and ensuring the student attends school;
 - c. the school will be initiating truancy prevention measures in regards to the absent student;
 - d. the parent is required to attend an attendance conference concerning the truancy measures the school will be implementing and such conference will be held not more than ten instructional days after the fifth unexcused absence occurred; and
 - e. the superintendent or the attendance officer are required to report if the student is a habitual truant to juvenile court or the department of child services, wherein the juvenile court may determine the student is committing a delinquent act under state law and the parent may be prosecuted for educational neglect.
2. The school shall hold an attendance conference to discuss the student's absences and establish an attendance plan. The conference will be with the following people:
 - a. School Representative (May name the position here)
 - b. A teacher of the student
 - c. The parent of the student
 - d. Parent's Representative if parent gives 48 hours' notice of the representative's attendance and the name of the representative
3. The school shall establish an attendance plan that includes
 - a. Wraparound services to ensure school attendance for the student.
 - b. A description of the behavior required and/or prohibited for the student.
 - c. The effective time period for the plan, but not to exceed 45 instructional days.
 - d. Disciplinary actions the school will take if the student does not comply with the plan.
 - e. A referral to counseling, mentoring or other services for the student as appropriate.
 - f. Whether the parent is required or expected to attend the services assigned to the student.
 - g. The signature of the student and the parent agreeing to the plan.

Attendance/Instructional Time

In-Person Instruction

Attendance shall mean to be physically present in a school or at another location where the school's educational program is being conducted during regular school hours on a day the educational program in which the student is enrolled is being offered.

Virtual Instruction

Attendance shall mean student engagement in the virtual classroom. Engagement in the virtual classroom shall be measured by daily log-ins and log times, completed daily work, completed weekly work, completed projects, communications with teachers on a daily or weekly basis, and any other requirements as determined by the virtual instruction teacher. Students attending virtual instruction are subject to the same instructional time requirements as students attending in-person, which is 5 hours for students in grades 1 through 6 and 6 hours for grades 7 through 12 per day.

Blended Instruction

Student attendance for blended instruction will be counted for the in-person days as outlined for In-Person Instruction and for the virtual instruction days as outlined for Virtual Instruction.

Remote Instruction

Student attendance for remote learning shall mean evidence of participation in the activities designed by the teacher for remote learning lessons. Documentation of weekly or daily pick-up and return of the assignments will be used as evidence of participation.

All students are expected to attend school whether by in-person, virtual, blended, or remote instruction. All provisions of this policy apply to all students enrolled and receiving instruction in-person, virtually, or in a blended format.

LEGAL REFERENCE:

IC 20-33-2-14

IC 20-33-2.5-4

Daily Attendance Procedures

- **School Day:** 7:50 a.m. – 3:00 p.m.
- **Tardy:** Arriving after 8:15 a.m. Parents/guardians will need to bring their child in through door #1 after this time and sign them in with the office.
- **½ Day Absent (Morning):** Arriving after 9:30 a.m.
- **½ Day Absent (Afternoon):** Leaving before 2:30 p.m.
- **Full Day Absent:** Leaving before 9:30 a.m. or arriving after 12:30 p.m.

Parents/Guardians must call the school by 9:30 a.m. each day their child is absent and explain the reason.

BULLYING (PER IC 20-33-8-0.2)

Bullying is defined as repeated, unwanted aggressive behavior—verbal, physical, social, or electronic—that is intended to harass, humiliate, or harm another student. It often involves a real or perceived power imbalance and creates a hostile environment that interferes with the student's safety, health, or ability to learn.

Under **Indiana Code 20-33-8-0.2**, bullying includes acts that:

1. Cause fear of harm to a student or their property
2. Negatively affect a student's physical or mental health
3. Interfere with academic performance
4. Limit participation in school activities or services

Bullying is not tolerated on school grounds, at school events, or through any form of communication, including digital or electronic means—during or outside school hours.

Physical bullying involves hurting a person's body or possessions. It includes hitting/kicking/punching, spitting, tripping or pushing, taking or breaking someone's things, and making mean or rude hand gestures.

Verbal bullying involves saying mean things. It can include teasing, name-calling, inappropriate sexual comments, taunting, or threatening to cause harm.

Social/relational bullying involves hurting someone's reputation or relationships. Social bullying involves telling other children not to be friends with someone, leaving someone out on purpose, spreading rumors about someone, or embarrassing someone in public.

Electronic/written communication involves cyber-bullying, collective or group note writing, any bullying undertaken through the use of electronic devices (computer, cell phones).

Considerations in determining if the behavior meets the definition of bullying:

- The history between the individuals. Have there been past conflicts? Have these individuals had a dating relationship? (This may not be considered bullying)
- Power differential. Is there an imbalance of power? (Power imbalance is not limited to physical strength.)
- Repetition. Has this or a similar incident happened before? Is the individual worried that it may happen again?
- Are any of the individuals involved with a gang? (This may result in interventions different from bullying.)

What is not bullying?

There are many other types of aggressive behaviors that do not fit the definition of bullying. This does not mean that they are any less serious or do not require intervention.

- Peer Conflict
- Teen Dating Violence
- Hazing
- Gang Violence
- Harassment
- Stalking

The bullying rule is applicable anytime a student is on school grounds immediately before, during, or after school hours or at any other time when the school is being used by a school group; off school grounds at a school activity, function or event; traveling to or from school or a school activity, function, or event; or using property or equipment provided by the school. North Vermillion Elementary takes bullying seriously, and will give appropriate consequences up to expulsion for any student who is directly or indirectly involved in a bullying situation.

Bullying Report Procedures

When a report of bullying is made to administration, the following steps will be taken:

- Conduct an expedited investigation based on the report received; this would include but not limited to interviews with the student allegedly being bullied and anyone accused of bullying, any copies of electronic evidence, any witnesses, etc.
- Report the bullying incident to parents of the targeted student(s) and the alleged perpetrator within 5 days of the report.
- Provide support services for the victim and bullying education for the alleged perpetrator.
- Provide the targeted student with a safe and peaceful learning environment.
- Determine whether the incident of bullying may warrant the transfer of the victim, or the alleged perpetrator, to another school within the school corporation.
- A record of all findings will be kept; however this is not considered a public record and will not be shared with families involved in the report.

CELL PHONES AND OTHER DEVICES

North Vermillion Elementary understands that students may need access to cell phones and other devices to communicate with family before or after school hours. However, to ensure a safe, focused, and respectful learning environment, the use of wireless communication and electronic devices during the school day is strictly limited.

Wireless devices include, but are not limited to:

- Cell phones

- Smartwatches
- Computers
- Gaming devices
- iPods, laser pointers, and electronic games

Policy Guidelines:

- All devices must be turned off and stored in lockers or backpacks upon entering the building.
- Students may not use these devices during the school day unless one of the following applies:
 - Use is authorized by a teacher for educational purposes.
 - Device is required for health care needs.
 - Device use is specified in the student's IEP or 504 Plan.
- Students are not allowed to carry or use personal electronic devices during school or at school-sponsored events without prior approval from school administration.
- For school issued devices, students must follow the Network/Internet/iPad Policies and the User and Parent Agreement.

Unauthorized use or possession of these devices may result in disciplinary action and/or confiscation of the item.

For additional legal reference, please see **Indiana Code: 20-26-5-40.7**.

Disciplinary action will be as follows:

1st Offense: Device will be confiscated and returned to the student at the end of the day.

2nd Offense: Device will be confiscated and parents must pick it up.

3rd Offense: Dependent upon the situation, other disciplinary actions may occur.

DRESS CODE AND APPEARANCE

Students may not wear the following items to school:

- Clothing that promotes or advertises alcohol, drugs, or tobacco
- Clothing with objectionable, derogatory, violent, suggestive, or sexual wording, images, or symbols
- Shorts, dresses, and skirts that are too short (*must reach the end of the thumb when standing straight*)
- Ripped or torn clothing above the thumb line, or clothing that fits unsafely (too loose or baggy)
- Tank tops, halters, strapless/spaghetti straps, off-shoulder tops, exposed midriiffs, or cleavage.
- Chains (including wallet chains), spikes, or other dangerous accessories
- Piercings that may compromise safety
- Shoes with wheels, spikes, roller skates, or rollerblades
- Hats, hoods, head coverings, or sunglasses inside the building, except on designated spirit days or with principal approval

Seasonal Clothing Expectations

- During winter and inclement weather, students should wear proper clothing such as coats, hats, gloves, and pants.
- Shorts are not allowed between Fall Break and Spring Break unless approved by the principal.

General Guideline

Any item that disrupts the educational environment or poses a safety risk is not permitted. The administration reserves the right to determine whether a specific item of clothing or accessory is inappropriate or distracting.

FIELD TRIPS

Field trips are approved based on state and health guidelines. Parents will be notified in advance and must sign a permission slip for their child to attend.

Field Trip Expectations:

- Students must be in good behavioral standing.
- All school rules apply while on trips.
- Students represent the school and should behave accordingly.

Chaperone Policy:

Siblings are not permitted to attend field trips unless serving as an approved chaperone. Parents who bring siblings or do not follow chaperone guidelines may not be allowed to attend future field trips.

LOCKER & STUDENT STORAGE POLICY

Lockers, cupboards, and desks are the property of the school corporation and are made available for student use to store school-related supplies and personal items necessary for use during the school day. While students may use these spaces, their use does not diminish the school's ownership or control over them.

Acceptable Use of Lockers and Storage Areas

Students are expected to:

- Use lockers and storage areas for school supplies, coats, lunches, and other appropriate items.
- Keep lockers clean, orderly, and free of food or wet items that could rot or mildew.
- Avoid storing items of high value or irreplaceable personal belongings.

Unacceptable Use Of Lockers

Students may not use lockers or storage areas to store:

- Items forbidden by state law or school rules (e.g., weapons, illegal drugs, alcohol, explosives)
- Any item that could reasonably interfere with school purposes or the educational function
- Hazardous or volatile substances, stolen items, or unreturned school property
- Any substance or object that may compromise the health, safety, or security of the school community

Locks are not permitted unless issued or approved by school administration. Unauthorized locks will be removed.

Inspections And Searches

To maintain a safe, orderly, and legally compliant school environment, North Vermillion Elementary reserves the right to search students, their possessions, and school property when there is reasonable suspicion of a rule or law violation or when safety concerns arise.

Search Guidelines:

- Searches may be conducted with or without the student's consent.
- School property such as lockers, desks, and storage areas remains under the control of the school and may be inspected at any time to:
 - Ensure proper and safe use
 - Eliminate fire, health, or safety hazards
 - Locate lost or stolen items
 - Prevent or respond to violations of law or school policy

Confiscated Items:

- Items found during a search may be confiscated.
- Depending on the nature of the item, it may be retained by the school, returned at the

school's discretion, used in disciplinary action, or turned over to law enforcement.

- Some items may not be returned to the student or parent.

Types Of Inspections

1. Individual Locker Inspections

- Will occur when there is reasonable suspicion that a specific locker contains contraband.
- When possible, the student(s) assigned to the locker will be notified and allowed to be present, unless immediate safety concerns require otherwise.
- Parents will be notified if their child's locker or personal belongings are searched.

2. General Locker Inspections

- May be conducted by school administration when there is reason to believe a widespread issue could affect school safety or function.
- Examples include bomb threats, evidence of widespread drug/alcohol use, or suspected weapons on campus.
- Students will not be notified in advance or be present during general inspections.

Involvement Of Law Enforcement

- School officials may involve law enforcement only when necessary:
 - To identify unknown substances
 - To address potential threats to health and safety (e.g., bombs or weapons)
- Law enforcement officials must present a search warrant to inspect a student's locker unless there is an immediate safety concern. In such cases, school officials may secure the locker temporarily until a warrant is obtained.

PLEDGE OF ALLEGIANCE AND MOMENT OF SILENCE

Each day, students are given the opportunity to participate in:

- **The Pledge of Allegiance** (optional – students may choose not to participate or be excused by a parent/guardian).
- **A Moment of Silence** for reflection, meditation, or silent personal activity.

Students who opt out must remain quiet and respectful during these times.

SCHOOL CLOSING & DELAY INFORMATION

In cases of severe weather, emergencies, or mechanical failures, school may be delayed or closed. The safety of our students is always our top priority. Please understand that decisions are made early, and weather conditions (especially fog) can vary widely across our district.

How to Stay Informed:

- **Phone Alerts:** Families will receive recorded messages via the School Messenger system.
- **Facebook:** Updates will be posted on the North Vermillion Elementary School Facebook page.
- **Local Media:**
 - **Radio:** WAXI 104.9
 - **TV:** WTWO Channel 2 and WTHI Channel 10 (Terre Haute)

Be Prepared:

In the event of an early dismissal, please make sure your child knows where to go if no one is home, how to safely access a house key, and who to call to check in and stay safe.

Please notify the school of any specific instructions you have for your child during an early dismissal or emergency situation. Dressing in layers during uncertain weather is encouraged.

ELEMENTARY DISCIPLINE PLAN

Self-discipline is a key life skill and the foundation of a positive learning environment. It builds self-control, responsibility, respect, and character—both in and out of the classroom.

Students are expected to behave respectfully and responsibly at all times and are accountable for their actions. Disruptive or unsafe behavior will be addressed according to the school's discipline policy, which follows local and state guidelines.

Discipline decisions consider each student's age, maturity, and individual circumstances.

Note: Corporal punishment may be used **only** as a last resort, with parent permission, and after all other methods have been exhausted.

All school staff members have equal authority regarding discipline. Students are expected to follow directions from all adults in the building and to treat others with kindness and consideration.

When And Where Discipline Applies

Students are expected to follow school rules:

- From the time they leave home in the morning until they return at the end of the day.
- Classrooms, cafeteria, playgrounds, hallways, and all other areas
- During after-school programs and extracurricular activities.
- At all school-related events, whether on our campus or while visiting another school.

Failure to follow behavior expectations may result in students being removed from or restricted in participation in these activities.

General Guidelines for Students

- Gum and suckers are prohibited inside the building.
- Candy and snacks are only allowed during lunch unless teacher permission is given.
- Students must walk inside, keeping right in hallways and use quiet voices in classrooms and cafeteria.
- Students should wipe shoes and keep hands and belongings off walls to help keep the building clean.
- Public displays of affection (e.g., holding hands, hugging, kissing) are not allowed at school or school events.
- Respectful behavior and language toward adults and peers is expected.
- After school, students must leave promptly unless attending an extracurricular activity.
- Expensive electronics and gaming devices are discouraged and are the student's responsibility if brought.
- Behavior rules apply to all extracurricular events; students not following rules may lose attendance privileges

Due Process for Students

North Vermillion Elementary follows Indiana state law (Senate Enrolled Act No. 162 and related amendments) regarding student discipline and due process.

Our approach to discipline is built on the foundation of self-discipline and mutual respect. We aim to ensure a safe and productive environment where:

- All students have the opportunity to learn without disruption
- Individual rights are respected
- All behavior expectations are applied fairly and consistently

School officials—including teachers, principals, and the superintendent—are authorized to take

reasonable action to prevent interference with the educational process and to maintain a safe school setting.

Disciplinary options may include:

- Verbal redirection or reprimand
- Privilege Consequence (lunch detention, recess detention, or other privilege revoked)
- Restitution (meeting with school counselor or other staff, problem solving with other involved parties, and/or payment for damages)
- Corporal punishment (with parent permission)
- Behavior probation or contracts
- Counseling or special services
- Parent conferences
- In- or out-of-school suspension
- Expulsion

Behavior Management Plan

When a student’s behavior does not improve after multiple interventions, a Behavior Management Plan may be implemented. This individualized plan outlines more serious consequences and may limit participation in special events such as:

- Field trips
- Classroom celebrations
- School assemblies

The progression of consequences is as follows:

1. **Next referral** – ½ day in-school suspension (work completed in office time-out area)
2. **Following referral** – Full-day in-school suspension
3. **Further infractions** – 1 to 3-day out-of-school suspension

Note: Any behavior resulting in physical injury or violence toward staff may lead to an immediate suspension (1–3 days).

4. **After 3 out-of-school suspensions** – A conference with parents, the principal, and the superintendent to discuss long-term suspension or expulsion options.

Suspension Procedures

When a student is suspended, parents/guardians will receive written notice including the suspension dates, a description of the misconduct, and the action taken.

Students are entitled to:

- A written or verbal explanation of the charges
- A summary of the evidence if charges are denied
- An opportunity to explain their behavior

Students may be assigned in-school suspension (ISS), during which they must follow school rules and complete all classwork. Failure to follow ISS rules may result in out-of-school suspension.

Repeated suspensions may lead to longer suspensions (5–10 days) and possible expulsion. High behavior standards are expected at North Vermillion Elementary.

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.

Criminal gang activity, intimidation, recruitment, or similar destructive behavior is strictly prohibited on school grounds, buses, and at school events. Retaliation against anyone reporting such behavior is also prohibited.

Reporting & Investigation:

School staff must report suspected gang activity to the principal or school safety specialist. Each report is thoroughly investigated and may involve law enforcement. Data on investigations is submitted annually to the Indiana Department of Education.

Consequences:

Confirmed gang activity is a violation of the student code of conduct and will result in disciplinary action and a report to law enforcement.

Support Services:

Students involved in or suspected of gang activity may be referred for counseling, after-school programs, or other support services.

Prevention & Education:

The school provides gang prevention education for students, staff, and families, and trains all employees on this policy. This information is published in handbooks and on the district website.

TOBACCO & VAPING POLICY

North Vermillion is a tobacco- and vape-free zone. Students may not possess, use, or distribute these products on school grounds, buses, or at school events. Violations will lead to suspension, and repeated offenses may lead to expulsion. These violations may also be reported to the juvenile justice system.

FIREARM POSSESSION

Students may not possess or handle firearms on school property, at school events, or while traveling to and from school. Firearms include any explosive-based weapon or destructive device as defined by federal law.

Consequence: 10-day suspension and recommendation for expulsion for one calendar year. The superintendent may reduce the expulsion if warranted and will notify law enforcement.

This rule applies on and off campus if the behavior disrupts school or threatens safety.

GROUND FORS SUSPENSION OR EXPULSION

A student may be suspended or expelled for misconduct or substantial disobedience, whether the behavior occurs:

- On school grounds before, during, or after school hours;
- At any school-sponsored activity or event (on or off campus);
- Traveling to or from school or school events (including on the bus).

Examples of Misconduct or Disobedience Include, but Are Not Limited To:

- Acts of violence, threats, intimidation, coercion, or interference with school functions.
- Occupying or blocking school buildings or facilities to prevent their use.

- Possession of fireworks, lighters, matches, or starting fires on school property.
- Interfering with the operation of school or classrooms.
- Damaging or stealing school or private property.
- Bullying, threatening, or causing physical harm to others (excluding self-defense).
- Extortion of money or valuables through intimidation.
- Possessing, handling, or transmitting weapons or dangerous objects (including look-alikes).
- Possessing, using, being under the influence of, or distributing illegal drugs, alcohol, paraphernalia, or look-alike substances.
 - **Exception:** Students with chronic medical conditions may self-administer prescribed medication if a signed physician and parent authorization form is on file annually.
- Selling controlled substances or committing criminal acts that endanger others or disrupt school purposes.
- Repeated refusal to follow directions from school personnel.
- Violating laws that interfere with school purposes.
- Repeated violation of school rules, including:
 - Engaging in sexual behavior on school property.
 - Disobedience of school authority.
 - Truancy or habitual tardiness (4+ unexcused in a semester). After 3 truanancies in a year, students ages 13–14 may be denied a driver's license per IC 20-8.1-3-17.2.
 - Possessing or using substances that appear to be drugs or intoxicants.
 - Possessing or using caffeine-based or stimulant substances (with or without a prescription).
 - Wearing clothing or displaying speech or items that are profane, vulgar, or related to illegal activity.
 - Violating the school's medication policy.
 - Possessing or using laser pointers.
 - Using or distributing tobacco products or vaping devices (1st offense = 3-day suspension; 2nd = 5-day suspension or possible expulsion; referral to juvenile authorities may occur).
 - Aiding or encouraging others in misconduct.
 - Taking or sharing photos/videos without permission in inappropriate settings.

Other Prohibited Behaviors:

- **Threats/Violence:** Threats of violence, planning or conspiring to harm others, or failing to report such plans may result in suspension or expulsion.
- **Other Violations:** Any behavior the principal deems disruptive, as long as rules are published and communicated to students and parents.

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.

INDIANA STATUTES

In accordance with Indiana Statutes, IC20-8, 1-5-1: 10

- A. Students will not be permitted to possess, sell, use, or be under the use of alcohol, drugs, or tobacco.
- B. Students will not fight; destroy property, commit battery, use profanity, commit acts of aggression or intimidation.
- C. Students will not possess or use handguns, deadly weapons (other than firearms), rifles, shotguns, or other firearms.
- D. Students will not be in defiance of any faculty member or school employee at school or school functions.
- E. According to Indiana statute, sexual harassment will not be tolerated, and cases should be reported to the administration immediately.

STUDENT/PARENT LIABILITY FOR DAMAGE TO SCHOOL PROPERTY

Parents are responsible for damages caused by their child up to \$750 plus court costs, per Indiana law.

KEY:

Privilege Consequence (lunch detention, recess detention, or other privilege revoked)

ISS (In-School Detention)

OSS (Out of School Suspension, student not attending school or school events)

Restitution (meeting with Family & Student Support Coordinator or other staff, problem solving with other involved parties, and/or payment for damages)

NOTE: This chart is used only as a guideline. School administration and staff may adjust these based on severity of actions. Should behavior infractions exceed four office referrals for the same offense, administration and school staff have the authority to assign consequences as deemed necessary.

Violation	1st Referral	2nd Referral	3rd Referral	4th Referral
Classroom Disruption	Verbal warning by teacher	Parent contact by teacher, privilege consequence	Parent contact by office, ½ day ISS	Parent meeting w/ staff, 1-3 days ISS
Cheating	Parent contact by teacher, recess detention to redo assignment	Parent contact by office, recess detention, assignment marked with point deduction	Parent contact by office, assignment marked with point deduction, ½ day ISS	Parent contact by office, grade for quarter is reduced one letter grade
Disobedience	Verbal warning by teacher, parent contact by teacher, privilege consequence	Parent contact by office, privilege consequence	Parent meeting w/ staff, ½ day ISS	Parent contact by office, 1-3 days ISS
Dress Code Violation	Discussion by office with student regarding violation	Student sent to nurse for change of clothes	Student sent to nurse to call home for change of clothes, phone conference with parent	Student sent for change of clothes provided by parent, phone conference with parent, recess detention
Inappropriate Behavior	Verbal warning by teacher, parent contact by teacher, privilege consequence	Parent contact by office, privilege consequence	Parent meeting w/ staff, ½ day ISS	Parent contact by office, 1-3 days ISS
Inappropriate Use of Cell Phone	Device confiscated and returned to student at the end of the day	Device confiscated and parents pick up at the end of the day	Device confiscated, parent pick up at the end of the day, ½ day ISS	Device turned in at beginning of day, returned at the end of day
Inappropriate Language	Verbal warning by teacher, parent contact by teacher, privilege consequence	Parent contact by office, privilege consequence	Parent meeting w/ staff, ½ day ISS	Parent contact by office, 1-3 days ISS

Inappropriate Restroom Behavior	Verbal warning, privilege consequence	Parent contact by teacher, loss of group restroom privileges, allowed to use individually or in separate location	Parent contact by office, loss of group restroom privileges, allowed to use individually or in separate location, ½ day ISS	Parent contact by office, loss of group restroom privileges, allowed to use individually or in separate location 1-3 days ISS
Technology Infraction	Verbal warning, parent contact by teacher, technology privileges revoked 1-3 days	Parent contact by office, technology privileges revoked up to 5 days, limited access to technology and sites	Parent contact by office, technology privileges revoked up to 5 days, ½ day ISS	Parent contact by office, technology privileges revoked up to 10 days + 1-3 days ISS
Incomplete Assignments	Verbal warning, recess detention to finish work	Parent contact by teacher, detention to finish work	Parent contact by office, point deduction	Assignment receives a point deduction (<50%)
Lying	Verbal warning by teacher, parent contact by teacher, privilege consequence	Parent contact by office, privilege consequence	Parent meeting w/ staff, ½ day ISS	Parent contact by office, 1-3 days ISS
Public Displays of Affection	Verbal warning by teacher, parent contact by teacher, privilege consequence	Parent contact by office, privilege consequence	Parent meeting w/ staff, ½ day ISS	Parent contact by office, 1-3 days ISS
Destruction of Property	Parent contact by teacher privilege consequence and restitution	Parent contact by office, 1 day ISS and restitution	Parent contact by office, 1-3 days ISS and restitution	Parent contact by office, 1-3 days OSS
Fighting	Parent contact by office, 1 day ISS and restitution	Parent meeting with staff, 1-3 days ISS and restitution	Parent meeting with staff, 4-10 days ISS w/OSS option	Recommendation for OSS
Intimidation/Threats	Parent contact by office, 1 day ISS and restitution	Parent meeting with staff, 1-3 days ISS and restitution	Parent meeting with staff, 4-10 days ISS	Parent contact by office, 4-10 days ISS w/OSS option
Stealing	Parent contact by teacher, privilege consequence, and restitution	Parent meeting with staff, 1-3 days ISS and restitution	Parent meeting with staff, 1-3 days OSS and restitution	Parent contact by office, 5+ days OSS
Verbal Aggression	Parent contact by teacher, privilege consequence, restitution	Parent contact by office, 1 day ISS and restitution	Parent meeting with staff, 1-3 days ISS and restitution	Parent meeting with staff, 1-3 days OSS

Bullying (physical, verbal, social, electronic)	Refer to bullying policy	5 Day OSS Suspension and Mandatory Anti-Bullying Education	10 day OSS/Request Expulsion	
Physical Contact (bodily harm)	Parent meeting with staff, 1-3 days ISS and restitution	Parent meeting with staff, 1-3 days OSS and restitution	Parent contact by office, 5+ days OSS	Recommendation for Expulsion
Possession of Firearm/Weapon	10 Days suspension pending expulsion for 2 semesters. Police called and the student will be taken into custody			
Tobacco/ Alcohol/Illegal Substance (possession, under influence, intent to transport)	5-10 days ISS (Minors may be reported to Vermillion Co. Sheriff's Dept.)	5-10 days ISS, Recommendation for OSS (Minors may be reported to Vermillion Co. Sheriff's Dept.)	Recommendation for Expulsion	

SAFETY

CUSTODIAL AND NON-CUSTODIAL PARENTS

Unless otherwise directed by a certified court order, the school treats both custodial and non-custodial parents equally.

Non-custodial parents, unless restricted by court order, have the right to:

- Receive report cards, student records, and disciplinary notices
- Participate in parent-teacher conferences
- Attend school functions and classroom visitations

Students will not be released to a non-custodial parent without written permission from the custodial parent. If a custodial parent wishes to restrict the rights of the non-custodial parent, a certified copy of the applicable court order must be submitted to the school office and kept on file. It is the responsibility of the custodial parent to ensure that current legal documentation is provided.

Guardianship & Residency

To enroll a student at North Vermillion Elementary, families must meet the following requirements:

- Proof of legal guardianship must be presented at the time of enrollment.
- Proof of Indiana residency is required for all students.
- Students living outside the North Vermillion School Corporation boundaries may apply through the Non-Resident Transfer Policy (see page 5 for details).
- Students who reside outside the state of Indiana are not eligible for enrollment.

EMERGENCY DRILLS

To ensure safety, North Vermillion Elementary conducts regular fire, tornado, and crisis drills throughout the year.

- **Fire Drills:** Evacuation routes are posted and reviewed regularly. Most drills are announced, but in the event of an unannounced alarm, staff and students should wait for the official "all clear" before exiting.
- **Tornado Drills:** Students are taught proper procedures and safe locations. They must stay with their class and follow directions.
- **Crisis Drills:** The school follows established safety protocols. Drills help students and staff practice how to respond in emergency situations.

SEXUAL HARASSMENT POLICY

In accordance with Title IX, the Board prohibits sexual harassment and discrimination on the basis of sex. Violations of this policy may result in disciplinary action in accordance with the Board policy, and applicable federal, state, and local law and regulations.

North Vermillion Community School Corporation is committed to maintaining a learning and working environment free from sexual harassment.

- **Employees** may not harass other employees or students through conduct or communication of a sexual nature.
- **Students** may not harass other students in any sexual manner.

Sexual Harassment is defined as conduct based on sex that includes one or more of the following:

- Quid Pro Quo sexual harassment: something is given or withheld in exchange for sexual conduct.
- Hostile Environment: conduct based on sex or gender is so severe that it creates an intimidating or abusive environment.
- Sexual assault, dating or domestic violence, stalking.

Anytime any employee learns of sexual harassment, they are required to report it to the Title IX Coordinator immediately. The goal is to end the harassment, prevent recurrence, & remedy the effects.

Filing a Complaint

Filing a sexual harassment complaint will not affect a person's status, grades, employment, or work assignments. The confidentiality of both the complainant and the accused will be respected, consistent with legal obligations and the need to investigate and take appropriate action.

Reporting Process

All reports of sexual harassment must follow these steps:

1. Reports must be submitted to the Title IX Coordinator.
2. Reports must clearly identify the accused and provide supporting facts.
3. The Title IX Coordinator will forward the report to the Superintendent's designee for investigation.
4. After the investigation, a report will be presented to the Superintendent, who will review the findings and make a recommendation to the School Board or Principal.
5. The School Board may review the case in executive session and take appropriate action. The alleged victim's name will not be made public unless required by law.

Sanctions for Misconduct

- **Employees** found guilty of sexual harassment may face disciplinary action, including reassignment, suspension, or termination.
- **Students** may face suspension or expulsion in accordance with the Student Conduct Code.

False Reporting

Anyone who knowingly files **false allegations** to harass or harm another person will face disciplinary action under school policy and the Student Conduct Code.

USE OF SCHOOL TELEPHONES

Student use of school phones is limited to emergencies and must be approved by school personnel. Please make transportation and after-school arrangements **before** your child comes to school. Forgotten items such as books or homework may not warrant a phone call unless directed by the teacher.

VISITORS

Visitors and parents dropping off or picking up students will be greeted at the main entrance. Visitors granted access must sign in and wear a visitor badge while in the building. In order to do so, visitors will be required to present a valid driver's license which is processed through the Visitor Aware Security System. Visitors without appointments or legitimate school business may be denied entry. Students may not bring friends or siblings to attend classes.

For security, all exterior doors will be locked after 8:15 AM. Visitors arriving after this time must use the intercom at the main entrance to gain access. Visitors denied entry must leave promptly, or law enforcement may be involved.

Visitors and parents are not allowed to eat breakfast or lunch in the cafeteria with students unless prior arrangements are made and a private room is provided for safety reasons.

ACADEMICS

ACADEMIC GRADING SCALE

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

CONDUCT GRADING SCALE

A student's conduct grade will appear on the report card but will **not** be factored into honor roll eligibility.

K–3rd Grade Conduct Rubric					
Category	5 - Excellent	4 - On Track	3 - Making Progress	2 - Needs Improvement	1 - Unsatisfactory
Kindness & Respect	Consistently kind and respectful to everyone.	Usually kind and respectful.	Sometimes kind; needs reminders.	Often unkind or disrespectful.	Rarely kind; frequently disrespectful.
Helpfulness / Super Service	Consistently offers to help and shows super service.	Often helps and shows service to others.	Sometimes helps when asked.	Rarely helps or shows service.	Avoids helping; disrupts instead.
Leadership & Responsibility	A great example; always acts responsibly.	Often shows leadership and responsibility.	Sometimes makes good choices.	Needs reminders to be responsible.	Frequently makes poor choices.
Organized & Ready	Consistently prepared, on time, and ready to learn.	Usually organized and ready.	Sometimes needs reminders.	Often unprepared or off-task.	Rarely ready or organized for learning.
Discipline Write-Ups	No discipline write-ups.	One discipline write-up.	Two discipline write-ups.	Three discipline write-ups.	Four or more discipline write-ups.
4th–6th Grade Conduct Rubric					
Category	5 - Excellent	4 - On Track	3 - Making Progress	2 - Needs Improvement	1 - Unsatisfactory
Kindness & Respect	Consistently respectful and kind to everyone.	Usually respectful and kind; minor reminders needed.	Sometimes respectful; needs occasional redirection.	Often disrespectful or unkind.	Frequently unkind or disrespectful.
Helpfulness / Super Service	Consistently shows super service; helps peers and staff without being asked.	Frequently helps others and shows service.	Helps when reminded; shows basic service.	Rarely helpful or service-minded.	Avoids helping or acts against the classroom community.
Leadership & Responsibility	Models excellent behavior; always acts responsibly and leads by example.	Often acts responsibly and encourages others.	Occasionally responsible; follows most rules.	Frequently needs reminders to act responsibly.	Rarely takes responsibility; often makes poor choices.
Organized & Ready	Consistently prepared, on-task, and ready to learn independently.	Usually organized and prepared for class.	Sometimes prepared; needs occasional redirection.	Often unprepared or disorganized.	Rarely ready or equipped for learning.
Discipline Write-Ups	No discipline write-ups.	One discipline write-up.	Two discipline write-ups.	Three discipline write-ups.	Four or more discipline write-ups.

STEAM, MUSIC, AND PHYSICAL EDUCATION GRADING SCALE

A student's special area grade will appear on the report card but will **not** be factored into honor roll eligibility.

Score	Description
5 - Excellent	Consistently participates with enthusiasm, shows exemplary behavior, and always puts forth maximum effort. Demonstrates leadership and helps others.
4 - On Track	Frequently participates, displays positive behavior, and puts in good effort. May occasionally need redirection but is generally self-motivated and cooperative.
3 - Making Progress	Participates when prompted, shows acceptable behavior, and puts in adequate effort. Occasionally distracted or needs reminders.
2 - Needs Improvement	Rarely participates, inconsistent behavior, and minimal effort. Often requires redirection and reminders to stay on task.
1 - Unsatisfactory	Does not participate, exhibits inappropriate behavior, and puts forth little to no effort. Frequently off-task or disruptive.

HOMEWORK

We believe the purpose of homework is to provide practice of newly taught skills, review previously mastered skills, develop independent study habits or to extend and enrich the curriculum. The following guidelines will be followed regarding the amount of homework that will be assigned:

- Kindergarten Reading and writing practice
- Grades 1-5 Approximately 10 minutes per grade level/per day of non-assessed work, i.e. 4th grade may be up to 40 minutes of homework

Please keep in mind these are general guidelines. If your child consistently brings home more or less than these amounts, you may want to contact his/her teacher to make sure there is not a problem.

STUDENT RECOGNITION

- Students with **all A's** for a 9-week grading period will be listed on the **A Honor Roll**, published in local newspapers.
- Students with all A's and B's will be listed on the **B Honor Roll**, also published.
- Semester honor roll recognition includes awards sponsored by the PTO for both **A** and **B Honor Roll** students.

PARENT'S RIGHT TO KNOW

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

- If the teacher has met state qualification and licensing criteria for the grade level and subject areas taught
- If the teacher is teaching under emergency or temporary status in which Indiana qualifications and

licensing criteria are waived

- Teacher's baccalaureate degree major, graduate certification, and field of discipline
- Whether the student is provided services by paraprofessionals, and if so, their qualifications

RETENTION POLICY

The school board supports retaining students when it benefits their learning. Retention usually occurs in primary grades but may happen at intermediate levels based on individual needs. Retention cannot be used solely to improve eligibility for extracurricular sports. Excessive absences that negatively impact learning may be considered for retention to prevent learning gaps.

STUDENT HEALTH AND WELL-BEING

ADMINISTRATION OF MEDICATION

Medication at school must be administered following these rules:

- Only school staff or designees can give medication.
- Medication must be given in the presence of an adult.
- Written parental permission is required.
- Only FDA-approved medications will be dispensed.
- All medications must be in their original containers and stored securely in the office.
- Medication must be brought to school by an adult.
- Tylenol is not provided but may be given if supplied by parents with written permission.

Students with certain medical conditions may carry and self-administer emergency medication with proper authorization, including a physician's written statement and annual parental permission on file.

ANAPHYLAXIS POLICY

It is the policy of North Vermillion School Corporation to provide at least two (2) doses of auto-injectable epinephrine in each school, to be administered by a school nurse or employee of the school who is authorized and trained in the administration of epinephrine to any student and/ or visitor believed to be having an anaphylactic reaction on school premises, during the academic day. Epinephrine pens are provided to the school by the Vermillion County Health Department. Parents of students with known life threatening allergies and/or anaphylaxis should provide the school with written instructions from the students' health care provider for handling anaphylaxis and all necessary medications for implementing the student specific order on an annual basis. This anaphylaxis policy is not intended to replace student specific orders or parent provided individual medications. This policy does not extend to activities off school grounds (including transportation to and from school, field trips, etc.) or outside of the academic day (sporting events, extra-curricular activities, etc.).

HERBAL MEDICATION

Due to the lack of regulation and scientific research regarding the safety and efficiency of herbal medications (or alternative remedies) we will not give these medications or treatments without a note from a physician. This note must contain the name of the student, name of the medicine, the amount to be given, the time to be given, and the possible side effects. If all of this information is not provided, the medication or treatment will not be given.

LIFE-THREATENING FOOD ALLERGY GUIDELINES

The school provides reasonable care and accommodations for students with life-threatening allergies during school hours and school-sponsored events. Parents/guardians must notify the school of any allergies and provide physician documentation. Once identified, the school will follow established allergy management guidelines.

Family Responsibility

To ensure a safe environment for students with life-threatening food allergies, parents/guardians are expected to:

- **Notify the School Annually:** Inform the school each year of your child's allergy, submit any updates during the year, and have a licensed physician complete and sign the *Special Diet Prescription Form* at the start of the school year. Return the form to the school nurse. Copies will be shared with the cafeteria manager and classroom teacher.
- **Develop an Allergy Management Plan:** Collaborate with the school team to create a plan that supports your child's needs in all school settings, including the classroom, cafeteria, and bus.
- **Provide Medications:** Supply properly labeled medications in their original containers. Replace medications after use or upon expiration.
- **Educate Your Child (Age-Appropriate):**
 - Identify safe and unsafe foods
 - Practice strategies to avoid exposure
 - Recognize symptoms of an allergic reaction
 - Know how and when to alert an adult
 - Learn how to read food labels
- **Prepare for Reactions:** After any allergic reaction, review school procedures with staff, the child's physician, and your child (if appropriate).
- **Supply Safe Snacks:** Provide a small box of safe, non-perishable treats to be used during birthday celebrations or class parties.

Student's Responsibility

- Take responsibility for avoiding allergens by not trading or sharing food and by never eating anything with unknown or unsafe ingredients.
- Notify an adult immediately if they eat or come into contact with something that may contain their allergen.
- Learn to recognize symptoms of an allergic reaction and inform an adult right away if symptoms appear or exposure occurs.
- Notify an adult if they are being teased or threatened because of their allergy.
- If age-appropriate, learn how and when to self-administer emergency medication.

School's Responsibility

- **Staff Awareness & Training:**

All relevant staff (teachers, nurse, cafeteria manager, food service staff, and transportation staff) will be informed of students with life-threatening allergies and trained in allergy prevention, recognition, and emergency response. All medical information will be shared only on a need-to-know basis, and staff will be reminded that it is confidential.
- **Student Inclusion & Education:**

Staff will educate students about respecting peers with allergies and will work to prevent

teasing, stigmatizing, or isolating affected students. All reasonable efforts will be made to include students with allergies in regular school activities.

- **Plans & Accommodations:**

An **Allergy Emergency Health Care Plan (AEHCP)** will be developed annually by the school nurse in collaboration with the student's parent/guardian and physician if the allergy requires emergency medication. If a student's allergy significantly impacts their learning, a 504 Plan or Individualized Education Plan (IEP) may be developed to outline necessary accommodations.

- **Allergy-Safe Practices & Safeguards:**

Reasonable safeguards may be implemented following a meeting with the student's family, which may include:

- Sending a letter to class families (without naming the student) to inform them of the allergen and encourage allergen-free snacks.
- Designating an **"Allergy-Aware" table** in the cafeteria, cleaned before and after meals using soap, water, and fresh materials.
- Posting **"Allergy-Aware Classroom"** signage at the classroom entrance to alert visitors of known allergens.
- Requiring students to wash hands with soap and water after meals and before entering an Allergy-Aware classroom.

- **Additional Considerations:**

Latex balloons may be restricted on school grounds at the discretion of the building principal if a latex allergy poses a serious risk.

CHILD WELL-BEING

As a school, we are obligated by State Law to report any suspected child abuse or neglect. A report is made directly to the Indiana Department of Child Services of the county where you reside.

DRUG TESTING PROGRAM

To ensure a safe and supportive school environment, students are expected to be free from the influence of drugs and alcohol while on school grounds, at school events, or during school-related activities.

If there is **reasonable suspicion** that a student is under the influence of drugs, alcohol, or other controlled substances, the school may require the student to undergo a drug and/or alcohol test. Reasonable suspicion may be based on observations, behaviors, physical signs, or credible information.

Consequences may include, but are not limited to, suspension, expulsion, referral to support services, or other appropriate interventions. Repeated violations or serious offenses may result in more significant disciplinary measures.

LICE "NO NIT" POLICY

Students found with head lice will be sent home until they are lice- and nit-free, confirmed by the school nurse. Parents receive guidance on treatment, and students are allowed two days of certified absence to resolve the issue. Absences beyond two days are excused for up to three additional days. Students not returning within five days will have unexcused absences. Siblings and classmates may also be examined to prevent spread.

HEALTH SERVICES

A registered nurse is available on campus to serve both the elementary and high school. Please report any medical conditions or injuries to the office so the nurse can assist as needed. Students who have vomited or have a fever will not be allowed to remain at school; parents or guardians will be contacted to pick them up.

HEALTH EXAMINATIONS

All children entering school must provide proof of immunizations as required by the State Health Department. The school nurse keeps updated immunization records and will notify parents if additional immunizations are needed. Immunizations can be obtained from a private physician or the Vermillion County Health Department, which offers them free of charge. Students must present this documentation within 30 school days of enrollment.

ADMINISTRATION OF MEDICATION

Medication at school must be administered following these rules:

- Only school staff or designees can give medication.
- Medication must be given in the presence of an adult.
- Written parental permission is required.
- Only FDA-approved medications will be dispensed.
- All medications must be in their original containers and stored securely in the office.
- Medication must be brought to school by an adult.
- Tylenol is not provided by the school but can be administered if supplied by parents with written permission.

Students with certain medical conditions may carry and self-administer emergency medication with proper authorization, including a physician's written statement and annual parental permission on file.

MEDICAL TRANSPORTATION

Parents are responsible for transporting their child if the student becomes ill or injured at school. Students who vomit or have a fever must go home after parent notification. This may affect perfect attendance status.

PESTICIDE APPLICATION NOTICE

At times, pesticides may be applied to the school building or grounds. If you would like advance notice before these applications, please contact the school office at 492-7010. Applications are never done when students or staff are present.

STUDENT INSURANCE

Optional student accident insurance is available for injuries that occur during school hours or school-sponsored events. This insurance is a private agreement between the parent and the insurance company; the school simply makes it available to families.

NUTRITION

ALTERNATIVE LUNCH PROGRAM

When a student accumulates a negative balance, a notice will be sent home with the student. When students reach a negative balance of \$10.00, they shall be provided a regular reimbursable meal that follows the USDA meal pattern, the cost of which shall continue to accrue to their negative lunch account balances. Students will not be allowed to charge ala carte items or second lunches at any time. Payment may be made by cash, check or online using a credit card.

BREAKFAST AND LUNCH PROGRAM

Breakfast is served every morning, and lunch is served in three sessions daily. Student breakfast costs \$2.30, and lunch costs \$2.90. Reduced-price meals are available at \$0.30 for breakfast and \$0.40 for lunch. Extra milk may be purchased for \$0.50, and extra juice for \$0.40 when bought with a tray lunch or a lunch brought from home. Students may bring lunch from home; however, in line with state wellness policies, we ask that no fast food, glass bottles, or carbonated beverages be brought.

BREAKFAST

The breakfast program is an optional program only for those students who choose to eat breakfast at school. You should make it very clear to your child(ren) whether or not they are to be eating breakfast at school. Anyone arriving at school late will not be able to eat breakfast at school that day. The only exception to this is if a bus is late.

FOOD / PARTIES

Homemade treats for parties are NOT allowed. All treats must be purchased, unopened, and remain in their original package. Any items purchased from a local or "in-home" bakery must be sealed and contain an ingredients list in order to be accepted and served by the school. If you plan to bring food into the classroom for the students, it will need to be dropped off in the office by noon on the day it is to be served. Having the items here by noon gives the appropriate school personnel time to check for ingredients that may cause a severe allergic reaction, thus greatly reducing the risk of a health emergency. In addition, gum, candy, food, or drink are not permitted in the classrooms unless under direct supervision of school personnel.

LUNCH

All students are to eat lunch at school unless arriving to school after their designated lunchtime. Lunch is served daily to all students. No food or drink is to be taken out of the cafeteria unless permission has been granted to do so. The cafeteria should be thought of as an extension of the classroom. Therefore, proper behavior is expected here as well. Students are expected to clean up after themselves in the cafeteria just as they are in the classroom. If your child brings a sack lunch to school, they may purchase a milk to drink. If they bring a drink with their lunches, the following are acceptable: milk, juice, tea, water, or other non-carbonated beverage. Soda pop is not an acceptable drink item to bring in their lunches. Students are encouraged to bring a reusable water bottle to school. Water filling stations are provided in each hallway and the cafeteria. Drinks that contain dye or food coloring are not permitted in the classroom.

TRANSPORTATION

BUS TRANSPORTATION

Bus transportation at North Vermillion Schools is a privilege that may be revoked for inappropriate behavior while being transported. Each student is assigned one home bus or pick-up arrangement and may have one alternate transportation assignment. Bus drivers have the authority to submit referrals to administration for various classes of behavioral issues. Defiance, profanity, and general disruptions will receive a Level I offense; fighting, bullying, and tobacco use will receive a Level II offense; and possession of weapons will receive a Level III offense. Below, you will find the progression of steps taken for each offense. Please note these are guidelines, and based on the severity of the actions, these may be adjusted by administration as deemed necessary.

Level I	Level II	Level III
Warning and Call Home	6-10 Day Removal from Bus	Up to a Semester Removal
1-5 Day Removal from Bus	Semester Removal from Bus	
10 Day Removal from Bus		

*Prior to a student being removed from the bus, communication will be made to the parents from administration, unless the bus driver prefers to make contact themselves. Habitual behavior issues, no matter which "class" they may fall under, will not be tolerated on the bus. Once contact is made with the family regarding the student's behavior, the next discipline referral will cause the student to be removed from the bus for the number of days listed above.

Bus Rules

Getting on the Bus Safely

1. Be ready for the bus in the morning 5 minutes prior to the arrival of the bus. Never run to or from the bus.
2. Wait at your designated stop in a safe place, back from the side of the road.
3. Remember never to stand in the danger zone that surrounds the bus. The danger zone is anywhere close enough for you to touch the bus.
4. If you need to cross the street to get on the bus, always wait until the bus has come to a complete stop. Look for the stop arm to come out and for the flashing red lights. Watch the driver. When the driver is assured that all traffic has stopped, he/she will signal for you to cross the street. You should also continue to watch for traffic yourself. Always walk. Don't run!

Riding the Bus Safely

1. Take your seat promptly and sit properly, facing forward at all times.
2. Place bags and other objects under your seat or on your lap.
3. Keep the aisle of the bus clear at all times.
4. Always keep your head, hands, and arms inside the bus.
5. Throwing objects inside or outside of the bus is not permitted.
6. Talk quietly; the driver needs to concentrate to safely drive the bus. Fighting, shouting, or use of obscene language is not permitted.
7. Be absolutely quiet when approaching a railroad crossing.
8. Participate in all bus evacuation procedures.

9. Eating and drinking is not allowed on school buses at any time, unless permitted by a driver approved reason.
10. Always follow the bus driver's instructions.
11. The school's Acceptable Use Policy for technology applies to all cell phones and digital devices brought onto the school bus.

Leaving the Bus Safely

1. Remain in the seat until the bus comes to a complete stop.
2. If you drop something near the bus, do not pick it up. Tell an adult.
3. If you need to cross the street after exiting the bus, walk to the front of the bus. When the driver is assured that all traffic has stopped, he/she will signal for you to cross the street. You should also continue to watch for traffic yourself. Always walk. Don't run!

Student Dropped Off To School In The Morning

We request that no student, parent, or visitor be in the building PRIOR to 7:50 a.m. The doors of the school will not be open until this time. If a student does not ride the bus to school they should be dropped off at the North doors. Vehicles dropping off students must pull all the way up to the doors. If drop off and pick up procedures are not followed, administration will ask that alternate transportation be found. No traffic should take place in front of the building due to bus drop-off.

Student Pick Up After School

Students not riding the bus home should be picked up in the car rider lane no later than 3:10 p.m. Please make ALL necessary arrangements for changes in the normal after school routine prior to 1:30 p.m.

TECHNOLOGY ACCEPTABLE USE POLICY

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.

- 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.
- NVCSC reserves the right to restrict online destinations through the use of software or other means.
- To make reasonable effort to train staff and students in acceptable use and policies governing online communications.
- To remove user accounts that are no longer part of the NVCSC network.

- 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.
- 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

- 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.
- 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.
- 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.
- 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

- All use of the Internet must be in support of educational and research objectives consistent with the mission and objectives of NVCSC.
- 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.
- Network accounts are to be used only by the authorized owner of the account for the authorized purpose.
- Exhibit exemplary behavior on the network as a representative of your school and community.
- From time to time, NVCSC will make determinations on whether specific uses of the network are consistent with the acceptable use policy.
- All communications and information accessible via the network should be assumed to be private property of NVCSC.

Unacceptable Use

- Giving out personal information about another person is strictly prohibited.
- 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.

- Downloading, copying, otherwise duplicating, and/or distributing copyrighted material without written permission from the copyright owner is prohibited.
- Use of the network for any unlawful purpose is prohibited.
- Using profanity, obscenity, or other language that may be offensive to another user is prohibited.
- Playing games during instructional time is prohibited unless specifically authorized by a teacher for instructional purposes.
- Falsely represent or attempt to falsely represent oneself in any Internet communication is prohibited.
- To circumvent or attempt to circumvent NVCSC's Internet security measures and/or filters is prohibited
- Social bullying of any kind is prohibited on NVCSC's network.
- Allowing someone to use your iPad is prohibited.

Disclaimer

- 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.
- 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.
- NVCSC reserves the right to change its policies and rules at any time pursuant to board approval.
- 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.

Users Agreement

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