

Prosser Career Education Center

4202 Charlestown Road
New Albany, Indiana 47150
Phone: 812-542-8508
Attendance Hotline: 812-542-6601
Fax: 812-542-4799
Web Site: www.prossercareers.com

Twitter: @ProsserCEC



Cosmetology:
2801 Grant Line Road
New Albany, Indiana 47150
Phone: 812-542-4701
Fax: 812-542-4770

MISSION STATEMENT

Prosser Career Education Center ensures each student the skills for continued education and for career readiness..

AM SESSION	PM SESSION	COSMETOLOGY
7:55 a.m. – 10:35 a.m.	11:20 a.m. – 2:00 p.m.	11:45 a.m. – 4:15 p.m.

CORPORATION MISSION STATEMENT

The New Albany-Floyd County School Corporation works together with parents and the community to provide an outstanding education in a safe, nurturing environment where all are challenged to reach their maximum potential as respectful, responsible, contributing members of a diverse society.

ADMINISTRATION

Mr. Alan Taylor, Director
Mrs. Cathy Wheeler, Principal
Dr. Camille Goldman, Assistant Principal

STUDENT SERVICES

Valerie Prince, Counselor
Daniel Weimer, Counselor

FACULTY

Mike Bauerla
Bonita Cadle
David Cook
Glenn Dethy
Lonnie Donahue
Mark Doyle
Duane Freiberger
William Graham
Cathy Hamilton
Rick Haws
Sandy Juliot
Frank McPhillips
David Mitchell
Kent Monohan

Penne Reed
Mark Robinson
Janice Stethen
Mark Sickles
Mac Spainhour
Amy Terry
Steve Terry
Mike Thacker
Brad Troutman
Connie Wallace
Jerry Walton
Don York
Ron Zimmer

SCHOOL of COSMETOLOGY INSTRUCTORS AND STAFF

Mary Taylor, Director

Joyce Hurst, Secretary

FACULTY

Christy Cates, Trudy Grimes, Andrea Manning, Amanda Vanlaningham, Angie Read, & Sandy Wright

ATTENDANCE & SECRETARIAL CLERKS

Tara Draper, Betty Loughmiller, Stacy Miller, Claudia Morgan, & Laura May

HEALTH NURSE

Andrea Tanner

BOOKKEEPER

Carol Hentchel

INSTRUCTIONAL ASSISTANTS

Mark Elliott, Robert Darnell, Matt Gorman, & Jennifer Lewis

CAREER AND TECHNICAL EDUCATION PROGRAMS

Advanced Business Management
Aviation Operations
Auto Collision Repair
Architectural Drafting & Design
Automotive Technology
Construction Technology
Interactive Media
Computer Network Systems
Computer Programming
Cosmetology
Criminal Justice
Culinary Arts
Diesel Service Technology

Electricity
Entreneurship
Fire and Rescue
Landscape Management
Heavy Equipment Operator
Horticulture Science
HVAC
Introduction to Health Careers
Introduction to Pharmacy
Precision Machine Technology
Welding

PROFILE

Prosser is an area career education center serving over 20 Indiana public and private high schools. Located at 4202 Charlestown Road in New Albany, Indiana, the New Albany-Floyd County School Corporation owns and operates the facility. The multi-cultural school population includes male and female students of various races and ethnic backgrounds and includes students who may be physically, mentally, or academically challenged. Twelve school corporations in Clark, Crawford, Floyd, Scott, Harrison, and Washington counties in southern Indiana enroll students at Prosser on a tuition-transfer basis.

PREAMBLE TO THE NEW ALBANY FLOYD COUNTY STUDENT RIGHTS GUIDE

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

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

Those enjoying the benefits of citizenship in the school community must also accept the responsibilities of school citizenship. A democratic school must have rules and regulations just as must the larger democratic society. It is the responsibility of students, parents, educators and the community to work to establish rules and regulations which promote the best possible learning environment for all those

involved in the educational process. Not only should the school environment provide equal opportunity for all, it should also permit the teaching-learning process to proceed in an orderly manner.

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

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

This handbook is subject to change throughout the school year as warranted by changes in policies and state statutes. The school district has other rules and regulations for students. Acts of questionable judgment are also prohibited.

ACADEMIC AND GENERAL INFORMATION

ASBESTOS

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

Attendance

Students are expected to attend school regularly in order to derive the maximum benefits from the instructional program and to develop habits of punctuality, self-discipline and responsibility. Research indicates that lack of attendance is the most common reason for failure in school or the workplace. The student attendance policy formulated by Board of School Trustees firmly places on the student and his or her parent or legal guardian the responsibility for regular school attendance.

- If a student is absent from Prosser for any reason, a parent or guardian must notify Prosser's attendance office by telephone at 542-8508 or attendance hotline 542-6601. **CALLING THE STUDENT'S SENDING SCHOOL WILL NOT GET THE ABSENCE EXCUSED.** If the student is not in attendance and a parent/guardian has not notified the attendance clerk, a faculty or staff member may call the parent/guardian. **All students that receive an unexcused absence or tardy to school will receive an automated call. The school reserves the right to determine if an absence is excused or un-excused.**

All students are expected to attend school regularly and to be on time

- A student will be considered truant if the parent/guardian does not call with notice of the student's absence or if the parent/guardian cannot be contacted.

The New Albany-Floyd County Consolidated School Corporation School Board adopted a district-wide attendance policy. Excessive absences jeopardize students' educational success.

Semester Absence

4th absence (excused or unexcused)

6th absence (excused or unexcused)

8th absence (excused or unexcused)

10th absence (excused or unexcused)

12th absence (excused or unexcused)

Action or Intervention

Written notification may be mailed to parent/guardian

A student/parent/guardian conference may happen*

Second written notification may be mailed to parent/guardian; in addition, a recommendation to pull student's work permit

A second student/parent/guardian conference may happen; expulsion

Letter warning letter notification may be sent out

Request for expulsion filed may happen

TYPES OF ABSENCES

Excused-When parents and the school agree that an absence is excused.

Unexcused-Unexcused absences are counted toward the excessive absence limits.

Truancy-Truancies are unexcused absences, and they are counted toward the excessive absence limits.

Out-of-school Suspension or Expulsion-Such absences are unexcused, but they are not counted toward the excessive absence limits and students are allowed to make up work missed.

Exempt/Waived-Exempt absences are not counted as days of attendance for the student.

Waived, Excused, Unexcused absences, & OSS

*Work will be allowed to make up regardless of the reason the student is absent, including unexcused absences, truancies, and OSS.

WAIVED absences will be documented but will not count toward excessive absence limit:

- *service as a page or as an honoree of the Indiana General Assembly
- *service on a precinct election board or helper at election polls
- *appearance as a witness in judicial proceedings, under subpoena
- *service on active duty with the Indiana National Guard for not more than ten days in a school year. The student must provide copy of official order.
- *military intake procedures
- *attending a pre-approved function at the home school (field trip, ISTEP+, ASVAB, PSAT, or other mandated standardized tests, etc.)
NOTE: Convocations or assemblies at the student's home school (i.e. pep assemblies, holiday observance assemblies, etc) will not be waived absences.
- *participation in out-of-class school-sanctioned activities
- *visiting a college with verifying documentation. Juniors will be allowed one per year and Seniors will be two.
- *death of immediate family member (parent, legal guardian, sibling) or death of grandparent
- *student's being admitted to hospital as patient with documentation
- *absence determined by administrator or designee

Excused absences, unexcused absences and truancies count toward the excessive absence limit. Out-of-school suspensions will not count toward excessive absence limits.

EXCUSED absences will count toward the excessive absence limit and may include:

- *personal illness
- *funeral for friend or close family member (other than parent, legal guardian, sibling, or grandparent)
- *medical appointments that cannot be scheduled outside of school day
- *celebration by a student and parents/guardians of religious holidays
- *visit to local college with verifying documentation
- *travel with parent/guardian for a limited time period and verified/arranged with parent/guardian
- *absence determined by administrator or designee

UNEXCUSED absences occur if the parent/guardian fails to call Prosser to report the student's absence or if the parent cannot be contacted in order to verify the absence. **If a student's absence is questionable and is not clearly defined as excused or waived, the principal, assistant principal, or designee reserves the right to determine if a student's absence is unexcused.**

Out-of-school Suspension or Expulsion-Such absences are unexcused, but they are not counted toward the excessive absence limits and students are allowed to make up work missed.

Request for a Planned Absence

Before a planned absence, students must request homework assignments and complete the Request for Planned Absence form. The planned absence form needs only to be filled out if the days absent exceed 1 day.

After a planned absence, a student must turn in homework upon return to school. Any tests that were missed need to be made up within one week of the return to school. The scheduling of such make-up tests is up to the classroom teacher.

Some absences incurred as part of classroom or other education-oriented activities may be designated as "exempt." **Exempt** absences are the only ones that do **not** count toward the ten-absence limit. For example, juniors may be granted one and seniors may be granted two exempt absences per year for visits to college campuses. Visits to local campuses are considered excused, not exempt. Of course, missed work must still be made up. Religious retreats are also not exempt absences for attendance records. Such retreats may be counted as excused absences which count toward the eight day limit.

Perfect Attendance

Some out-of-school student activities will not count as absences. Service as a page in the state legislature, field, trips, some college visitations and service at an election are activities that meet the perfect attendance restrictions (I.C. 20-33-2-14 through I.C. 20-333-2-17) and are considered exempt from the attendance policy. Religious retreats are not exempt absences for purpose of perfect attendance.

Family vacations are not considered legitimate reasons for missing school, and may or may not be considered an excused absence from school, especially at quarter or semester breaks when exams are given. A planned absence form does exist for students to use to notify teachers that an extended absence will be taking place. It is not an excused absence from school. The school reserves the right to determine if an absence is excused or unexcused.

Late Arrivals/Early Dismissals

Prosser's faculty and staff expect students to arrive on time and stay until the end of the instructional day. **Students who arrive after or dismiss early in the AM Session at 9:15 or PM Session at 12:15 will result in a .50 absence.** "Students who drive to Prosser and who accumulate excessive incidents of being tardy to school may have their driving privilege revoked." Unexcused tardiness to school accumulated could result in disciplinary action.

***Cosmetology students will be instructed on late arrival/dismissal penalties.**

Tardiness

This policy is effective for each individual semester. After semester, the policy starts again.

- 1st: Warning recorded by office/teacher
- 2nd: Warning recorded by office/teacher/call parent
- 3rd: Consequence/student conference given by teacher
- 4th: Referred to office disciplinary action will follow
- 5th: Referral to office disciplinary action will follow
- 6th: Referral to office consequence assigned loss of driving privilege or out of school of suspension

Truancy

Truancy involving skipping an instructional session or extended lab involves the following consequences:

- 1st: Referral to the office/student conference/parent contact
- 2nd: Referral to the office/one day ISS
- 3rd: Referral to the office disciplinary action will follow including OSS
- 4th: Referral to the office disciplinary action will follow student is placed on probationary contract.
- 6th: Referral to the office/suspension pending expulsion

Class "skip days" are unexcused and may result in a suspension.

Book Rental

Students are to pay book rental each year. Pre-registration is held in July or August, prior to the opening of school. Students are requested to pay book rental then. Fees can also be mailed in or paid over the phone. Parents may ask for credit and make payments to the bookstore if they cannot pay the full amount. The bookstore manager will set a payment plan with the parents.

Bullying

"Bullying" is defined as overt, unwanted, repeated acts or gestures, including verbal or written communications or images transmitted in any manner (including digitally or electronically); physical acts committed; aggression; or any other behaviors committed by a student or group of students against another student with the intent to harass, ridicule, humiliate, intimidate, or harm the targeted student, creating for the targeted student an objectively hostile school environment that places the targeted student in reasonable fear of harm to his or her person or property; has a substantially detrimental effect on the targeted student's physical or mental health; has the effect of substantially interfering with the targeted student's academic performance; or has the effect of substantially interfering with the targeted student's ability to participate in or benefit from the services, activities, or privileges provided by the school.

Cancellation of School

Students can check the NAFCS website, nafcs.org, for cancellations of school. If NAFCS Corporation announces two hour delay, the AM session will be cancelled. Students should check with their sending school as to where to report if their school is in session and Prosser is closed. If Prosser is open and a student's sending school is not in session students are expected be at Prosser if transportation is provided. Students may choose to come on their own if it is not provided.

Cafe

Prosser Caf  is often open during the week from 10:35 to 11:30 to the public. Students may wish to eat in the caf , but are advised to not miss their bus. Students must exit the caf  at 11:15. Students must also be in class by 11:20; not doing so could result in disciplinary action.

Cell Phones/ECD Policy

A student may possess a cellular phone or ECD (electronic communication device). If a phone is causing a disruption during prohibited hours it will be confiscated by the school employee and taken to the office. If the student refuses to surrender the phone to the staff member, he or she will receive one day in school suspension. If they then refuse to give it up to an administrator, he or she will be suspended out of school. A parent or legal guardian will have to come to school in person to get the phone or ECD on the second time.

If there is any suspicion concerning the violation of other school rules (cheating, threats) or potential criminal activity, the phone may be turned over to law enforcement officials.

Use of a device's camera or video functions are prohibited at all times when on school grounds or at a school sponsored activity. A more serious discipline consequence will occur if a student is found to be using this function.

Parents are asked not to contact students via cell phone during school hours. Please contact the office at 542-8508 and they will relay the message to your student.

Charges by Parents or Students

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

Cheating or Plagiarizing

Dishonesty or cheating on school work is strictly prohibited. Students are cautioned that academic cheating of any sort is grounds for suspension and/or expulsion from school. Plagiarism is defined as the use of ideas or writings of another, in whole or in part, without credit. ct of 1990 prohibit discrimination on the basis of disability.

Academic Integrity Policy

Policy Goals:

In keeping with the school's role as a center for all types of learning, including the building of **character** of life after high school, Prosser resolves to teach all students the meaning and relevance of integrity in their academic and professional careers. The goal of Prosser Integrity Policy is **to create** a school community in which every member is assured that integrity and fairness are the norm, that violations of this norm are not tolerated, and that actions that undermine this expectation are handled firmly, consistently, and in a **timely** manner. In the end, the purpose of this policy is to create a school where each student can proudly state of each assignment: *This work is my own. I have neither used, received nor given aid unauthorized by a teacher when turning in completed work.*

Definition of Academic Dishonesty

Academic dishonesty is any gain of academic credit or recognition to which one is not entitled or to assist others to do so. Academic dishonesty includes, but not limited to:

- copying, or allowing the copying of, graded or ungraded work.
- collaborating with others beyond what the classroom teacher (authorized) allows.
- gaining unauthorized prior knowledge of assessments or providing such knowledge to others.
- transmitting or receiving information related to the content of graded or ungraded work.
- misrepresenting situations for academic gain, including a means to receive additional time to complete work.
- falsifying data or sources in graded or ungraded work.
- manipulating the system to gain an unfair advantage.
- altering a grade, whether on an individual assignment or in student records (grade book).
- violating the rules of school-sponsored academic competitions or assignments.
- plagiarism—the stealing or using of others' words, original ideas, or work without crediting the original source.

Examples: using others' words or phrases without giving accurate documentation or downloading information from the internet.

As members of the Prosser community, all teachers, students, administrators, and parents have the responsibility to work together to ensure the **Prosser Academic Integrity Policy** is upheld and followed for the purpose of education in the development of knowledge, skills, and habits not just the accumulation of points.

Students have the responsibility to:

Read and understand the policy, clarify with the teacher, take an active role in their education, and report to a staff member violations of the policy.

Parents have the responsibility to:

Familiarize themselves with the policy, discuss policy with their child, support school consequences for violations, and be sensitive to pressure students face.

Civil Rights Statement

The Civil Rights Act of 1964 prohibits discrimination of educational opportunities and facilities because of race, color, creed, religion, sex, disability, family status, limited English proficiency or national origin. PL 90-202 prohibits discrimination because of age. Title IX of the Education Amendments of 1972 prohibits discrimination on the basis of sex. Section 504 of the Rehabilitation Act of 1973 and Americans with Disabilities Act, and amendments thereto.

Classroom/Lab Settings

All of the programs include some instruction in a traditional classroom setting. Another portion of the instruction occurs in a lab setting, and students learn and practice through hands-on training. All students must comply with all safety regulations in order to maintain a safe environment.

Computer Use

Students violating use of computer labs or Internet services may have all computer privileges revoked. Students found to be using programs or invading directories without permission may also have privileges revoked. Students using computers in the school independently must have a pass from a teacher for a specific assignment.

Students may not use school Internet services without a signed agreement from a teacher on record. The school is not responsible for student Internet activity. Whether an item is posted from school or any other location, Internet activity that disrupts the educational process or raises concerns about safety can result in disciplinary and or legal action.

Violation of the computer use policy may result in permanent removal from class, suspension or expulsion.

Credits Earned Toward Diploma Requirements

Prosser does not issue high school credits but recommends to the sending schools the number of credits which may be awarded to students. Prosser recommends that 3 credit hours per semester be awarded to the students who successfully pass a course. Most students have the opportunity to earn six credits for a full-year course, and the student’s home school records on the student’s transcript earned credits. **Students have the opportunity to be eligible to earn dual college credits in some programs, see the program guide for how many and what programs have to offer.**

Diploma Requirements

Students may earn one of four diploma types: General, Core 40, Core 40 with Academic Honors, and Core 40 with Technical Honors. Per state legislation, the Core 40 is the minimum required curriculum for all students with an opt-out provision available. In addition, some home schools have *additional* local graduation requirements that apply to the students within that school.

*Students must see their home school guidance counselor to review local graduation requirements exceeding these minimal state requirements.

Directory Information

Under regulations of the No Child Left Behind Act of 2001, schools are required to give military recruiters the same access to secondary school students as they provide to postsecondary institutions or to prospective employers. Schools are generally required to provide students’ names, addresses, and telephone listings to recruiters, when requested. Parents may opt out of providing directory information to third parties. A letter requesting that directory information NOT be released must be on file in the Office of the Superintendent, New Albany-Floyd County Schools, 2813 Grant Line Road, P.O. Box 1087, New Albany, In 47150.

Discipline

Part of the role and purpose of American education is teaching students to work with each other, and in doing so, treat each other with civil courtesy. Prosser faculty and staff make every effort to provide a safe and positive learning environment. Appropriate and respectful student behavior assures an effective school climate. Upon arrival to school property students must follow all school policies and procedures.

A faculty or staff member will complete a Student Development Referral form if the student’s behavior violates a safe and effective environment. Using the school corporation’s Student Guide policy, parental and teacher guidance, counseling services, and administrative conferences, Prosser personnel facilitate students’ opportunities to succeed.

Teachers and administrators will consider the following guidelines when addressing students’ infractions of school rules. An infraction will be recorded on a Student Development Referral form and/or on a Notice of Student Suspension form. A teacher, counselor, and/or administrator will contact the student’s parents/guardians after the student violates school rules. Student Referrals are maintained in the student files for parental information and subsequent meetings or counseling sessions. All referrals are disposed of when the student graduates.

Violation	First Offense	Second Offense	Third Offense
Each * identifies possible consequence or follow up.			
Insubordination-failure to follow staff directive, defiant, disruptive, refusal to do class work, failure to bring materials to class	*Student Conference *Temporary removal from class *1-3 days OSS	*Parent Conference *Temporary removal from class *1-3 days OSS	*Parent Conf *5 - 10 days OSS
Profanity/Obscenity/	*Student Conference	*Instructor/Parent Conference	*5- 10 days OSS
Unacceptable Language	*1-3 days OSS	*3 -5 days OSS	*5- 10 days OSS
Inappropriate Attire	*Warning AND change/cover outer clothing	*Temporary removal from class	*1 - 5 days OSS
Driving Violation	*Warning *Loss of Driving Privilege *Traffic Citation	*Loss of Driving Privilege *Traffic Citation	*Loss of Driving Privilege for remainder of school Year *3 - 5 days OSS

Skipping Class	*Loss of Break Time	*1 day OSS	*2 - 5 days OSS
	*Loss of Driving Privilege	*Loss of Driving Privilege	*Loss of Driving Privilege
	*Temporary Removal from class		
Truancy	*Temporary Removal from class	*1 - 3 days OSS	*5-10 days OSS
	*1 - 3 days OSS		*Expulsion
Leaving Grounds Without Permission	*1- 3 days OSS	*1 -3 days OSS	*3 - 10 days OSS
	*Loss of Driving Privilege	*Loss of Driving Privilege	*Expulsion
Use/Possession of Tobacco OR Tobacco Products	*1 day removal from class AND 1 day OSS	*3 days OSS	*5 - 10 days OSS
	*Written Citation	*Expulsion	
		*Written Citation	*Written Citation
Action Endangering Others	*1 - 10 days OSS		
Thefts/Vandalism/Possession Of Stolen Property	*Expulsion		
	*1 - 10 days OSS		
	*Restitution		
	*Expulsion		

- Second suspension may result in loss of driver's license.
- Violations committed which are not listed will be handled in a manner comparable to the above.
- Repeated violations of any of the above may result in recommended expulsion as outlined in the NAFC School Corporation Student Guide.
- Loss of break time can be served in the classroom/lab or other area with assigned studies or job tasks designated by Student Services Office.
- OSS-Out of School Suspension
- The Corporation's School Resource Officer will assist in investigations and will issue citations for certain violations.

Discrimination and Harassment on the Basis of Race, Sex and Other Protected Characteristics

- It is the Policy of the New Albany-Floyd County Consolidated School Corporation to maintain and operate a learning and working environment that is free from racial discrimination and racial harassment, and discrimination and harassment on the basis of sex (including sexual stereotype nonconformity), age, color, creed, disability, limited English proficiency, family status, national origin or religion; thereby to protect employees' and students' interest in personal dignity and freedom from humiliation, to make available to the Corporation their full productive capacities, to secure the Corporation against domestic strife and unrest which would menace its democratic institutions, to preserve the public safety, health and general welfare, and to further the interests, rights and privileges of individuals within the Corporation.
- It shall be a violation of this Policy for any employee of the New Albany-Floyd County Consolidated School Corporation to discriminate against or harass another employee or student based upon race, sex (including sexual stereotype nonconformity), age, color, creed, disability, limited English proficiency, family status, national origin or religion. It shall be a violation of this Policy for any student to discriminate against or harass another student or an employee based upon any of the above-mentioned protected characteristics.
- The New Albany-Floyd County Consolidated School Corporation does not discriminate on the basis of race, sex, age, color, creed, disability, limited English proficiency, family status, national origin or religion in employment or in the educational programs and activities which it operates, in accordance with applicable state and federal statutes and regulations.
- The School Corporation has appointed the Assistant Superintendent for Administration and Operations, 2813 Grant Line Road, Telephone 542-2106, as Equal Employment/Educational Opportunity Officer to coordinate and carry out its Policies against discrimination and harassment on the basis of any protected characteristic. Any inquiries regarding the School Corporation's Policies in this matter should be directed to the Assistant Superintendent for Administration who will investigate all complaints alleging that the School Corporation, and employee or a student ha discriminated against or harassed any person on the basis of a protected characteristic. Inquiries concerning the application of any federal civil rights statute or regulation may also be referred to the Regional Director, United States Department of Education, Office for Civil Rights, Region V, 500 Madison Street, Chicago, Illinois 60661.
- When a student, a student's parent or guardian, an employee or an applicant for employment, or a member of the public believes that he or she has been discriminated against or harassed by a School Corporation employee or student on the basis of race, sex, age, color, creed, disability, limited English proficiency, family status, national origin or religion, he or she may file an informal or a formal complaint under the procedure established by the School Corporation to enforce Policies against such discrimination and harassment. He or she may contact the corporation EEO Officer for assistance in processing such a complaint. Copies of the complete Policies, enforcement procedures and the Complaint Report Form are available in the offices of all schools and of the Administrative Services Center, 2813 Grant Line Road, New Albany, Indiana 47150.

Drills

State law and district policies require all public schools to conduct a specific number of fire, disaster and intruder drills in the course of the school year. Each classroom posts a list of directions for each type drill. All teachers will go over the specific instructions for their room. Follow these directions without fail. It is essential that silence be maintained so that directions may be heard. Careful haste (but no running) is encouraged.

Driver's License Policy

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

1. DEFINITIONS, FOR PURPOSES OF THIS POLICY.

- a. "Cutting Class" refers to a student's absence from an assigned class period during a school day without the knowledge and consent of the student's parent and/or the school; a student is cutting class, unless both the parent and the school approve of the student's absence from class. Three (3) instances of cutting class, whether on one (1) school day, or cumulative over more than one (1) school day, is a truancy from an entire school day, provided that no more than one (1) truancy may be accumulated on any one (1) school day, and provided that no more than three (3) instances of cutting class on a single school day is one (1) day of truancy.
 - b. "Suspension" means an out-of-school suspension and does not include an assignment to the Suspension Alternative Laboratory (SAL).
 - c. "Truancy" refers to a student's absence from school without the knowledge and consent of the parent and/or the school; i.e., a student's absence is a truancy unless both the parent and the school approve of the student's absence from school. A student who commits truancy is a truant. A suspension or expulsion for any reason is not truancy; however, absences due to suspension or expulsion are excused, and work missed may not be made up.
 - d. "Habitual Truant" refers to a student who has been truant for a period of:
 - (1) Ten (10) or more days during a school year;
 - e. "Operator's License or Permit" includes an operator's license, learner's permit, temporary motorcycle learner's permit, motorcycle operator's endorsement, motorcycle operator's license, or any other license or permit issued by the Indiana bureau of Motor Vehicles to operate a motorized vehicle in the State of Indiana.
 - f. "Parent" includes any person or agency legally responsible for a student.
 - g. "Principal" includes any designee of the principal.
 - h. "Student Guide" refers to the New Albany-Floyd County Consolidated Schools Student Guide for Student Rights and Responsibilities, Enforcement of Rules and Regulations and Due Process Procedures, as adopted by the Board of School Trustees and, from time to time amended.
 - i. "Superintendent" includes any designee of the Superintendent.
2. Indiana law prohibits the issuance of an operator's license, or permit and invalidates any existing license or permit, if a person less than eighteen (18) years :
 - a. Is under a second suspension from school for the school year;
 - b. Is under an expulsion from school;
 - c. Is a habitual truant; or
 - d. Withdraws from school before graduating in an effort to circumvent the sanctions listed in this subsection or for any reason other than financial hardship.
 3. When a student, who is at least fourteen (14) years of age, but less than eighteen (18) years of age, is suspended for the first time in a school year, the parent and the student will be informed of the consequences of a second suspension under this Policy.
 4. The opportunity for an expulsion meeting will be offered, when a student is charged with conduct for which expulsion is recommended.
 5. A student whose operator's license or permit has been denied or invalidated under the terms set out above, will become eligible for an operator's license or permit, or to have such a license or permit revalidated upon one of the following events:
 - a. The student becomes eighteen (18) years of age;
 - b. One hundred eighty (180) days after the student is suspended, or the end of a semester during which the student returns to school, whichever is longer;
 - c. Thirty (30) days after a student resumes school attendance following an expulsion.
 - d. The expulsion is reversed through the student due process procedures set out in the Student Guide; or
 - e. If 2 (d) above applies, the student in good standing has re-enrolled in school and attended for thirty (30) days.

6. When a student has been suspended twice or expelled, the student's principal will communicate the pertinent information to the Indiana bureau of Motor Vehicles. The student's principal will, at the appropriate time as set out in subsection 5 above, provide such student the information necessary for the student's operator's license or permit to be revalidated by the Indiana Bureau of Motor Vehicles.
7. If a principal has reason to believe that a student is withdrawing from school in order to avoid a second suspension in a school year or an expulsion, the principal shall proceed with the suspension or the recommendation for expulsion and notify the Indiana Bureau of Motor Vehicles.
8. If a student less than eighteen (18) years of age withdraws from school before graduating for any other reason than financial hardship, the principal of the student's school will report the student's withdrawal under I.C. 20-33-2-21 and I.C. 20-33-2-11 and the student's operator's license or permit will be invalidated, or the student will not be eligible to receive such a license or permit.
 - a. When a student seeks to withdraw, the principal will hold an exit interview and will determine the reason for the student's withdrawal. If the principal determines that the reason for withdrawal is not financial hardship, the student and the student's parent will receive a copy of the determination.
9. Nothing contained in this Policy shall limit disciplinary action under the Corporation's attendance policy for any individual instance of truancy or cutting class.
 - a. The student who has been truant and the parent of such student will be informed of each truancy and the consequences of additional trancies under this policy.
10. The parent of a student charged by a principal with being a habitual truant will receive notice of such charges and may request a meeting under the provisions of the School Corporation's student due process procedures set out in the Student Guide.
11. The Superintendent acting on behalf of the board of School trustees, will inform the student and the student's parent of his/her determination, and if he/she determines that a student is a habitual truant, he/she will submit, to the Indiana Bureau of motor Vehicles, the pertinent information concerning the student's ineligibility to be issued an operator's license or permit.
12. The Superintendent will provide the principal of each secondary school in the Corporation a copy of each list of habitual truants and will provide the principal of the student's school a copy of the official determination for inclusion in the student's education record.
13. The attendance record of a student who has been found to be a habitual truant shall be reviewed by the principal of the student's school at the end of each school year during which the student is designated a habitual truant.
 - a. In reviewing the student's attendance record, the principal will decide whether or not the student's attendance has improved to the degree that the student should no longer be designated a habitual truant and should become eligible to be issued an operator's license or permit upon fulfilling all other requirements for such license or permit, and the principal shall submit a recommendation to the Superintendent on this matter.
 - b. The Superintendent, acting on behalf of the Board of School trustees, will notify the student and the student's parent of the principal's recommendation and will offer the opportunity for a meeting under the School Corporation's student due process procedures, set out in the Student Guide.
 - c. The Superintendent, acting on behalf of the board of School Trustees, will inform the student and the student's parents of his/her determination, and if he/she determines that a student is no longer a habitual truant, he/she will submit, to the Indiana Bureau of Motor vehicles, the pertinent information concerning the student's eligibility to be issued an operator's license or permit.
 - d. The decision of the Superintendent, under subsection C, immediately above, may be appealed in accordance with the School Corporation's student due process procedures, in the Student Guide.
 - e. If a student who has been designated a habitual truant, and who remains ineligible to obtain an operator's license or permit, withdraws from the School Corporation for any reason, the student's former principal in the School Corporation shall have no authority or duty to conduct a review of such student's attendance record; conversely, if such a student moves or transfers to the School Corporation, or to another school in the School Corporation, the principal of the school in which the student is newly enrolled shall conduct the appropriate review.
 - f. A determination that a student is no longer a habitual truant shall not cause the number of trancies to be erased for purposes of considering a charge that a student is a repeat habitual truant under this Policy.
14. For purposes of this Policy, when a student enrolls in the School Corporation and the student's attendance and disciplinary records are obtained from the student's previous school(s), the principal of the newly enrolled student shall treat such records as if the conduct of the student recorded therein had occurred with this School Corporation. Similarly, the principal shall recognize a previous school's designation or determination of truancy and habitual truancy, as well as any suspension or expulsion.

Drug and Alcohol Policy

PROCEDURE FOR FIRST TIME OFFENDERS OF THE DRUG AND ALCOHOL POLICY

If, after an investigation, the principal or designee decides the student violated the Drug and Alcohol Policy and had drugs or alcohol in his/her possession or was under the influence of drugs or alcohol, or transmitted drugs or alcohol to other students, the principal will suspend

the student up to 10 days pending expulsion. The parent will be offered a waiver of due process that will require the student to attend the drug counseling program provided by the school corporation if the parent signs the waiver, the suspension will be reduced to 3 days.

THE PROCEDURE FOR SECOND TIME OFFENDERS OF THE DRUG AND ALCOHOL POLICY AND STUDENTS WHO TRANSMIT DRUGS OR ALCOHOL TO OTHER STUDENTS.

If, after an investigation, the principal or designee decides the student violated the Drug and Alcohol Policy for a second time and had drugs or alcohol in their possession, was under the influence of drugs or alcohol, or transmitted drugs or alcohol to other students, then the principal will suspend the student for ten days pending expulsion, consistent with expulsion procedures outlined in Section III.

Enforcement of Rules and Regulations

When self-discipline fails, regulations for management of school behavior must be enforced by those directly responsible for the operation of the schools. School staff members will make every effort, individually, collectively, and cooperatively, with appropriate available community resources, to help each student gain acceptable self-discipline standards. The Board of School Trustees of the New Albany-Floyd County Consolidated School Corporation has this legal responsibility. Authority for such action is given in the School Powers Act and the Student Due Process Statute, I.C. 20-38-8, et. seq. The Board of School Trustees has established policy in the Policy Manual of the New Albany-Floyd County Consolidated School Corporation and appointed administrative officers to carry out those Policies as amended.

1. After School Detainment

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

2. Restraint and Seclusion

New Albany-Floyd County Consolidated School Corporation has in place for using restraint and seclusion to control students only if there is an imminent risk of injury to the student or to another person and in emergency situations.

3. Teacher Temporary Dismissal

A teacher may dismiss a student from participation in any educational function under that teacher's charge and supervision for a period not to exceed one (1) school day, when a student interferes with the educational function of which the teacher is then in charge.

4. Suspension

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

- a. When the school personnel in charge of a student consider the behavior of any student under their supervision to be so serious as to warrant the principal's attention;
- b. When the alleged misconduct constitutes a violation of any of the "Grounds for Expulsion or Suspension". The principal or designee shall provide notice and hold a conference with the student prior to the suspension, except where the circumstances or the nature of the misconduct requires immediate removal. In such a situation, the notice and conference shall follow as soon as reasonably possible after the suspension. During the conference, the student is entitled to:
 1. A written or oral statement of the charges against the student;
 2. If the student denies the charges, a summary of the evidence against the student; and
 3. An opportunity for the student to explain the student's conduct.

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

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

5. Expulsion

a. An expulsion is:

- (1) A denial of the right of a student to take part in any school function for any period greater than ten (10) school days;
 - (2) A separation from school attendance for the remainder of the current semester or current year unless the student is permitted to complete required examinations in order to receive credit for courses taken in the current semester or current year.
- b. Generally, an expulsion will not be longer than the remainder of the school year in which the expulsion took effect if the misconduct occurred during the first semester. If the misconduct occurred during the second semester of the during the second semester of any school year, a principal may request that an expulsion remain in effect through the following summer session and/or the first semester of the following school year.
 - c. An expulsion for a full school year may be for fewer than the total number of student days in a full school year when such expulsion results in the loss of school credit for two school semesters, or for two school semesters and a summer session.
 - d. An expulsion for violation of the rule against knowingly possessing, handling, or transmitting a firearm, while under the jurisdiction of the School Corporation, will be for a full calendar year, as set out in Article II, Section 8, f., below.
 - e. The expulsion process offers the opportunity for a student due process meeting (See Article III, below).

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

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

- a. A principal, teacher or other school staff member who supervises students may discipline a student by:
 - (1) Counseling with a student or group of students;
 - (2) Conferencing with a parent or group of parents;
 - (3) Assigning work;
 - (4) Rearranging class schedules;
 - (5) Requiring a student to remain in school after regular school hours to do school work or for counseling;
 - (6) Restricting athletic and other extracurricular activities, including removal from participation in such activities; and
 - (7) Removing a student from any noncredit school activity.
- b. A principal or designee may assign a student to:
 - (1) A special course of study;
 - (2) An alternative educational program; or
 - (3) An alternative school.
- c. A principal or designee may remove a student:
 - (1) From school sponsored transportation;
 - (2) From school, if a student is ill, has a communicable disease, or is infested with parasites (I.C. 20-34-3-9); and
 - (3) From school, for failure to comply with the immunization requirements of I.C. 20-34-4-5
- d. The disciplinary actions listed in this Section do not constitute suspensions or expulsions.

7. Application of the Grounds for Expulsion or Suspension

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

- a. On a school bus;
- b. On school grounds immediately before, during and immediately after school hours and at any time when the school is being used by a school group;
- c. Off school grounds at a school activity, function, or event, or;
- d. Traveling to or from school or a school activity, function, or event. The grounds for expulsion or suspension may also apply when a student's conduct is unlawful and may reasonably be considered to be interference with school purposes or an educational function when such activity occurs during weekends, holidays, school recesses, or during the summer when a student may not be attending classes or other school functions.
- e. The grounds for bullying may be applied regardless of physical location of the bullying behavior when a student committing bullying behavior and the targeted student attend a school within the Corporation.

8. Grounds for Expulsion or Suspension are:

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

- (1) Student misconduct; and
- (2) Substantial disobedience.

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

- a. Use of violence, force, noise, coercion, threat, intimidation, fear, passive resistance or other conduct, constituting an interference with school purposes, or urging other students to engage in such conduct:
 - (1) Occupying any school building, school grounds, or part thereof with intent to deprive others of its use;
 - (2) Blocking the entrance or exit of any school building or corridor or room therein with intent to deprive others of lawful access to or exit from, or use of, the building or corridor or room;
 - (3) Setting fire to or substantially damaging any school building or property;
 - (4) Making bomb threats, false 911 calls, false fire alarms or throwing smoke bombs, fireworks or other comparable conduct;
 - (5) Firing, displaying or threatening use of firearms, explosives, or other weapons on school premises for any unlawful purpose.
 - (6) Preventing or attempting to prevent by physical act the convening or continued functioning of any school or education function, or of any lawful meeting or assembly on school property;
 - (7) Intentionally making noise or acting in any manner so as to interfere with the ability of any teacher or any other school personnel to conduct the educational function under their supervision. This subparagraph shall

(elementary, middle, and high) during his/her total enrollment in the New Albany-Floyd County Consolidated School Corporation.

- (5) Second or repeat offenders determined to be in possession or under the influence of a chemical substance, as set out herein shall be immediately suspended pending expulsion without being offered the alternative educational program.
 - (6) This program shall attempt to assist students in maintaining responsible behavior so that they may successfully complete school after experiencing the consequences of their violation of this Policy.
 - (7) If this alternative is chosen by the student and parents or guardian, the student must attend all sessions of the program. Any cost for the alternative program will be the responsibility of the student's parents or guardian.
 - (8) If a student enrolls in the alternative program and then withdraws or otherwise fails to satisfactorily complete the program, the building administrator shall immediately resume the expulsion process for such student.
 - (9) If the student or his/her parents or guardian does not choose to participate in the alternative educational program, the building administrator shall immediately resume the expulsion process for such student. Such student may also be referred to the proper authorities.
- l.** Intending to cause intoxication, euphoria, excitement or a similar condition, ingesting or inhaling, or attempting to ingest or inhale the fumes of model glue or a substance containing toluene, acetone, benzene, N-butyl nitrite or other similar substances.
 - m.** Possessing, using, distributing, or selling tobacco, nicotine-containing products, or electronic cigarettes.
 - n.** Engaging in a violation of criminal law which constitutes a danger to other students, or constitutes an interference with school purposes or an educational function.
 - o.** Violating or repeatedly violating any rules that are reasonably necessary in carrying out school purposes or an educational function, including, but not limited to:
 - (1) Engaging in harassment of a student or staff member;
 - (2) Disobedience of administrative authority;
 - (3) Engaging in speech or conduct that is profane, indecent, lewd, or refers to illegal activity;
 - (4) Violation of the Corporation's acceptable use of technology policy or rules;
 - (5) Violation of the Corporation's administration of medication policy or rules.
 - p.** Failing to comply with directions of teachers or other school personnel during any period of time when the student is properly under their supervision, where such failure constitutes an interference with school purposes or an educational function.
 - q.** Excessive truancy or absence from school without the knowledge and consent of both the parent and the school.
 - r.** Excessive cutting of classes and/or tardiness to classes.
 - s.** Living outside of the New Albany-Floyd County Consolidated School Corporation attendance area without approval of the Corporation.
 - t.** Failing to completely and truthfully respond to questions from a staff member regarding school-related matters including potential violations of the student conduct rules or state or federal law.
 - u.** Falsely accusing any person of sexual harassment, or violating a school rule, and/or state or federal law.
 - v.** While on school grounds during school hours, knowingly possessing or using a laser pointer, and electronic paging device, a handheld portable telephone, CD player, MP3 player, camera, or any other electronic communication device in a situation or for a purpose not related to a school activity or an educational assignment without permission from the school principal or designee.
 - w.** Sending, sharing, viewing, or possessing pictures, text messages, emails, or other material of a sexual nature in electronic or any other form, including the contents of a cell phone or other electronic device. Images suspected to violate criminal laws will be referred to law enforcement authorities.
 - x.** Text messaging inappropriate comments, pictures or videos that contain sexual, humiliating, harassing or threatening messages.
 - y.** Engaging in sexual activity that may include, but is not limited to, the showing of breasts or genitals.
 - z.** Taking, recording, displaying and/or distributing pictures (digital or otherwise), video or audio recordings without the consent of the student or staff member in a situation that is unrelated to a school purpose or function.
 - aa.** Aiding, assisting, agreeing or conspiring with another person to violate these student conduct rules or state or federal law.
 - bb.** Engaging in academic dishonesty, including cheating, intentionally plagiarizing, wrongfully giving or receiving help during an academic examination, and wrongfully obtaining test copies or scores.
 - cc.** Engaging in pranks or other similar activity that could result in harm to another person.
 - dd.** Violating any school conduct rule the building principal establishes and give notice to students and parents.
 - ee.** Engaging in bullying which is defined as overt, unwanted, repeated acts or gestures, including verbal or written communications or images transmitted in any manner (including electronically or digitally); physical acts committed, aggression, or any other behaviors committed by a student or group of students against another student with the intent to harass, ridicule, humiliate, intimidate, or harm the targeted student, creating for the targeted student an objectively hostile school environment that:
 - (1) places the targeted student in reasonable fear of harm to his or her person or property;
 - (2) has a substantially detrimental effect on the targeted student's physical or mental health;
 - (3) has the effect of substantially interfering with the targeted student's academic performance; or
 - (4) has the effect of substantially interfering with the targeted student's ability to participate in or benefit from the services, activities, or privileges provided by the school

III. PROCEDURE FOR HANDLING SUSPENSIONS AND EXPULSIONS FROM SCHOOL

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

1. A principal or designee may suspend a student from school for a period not to exceed ten (10) school days. The principal or designee shall send a written statement to the student's parents describing the student's conduct, misconduct or violation of any rule or standard and the reasons for the action taken. The principal or designee shall make a reasonable effort to hold a conference with the parents before or at the time the student returns to school. A student may be suspended from school pending a meeting on his/her expulsion.
2. If, after an investigation, the principal or designee decides that expulsion is warranted for any student, he/she shall file a written charge with the Superintendent requesting that the student be expelled.
3. If the student has an identified disability and is receiving special education services in the School Corporation, the principal or designee will contact the Director of Student Support Services to schedule a causal relationship case conference at the time he/she submits a written charge to the superintendent. If the case conference committee determines that no causal relationship exists, under Article 7, the principal or designee may proceed with the expulsion recommendation.
4. When a principal or designee recommends to the Superintendent that a student be expelled from school, the following procedures will be followed:
 - a. The Superintendent may conduct an expulsion meeting, or may appoint one of the following persons to conduct the expulsion meeting:
 - (1) A member of the administrative staff who did not recommend that the student be expelled and who was not involved in the events giving rise to that recommendation; or
 - (2) Legal counsel.
 - b. The Superintendent or the person appointed to hold the expulsion meeting may continue the suspension of a student for more than the ten (10) school day period of the principal's suspension and until the time of the expulsion decision, if he/she determines that the student's continued suspension will prevent or substantially reduce the risk of:
 - (1) Interference with an educational function or school purpose; or
 - (2) A physical injury to the student, other students, school employees or visitors to the school. However, a student may not be suspended from school pending an expulsion meeting on a student's legal settlement in the School Corporation.
 - c. An expulsion will not take place until the student and the student's parent or guardian are offered the opportunity to request an expulsion meeting conducted by the Superintendent or the person designated by the Superintendent.
 - d. The opportunity to request an expulsion meeting will be in writing, delivered by certified mail or by personal delivery and contain the reasons for the recommended expulsion and the length of expulsion recommended. For purposes of this provision, a notice of opportunity to request an expulsion meeting or notice of the action taken at an expulsion meeting is effectively given at the time the notice is delivered personally or sent by certified mail to a student and the student's parent or guardian.
 - e. Failure by a student or a student's parent or guardian to request or to appear at an expulsion meeting shall be deemed a waiver of all rights administratively to contest the expulsion or to appeal it to the Board of School Trustees.
 - f. The Superintendent or the person designated to hold an expulsion meeting may issue subpoenas, compel the attendance of witnesses, and administer oaths to persons giving testimony at an expulsion meeting.
 - g. At the expulsion meeting, the principal or designee will present information to support the charges against the student. The student, parent or guardian will have the opportunity to answer the charges against the student, and to present information to support the student's position.
 - h. If an expulsion meeting is held, the person conducting the expulsion meeting will make a written summary of the evidence heard at the meeting, take any action found to be appropriate and give notice of the action taken to the student and the student's parent or guardian, by certified mail or personal delivery.
5. Under Indiana law, judicial review of the Board of School Trustee's action, by the Circuit or Superior Court of Floyd County is limited to the issue of whether the Board of School Trustees acted without following the procedure required by the student due process statute, I.C. 20-33-8 et. seq.

E-mail

All faculty and staff have a corporation-issued e-mail address and will communicate via e-mail when asked to respond to an e-mail message.

Enrollment/Residence/Withdrawal

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

Eye Protection

Eye safety protection and an initial pair of safety glasses will be provided, and all students are required to wear eye protection in shop areas where the possibility of eye injury exists. If the student loses or damages the initial pair of safety glasses, she/he may purchase an additional pair for \$5.00.

Family Education Rights and Privacy Act (FERPA)

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

records. They are:

- (1) The right to inspect and review the student's records within forty-five (45) days of the day the School Corporation receives a request for access. Parents or eligible students should submit to the school principal a written request that identifies the record(s) they wish to inspect. The principal will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.
- (2) The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate or misleading. Parents or eligible students should write the school principal, clearly identifying the part of the record they want changed, and specify why it is inaccurate or misleading. If the School Corporation decides not to amend the record as requested, the School Corporation will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.
- (3) The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. FERPA allows disclosure of student educational records to school officials without consent. "School officials" include administrators, supervisors, instructors, support personnel, health and medical staff, law enforcement unit personnel, School Board members, persons or companies contacted to perform a special task, or a parent or student serving on an official committee or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest in the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request, the School Corporation disclosed education records without consent to officials of another school corporation in which a student seeks or intends to enroll.
- (4) The School Corporation has classified the following information about individual students as "Directory Information" under FERPA and will release such information, without consent, except as set out below:
Name; address; telephone listing; date and place of birth; school enrolled in; photograph or videotape not used in a disciplinary matter; student work displayed at the discretion of the teacher with no grade displayed; academic majors and minors; participation in any officially recognized activities or sports; weight and height of members of athletic teams; dates of attendance; degrees and awards received; recognition of service or achievement; and the most recent previous educational agency or institution attended.
If a parent or guardian does not wish to have some of the above listed Directory Information items pertaining to his/her child released without prior parent's or eligible student's consent, such parent or eligible student must submit a written signed statement indicating that consent must be secured to: Director of Student Services, P.O. Box 1087, New Albany, Indiana 47151-1087. Such statement must be submitted not later than October 15 of a school year or within thirty (30) days of the student's initial enrollment for the school year
- (5) The School Corporation will also release Directory Information to representatives of the U.S. Armed Forces and the service academies of the U.S. Armed Forces unless a parent, guardian or student submits a written, signed request that such information not be released; such request must be submitted to the principal of the student's school not later than the end of the student's sophomore year.
- (6) The right to file a complaint with the U.S. Department of Education concerning alleged failures by the School Corporation to comply with the requirements of FERPA.

The name and address of the Office that administers FERPA:

Family Policy Compliance Office
U.S. Department of Education
600 Independence Avenue, S.W.
Washington, D.C. 20202-4605

Fees

Each student will pay a lab fee at the start of the school year. Fees cover some consumable supplies, textbook rental, contingency fee, and student services fee. Some programs will require additional costs to the student. The instructor will explain these costs at the beginning of the school year. See Mrs. Hentchel in the front office for questions.

Field Trips

Field trips are planned as an extension of the classroom. Classroom objectives for each field trip are filed with the Assistant Superintendent for Curriculum and Instruction of the New Albany-Floyd County Schools. Students may be excluded from field trips if they have too many absences, failed to make up work from previous trips or for any other reason deemed appropriate by the principal.

The student must submit to the instructor a "travel permit" signed by the parent/guardian before the student will be allowed to participate in the field trip. In addition, if the field trip requires the student to miss classes at his/her home school, the student must seek from the principal or administrative designee permission to participate in the field trip.

Fire, Tornado, and Lock-Down Drills

When the fire alarm sounds, instructors will inform each class the proper exit route to follow. Do not take time to close windows or clean up; simply turn off equipment, proceed to the assigned exit, and close the room door when the room is vacated. Wait outside the building until

“all clear” sound is signaled. (alternating on-and-off beeps) Safety and fire prevention require unfailing awareness.

When students hear the sound for a tornado drill, a high-low pitched siren sound, they are to leave their classrooms and labs to proceed to assigned hallways and restroom areas. They are to crouch down or sit on the floor facing the wall. Everyone should be quiet so that needed information can be given over the public address system. An “all clear” will be sounded to return to class.

Teachers will lock the classroom door and retain students in the classroom or lab area during a lock down. If students or teachers are out of the classroom, they are to proceed to a pre-determined secure area. Everyone is to remain at the location until notified to return their classroom or lab setting.

Food and Drink

Teachers may permit students to have bottled water in the classroom; however, students may not take out of the Student Commons area any food or any other drink. Students are not permitted to leave school to get food or order food to school.

Fundraising

Many valuable and worthwhile fund raising activities occur each year. No fund-raising event may take place without prior approval from the principal’s office. Students may not sell or solicit for personal gain. No solicitation of any kind is allowed during the school day.

Gambling

Gambling of any form is prohibited on school grounds. Students caught gambling could be suspended from school. Playing cards and dice are not permitted during the school day.

Freedom of Speech and Assembly

- a. Students are entitled to express their personal opinions verbally as long as such opinions do not interfere with the freedom of others to express themselves. Students may not use lewd, vulgar, indecent or offensive speech, or engage in lewd, vulgar, indecent or offensive conduct while participating in, or present at, any school activity or any school sponsored extracurricular activity.
- b. Students have the freedom to assemble peacefully. There is an appropriate time and place for the expression of opinions and beliefs. Conducting demonstrations which interfere with the operation of the school or classroom is inappropriate and prohibited. All student meetings in school buildings or on school grounds may function only as a part of the formal educational process or as authorized by the school principal. The use of obscenities or personal attacks is prohibited. Violence, threats of violence and possession, use or threatened use of weapons is prohibited.

Freedom to Publish

- a. Students are entitled to express their personal opinions in writing, as long as they do not use lewd, vulgar, indecent or offensive language in such writing.
- b. Students may edit, publish, and distribute printed, handwritten, or duplicated matter among their fellow students within the schools. Students must assume the responsibility for the content of such publications or handwritten opinions. The distribution of such material must not interfere with, or disrupt, the educational process, learning environment, or endanger the safety of student and employees. Such material must be signed by the authors. Libel, obscenities, and personal attacks as well as lewd, vulgar, indecent and offensive language are prohibited in all material written, edited, published, or distributed by students in school, on school grounds, at any school sponsored functions, or at any time while under the supervision of school personnel.

Gang Activities, Clothing or Accessories

Gangs and gang-related activities, clothing and accessories are prohibited on school property at all times. A “gang” is defined in this Policy as any ongoing organization, association or group of three (3) or more persons, whether formal or informal, having as one of its primary activities the commission of one or more criminal acts or violations of School Corporation rules and regulations, which has an identifiable name or identifying sign or symbol, and whose members individually or collectively engage in or have engaged in gang activities. Gang signs, symbols, gestures, and membership activities are also prohibited. Any gang activity, clothing or accessory that can be construed to intimidate, separate or distract students from the primary mission of the schools is prohibited and provides grounds for suspension or expulsion under Article II, herein.

Grading Scale

A+	100-97%	B-	82.99-
A	96.99-		80%
	93%		
A-	92.99-	C+	79.99-
	90%		77%
B+	89.99-	C	76.99-
	87%		73%
B	86.99-	C-	72.99-
	83%		70%

D+	69.99- 67%	D-	62.99- 60%
D	66.99- 63%	F	59.99- be-low

Hall Pass

This Student Handbook/Planner, signed by a teacher, counselor or principal, must be visible and must be the property of the student carrying it. This Student Handbook/Planner must be in the possession of the student any time during the instructional time. If a principal, counselor or teacher asks to see the Student Handbook/Planner, the student must show without hesitation. Students not having a Handbook/Planner will be sent back to class upon the first offense; the second offense may lead to disciplinary action. Students with an excessive amount of disciplinary referrals may be placed on a “No Pass” list. Students caught using or possessing tobacco is automatically placed on a “No Pass” list.

Hazing

Hazing is strictly forbidden. Hazing is defined as any humiliating or dangerous activity required of someone seeking to join a group, regardless of the individual’s willingness to participate.

Health Office

A school nurse oversees the health services at this school. If a student has a health concern, please let the office know of the health information history or notify the school as soon as possible. This information remains confidential and is shared with school personnel only as-needed basis. If emergency medical treatment is necessary, the parent(s) or guardian(s) will be contacted. If parents are not available, the student will be taken to the hospital by ambulance at the parents’ expense. **Remember, an emergency telephone number where parent(s) or guardian(s) can be reached must be on file and is vital in reaching someone in case of an emergency.**

If students present themselves at the health office and have been injured or are obviously ill, they may be admitted without a pass and will be cared for according to medical standing orders approved by the medical advisor. All other students who wish to be admitted to the health office must have a pass from the teacher to whom they are responsible that period.

Students who do not feel well may be allowed to remain in the health office for a maximum of thirty minutes. At the end of that time, if they are not ready to go back to class the health aide will phone the counselor or the assistant principal for a decision and recommended disposition in the matter. **Students should not call home to be excused for illnesses.**

When a student returns to class from the health office, the original pass will be used with the health aide placing on the pass the time, room number to which the student is going, and the aide’s initials. No pass will be initiated by the health aide.

Illness and Returning to School

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

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

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

- Temperature of 100 or over. Students must be fever-free for 24 hours before returning to school. Temperature of 96.5 or lower.
- Lice (pediculosis) – Students will be sent home if live bugs are found. If a student has nits, he/she may remain at school for the day, but must be treated and checked by school personnel before being admitted to class the next day. According to New Albany-Floyd County School Board Policy, classroom head checks will not be done.
- Vomiting
- Diarrhea

Severe Allergies at School

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

What if you have an allergic reaction for the very first time at school and have never been diagnosed with an allergy? New Albany Floyd County school nurses are prepared to handle these potentially life threatening allergic reactions as well. If you experience a life threatening allergic reaction at school that involves severe swelling of the lip, face, tongue, or throat, severe difficulty swallowing or breathing, or unconsciousness, 911 and a parent will be notified. If a school nurse is present, he/she may use a life saving medication called an EpiPen according to the orders from the Floyd County Health Officer. If you do not want your child to receive the life saving measure of medication from the EpiPen, please contact the nurse in writing.

Medications at School

1. A *Request for Administration of Prescribed Medication* form must be signed and dated by the doctor and parent/legal caregiver. This written request must be on file in the school office before the medication, prescription or over-the-counter, will be administered by the staff. The request must contain the student’s name, name of the medication, dosage, and time to be given. The form must be renewed at the beginning of each school year or if the medication changes during the school year.
2. A student may be authorized to possess and self-administer medication for a chronic or acute disease or medical condition if the medication is necessary in an emergency situation. The form *Student Authorization to Possess and Administer Medication* must be signed and dated by the doctor and parent/legal caregiver. This form is submitted in addition to the *Request for Administration of Prescribe Medication* form.

3. The medication must be furnished to the school by the parent/legal caregiver on a daily basis. Any exception to this daily dosage requirement must be approved by the principal after consultation with the school nurse. The exception will be limited to one (1) school week's supply of the medication and must be brought to school by the parent/legal caregiver, or by another arrangement approved in advance by the principal.
4. All nonprescription medication must be in the original container and be clearly labeled with child's name.
5. All prescription medication must be in the pharmacy labeled bottle or packaging with the following information:
 Prescription Number
 Child's Name
 Number of Medication
 Dosage
 Time of the Medication is to be give
6. All medication brought to school training as needed to those staff members who dispense medication to students.
7. Non-medicated lip balms and up to 2 cough drops per day (with a parent note) is allowed without a doctor's statement.

Administration of Medications

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

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

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

- A. the student has an acute or chronic disease or medical condition for which the physician has prescribed medication.
- B. the student has been instructed in how to self-administer the medication; and
- C. the nature of the disease or medical condition requiring administration of the medication.

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

Meningococcal Disease

Indiana law requires that parents/guardians be informed "about meningococcal disease and its vaccine" (IC 20-30-5-18). Meningococcal disease is dangerous disease that can strike children and youth. The disease can progress rapidly and within hours of the first symptoms, may result in death or permanent disability including loss of hearing, brain damage, and limp amputations.

Symptoms of meningococcal disease often resemble the flu and can include fever, headache, nausea, and stiff neck, making the disease difficult to diagnose. The bacteria that cause the disease are transmitted through air droplets and by direct contact with the infected person. Fortunately there is an immunization available and the U.S. Centers for Disease Control and prevention recommends routine meningococcal immunizations at 11 to 12 years old, with a booster dose at 16 years old. The meningococcal vaccine is required for 6th-12th grade students to attend school.

Human Dignity Policy

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

Immunizations

A number of immunizations are required by state law for students admitted to public school. Evidence of receiving these immunizations or a letter of medical or religious objection is required before starting school.

Identification

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

Insurance

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

Intent-to-Enroll Form

Students who are interested in attending Prosser and enrolled in one of Prosser's sending schools should secure an Intent-to-Enroll Form from their home school guidance counselor and return to the home school counselor the completed enrollment form. A committee made up of the sending schools' counselors and Prosser staff review the enrollment forms. During their review, they recommend or deny a student's request to be admitted to Prosser.

The committee may deny a student's enrollment in Prosser because of low or failing academic grades or because of poor attendance at the student's home school. Students will receive in early May a letter of congratulatory acceptance or a letter of unfortunate denial. Students who are denied enrollment in a Prosser program will meet with their home school counselor in order to create a full-day schedule at the home school.

Students not enrolled in a traditional high school program should contact Prosser for information and to secure a Intent-to-Enroll Form.

Lab Cleaning

Instructors plan a portion of each instructional day for students to clean labs and workplace settings, and instructors expect students to carry out their responsibilities in order to keep tools, equipment, and work areas clean at all times. This expectation is a necessary part of students' training since these habits will be of assistance during the remainder of their working life.

Length of Courses

Prosser courses are either one or two years in length. After the first two (2) weeks of school, withdrawal from Prosser to return to home school all day or to transfer from one program to a different program offered at Prosser will be considered on a case-by-case/individual student basis.

Learn More Resource Center

Students may call toll-free 1-800-992-2076 or check the Learn More website www.learnmoreindiana.org for information on admission requirements or scholarship information on any college or university. Each college and university may have different requirements, so be sure and call for information. Students may also request information on financial assistance, post-secondary opportunities, special services for disabled students, special programs for good students, independent study and correspondence concerns, academic support services, career options, housing, and athletics.

Locks/Lockers

Lockers will be assigned near the beginning of each school year and are located in lab areas, halls, and locker rooms. In some cases, students will have a lock, which is property of the school and not to be removed from the locker. Prosser is not responsible for loss or theft from lockers. Students are advised to not leave wallets and/or money in lockers. If valuables are stolen, students cannot be reimbursed.

Lost, Stolen, or Damaged Student-Owned Property

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

Machinery Permit

A "Permit to Operate Power Machinery" section on the enrollment form will need to be signed by a parent or guardian and returned to the instructor where large power machinery will be operated.

Make Up Work

It is the student's responsibility to initiate the request to make up work. The length of time permitted to make up work will depend on the length of the absence at the discretion of the teacher. Suspended or truant students can make up their work.

Married Students

- a. It is the responsibility of students who are married to declare their married status at the time of marriage or at the time of enrollment in school.
- b. Married students are subject to all rules and regulations that apply to the entire student body.

McKinney Vento

Children who meet the legal definition of a "homeless" student (McKinney-Vento) will not be denied enrollment based on a lack of proof of residency and will be provided a free appropriate public education in the same manner as all other students of the District. Questions about enrollment of a student who may be considered homeless should be directed to a school administrator.

Off Campus Behavior

Student conduct at events on and off school grounds at other times when not at school.

The New Albany-Floyd County Consolidated School Corporation has adopted a School Safety Policy governing students who commit, attempt to commit, or threaten aggressive acts toward persons (students, employees or visitors) or property. This Policy applies when a student is on a school bus, on school grounds, off school grounds at a school activity, function or event and while traveling to and from school or a school activity, function or event.

This Policy may also apply when a student's conduct is unlawful and may reasonably be considered to be interference with school purposes or an educational function, when such conduct occurs during weekends, holidays, school recesses, or during the summer when a student may not be attending classes or other school functions. Students who commit these acts will be suspended and may be expelled for up to one (1) school year or one (1) calendar year, as set out in Article II, below.

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

Parental Involvement/Visitor/Media

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

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

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

Pledge of Allegiance/Moment of Silence

The Pledge of Allegiance and a moment of silence will be observed every day.
(I.C. 10.1-4-0.5 and I.C. 20-10.1-4-3.5)

Posting/Publishing

Students must receive from the principal or assistant principal permission to post materials in school or on school property. Students may not use school equipment to print or publish materials for personal use.

Public Display of Affection

Inappropriate displays of affection on school grounds will be treated as discipline problems. Hugging, kissing, or inappropriate closeness is not acceptable.

Pregnant Students

- a. Pregnant students are expected to attend school regularly as are all other students.
- b. If a pregnant student has unusual medical or other problems, there are alternatives to full-time school attendance which will fulfill the compulsory attendance requirement during pregnancy
- c. A pregnant student experiencing medical or other problems that interfere with school achievement should contact her counselor who will refer her to the appropriate central office administrator.

Privacy

Students may be photographed or videotaped unless a specific request not to be photographed is on file in the superintendent's office.

Protective Clothing

Certain areas of instruction will require some type of protective clothing, and students must wear this clothing in order to maintain a safe learning and working environment.

Safe School Helpline

The school district has made available the services of a national safe school for parents and students to report any safe school issue anonymously on the school website. These issues could include acts of vandalism, theft, drug or alcohol use, any form of harassment, violence, suicide or weapons on campus. These reports will be passed on to the appropriate school.

School Board Safety Policy

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

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

1. It shall be grounds for an immediate ten days suspension pending expulsion for any student to possess, handle, use, threaten to use, demonstrate the intent to use or transmit weapons, firearms, or explosives. Except in instances involving firearms, upon the recommendation of the building principal, first-time offenders may be given the option of participating in an approved educational/counseling program outside the school corporation. The cost of such outside educational/counseling program shall be the responsibility of the student and the student's parents or guardians. The School Corporation may consider a reduction in the length of the expulsion upon satisfactory completion of this program.
2. A student will be expelled for a full calendar year for possessing, handling, or transmitting a firearm, as defined by Indiana law, while under the jurisdiction of the school corporation. Under I.C. 35-47-1-5, a "firearm" means any weapon that is capable of or designed to or that may readily be converted to expel a projectile by means of an explosion. A student expelled under this provision will not be re-enrolled in the school corporation until the beginning of the semester following the end of the expulsion. The length of expulsion for possession, handling, or transmitting a firearm may be reduced by the superintendent, if the circumstances warrant such a reduction.
3. First-time offenders who threaten or commit aggressive acts toward persons or property and who are not in possession of and have not handled, used, threatened to use, or transmitted weapons, firearms or explosives shall be immediately suspended for up to five school days. Such students shall also be required to meet with the school counselor upon returning to school.
4. The remainder of this Policy notwithstanding, when a first-time offender has engaged in violent conduct or has continued to demonstrate aggressive behavior after being told by a school employee to cease and desist (students must be able to immediately demonstrate restraint and self-control) such student may be suspended for ten school days pending expulsion. The students may, upon the recommendation of the building principal, be given the option of participating in an approved educational/counseling program outside the School Corporation. The cost of such outside educational/counseling program shall be the responsibility of the student and the student's parents or guardians. The Superintendent may consider a reduction in the length of the expulsion upon satisfactory completion of this program.
5. Second offenders who threaten or commit aggressive acts toward persons or property and who are not in possession of and have not handled, used, threatened to use or transmitted weapons, firearms or explosives shall be immediately suspended up to ten school days. Such conduct shall also be grounds for expulsion; however, an educational/counseling alternative to expulsion provided by an approved outside agency may be offered by the building principal to the student and his/her parents or guardians. If the educational/counseling alternative is offered, required documentation must be presented upon return to school.
 - a. This program will be designed to assist students in successfully managing and resolving conflicts in a nonviolent and non-aggressive manner, so that they may successfully complete school after experiencing the consequences of their violation of this policy.
 - b. If the outside educational/counseling program is chosen by the student and parents or guardians the student must attend all sessions of the program. Any cost for this program will be the responsibility of the student and the student's parents or guardians.
 - c. If the student enrolls in the outside educational/counseling program and then withdraws or otherwise fails to satisfactorily complete the program, the building administrator shall immediately resume the expulsion process for such student.
 - d. If the student or his/her parents or guardians do not choose to participate in the outside educational/counseling program, the building administrator shall immediately resume the expulsion process for such student. Such student may be referred to the Floyd County Probation Office for any appropriate action.
6. Students who threaten or commit aggressive acts on more than two occasions shall be immediately suspended for ten school days pending expulsion.
7. If a student's behavior is a criminal act, in addition to school discipline, the school will also notify the proper authorities.

School Bus Safety Code

As are parents and students, the New Albany-Floyd County Consolidated School Corporation and its officials, the transportation fleet and the school bus drivers, are interested in obtaining optimum safety for all the students who ride busses. It takes the earnest cooperation of students, parents, principals, and bus drivers to achieve this prime goal in pupil transportation.

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

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

Students must do the following:

1. Be at their bus pickups ON TIME. An EARLY START will assure this.
2. Wait their turns to load and unload the bus. Avoid standing or playing on the road while waiting for the bus.
3. Obey the bus driver (and bus patrols) promptly and cheerfully. Realize they have a big responsibility and that it is their job to help.
4. Knowing that bus transportation is scheduled to move students from one point to another SAFELY and in conformance with a definite schedule, students must understand that ANYTHING that can be done to maximize safety should be their concern.
5. Watch their steps getting to and from the stop and on and off the bus. Where there are no sidewalks, students should walk on the edge of the road FACING oncoming traffic.
6. Show consideration for the property where their bus stops are located. Damage and destruction at "stops" result in the discontinuance

of these “stops.”

7. NOTHING (arms, hands, heads, books, etc.) shall be allowed to protrude from open windows on the bus. Windows may ONLY be opened or closed with the permission of the bus driver. FEET should be kept on the floor at the seats and not protrude into aisles of the bus.
8. Horseplay, littering, loud and boisterous conduct on the bus will not be allowed. This type of conduct distracts a driver and may result in a serious accident endangering every person on the bus.

School Safety

Every student is entitled to a safe school environment. Weapons of any sort, including pocket knives, are forbidden. Lighters and matches are also prohibited. Students pulling false alarms starting fires, or phoning in false “911” reports are subject to suspension and/or expulsion from school. Students engaging in fighting or intimidation are also subject to suspension and/or expulsion.

Screening for Health Concerns

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

Search and Seizure

- a. A student is presumed to have no expectation of privacy in a school locker, desk or other area assigned to the student, or in the contents of those assigned areas.
- b. The school principal or another member of the administrative staff designated in writing by the principal may search a student’s locker or other assigned area at any time.
- c. Other than a general search of student lockers or other assigned areas, any search shall be, where possible, conducted in the presence of the student whose locker is the subject of the search.
- d. A law enforcement officer with appropriate jurisdiction may, at the request of the school principal, assist the school administration in searching such a locker and its contents.
- e. The principal or designee may search the person or property (including vehicles) of a student, with or without the student’s consent, whenever they have reasonable suspicion to suspect that the search is required to discover evidence of a violation of law or of schools rules. The extent and conduct of a search will be governed by the student’s age, gender, and the nature of the infraction. Strip searches are prohibited.
- f. Driving to school and utilizing the school parking lot are privileges for student drivers. Any student who parks his/her car in a school parking lot consents to a search of the car if the school administration has reasonable suspicion.
- g. In an effort to promote a drug-free campus and to protect the safety and health of the district’s faculty, staff, and students, the district may routinely partner with the local law enforcement to conduct random searches of lockers, classrooms, and school parking lots. During those partnerships, the board has authorized the use of specially trained dogs to locate and detect the presence of weapons and prohibited drugs on school property.

Sign Out Procedure

Students may not leave school grounds without the permission from the principal, assistant principal, or designee.

Pending parent approval, a student desiring to leave school during regular school hours should first obtain a “Sign-Out Report” from his/her instructor. This “Sign-Out Report” must be approved and completed by the instructor and an administrator or administrative designee. The student will then report to Student Services where he/she will record his/her name, date, destination, time of leaving, and time of return if applicable. Students not following this procedure will be subject to disciplinary actions.

Student Conduct at Events on and off School Grounds and at Other Times When Not at School

- a. The New Albany-Floyd County Consolidated School Corporation has adopted a School Safety Policy governing students who commit, attempt to commit, or threaten aggressive acts toward persons (students, employees or visitors) or property. This Policy applies when a student is on a school bus, on school grounds, off school grounds at a school activity, function or event and while traveling to and from school or a school activity, function or event. This Policy may also apply when a student’s conduct is unlawful and may reasonably be considered to be interference with school purposes or an educational function, when such conduct occurs during weekends, holidays, school recesses, or during the summer when a student may not be attending classes or other school functions. Students who commit these acts will be suspended and may be expelled for up to one (1) school year or one (1) calendar year, as set out in Article II, below.
- b. Students are required to observe school rules and regulations and to be subject to the authority of school officials at school events, whether on or off school grounds. Students are required to be courteous and obedient in response to all reasonable orders from school personnel whether on or off school grounds.

Dress & Appearance

The School Board believes that student dress and appearance, including dress, make-up, and hairstyles, should be respectful and not interfere with the learning environment. Certain programs require certain dress and appearance for the safety of the lab areas. All programs encourage student dress to reflect on preparing students for their post-secondary goals. Restrictions include but are not limited to the following:

- | | |
|--|--|
| Large Holes in clothing that expose the skin | Mesh or see through clothing |
| Offensive or vulgar language on clothing | Head covering of any kind |
| Visible undergarments | Sunglasses without a doctors statement |

Visible rollers, picks, combs, or cosmetology clips	shoulder tops
Grills, detachable gold teeth, or fangs	Oversized tops
Any piercing that is unsafe to the student or other students	Oversized pants
Chains or other items that may cause safety issues	Visible Undergarments/Sagging
Footwear that has wheels	Pajama tops or bottoms; house slippers; blankets
Tube tops/Spaghetti straps/Halter tops/Midriff tops/Single	
Any item or dress deemed inappropriate by a building administrator	
Any restricted item in the school handbook which has been approved by the Board of School Trustees	

Student Insurance

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

Student Organizations

Students who participate in co-curricular organizations strengthen their own self-esteem and develop valuable leadership skills. Faculty and staff encourage students to participate in co-curricular clubs that include but may not be limited to: Future Farmers of America (FFA); Skills/USA; American Welding Society (AWS); National Technical Honor Society.

Student Services

Prosser Student Services Department provides to all Prosser students personal, academic, and career and post secondary assistance. Each program will recognize a student for "**Wall of Fame**", and the student will receive a T-shirt and photo displayed for his/her success. If a student wishes to get approval to transfer or withdraw from a program they must complete the form in Student Services as well as communicate with their sending school counselor. In addition, Prosser's teachers and Student Services personnel actively communicate with home-school counselors and teachers to enhance academic performance while at Prosser.

Student may be awarded the **PRIDE Work Ethic Certificate** for demonstrating "soft skills" needed to be successful in today's post-secondary and workplace environments. To be awarded the certificate, students demonstrate at their home school as well as at Prosser these characteristics: Persistence, Respect, Initiative, Dependability, Efficiency.

Suicide Threats

An administrator or counselor will immediately call the parent/guardian of any student who indicates through comments, writing, or statements that he/she is contemplating physical harm to himself/herself. The student must be taken to an approved referral site for a medical release prior to returning to school.

Student Access to the Internet

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

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

Telecommunication/Internet Terms and Conditions

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

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

1. Acceptable Use - Internet and Network access must be in support of education and research and consistent with the educational

objectives of this school corporation. Transmission of any material in violation of any U.S. or state regulation is prohibited. This includes, but is not limited to, infringement of any copyrighted material, threatening or obscene material, or material protected by trade restrictions. You may not access, upload, or download sexually explicit materials, Internet and Network access may not be used for commercial activities.

2. Privileges - The use of the New Albany-Floyd County Consolidated School Corporation telecommunications service is a privilege, not a right, and inappropriate use will result in a cancellation of all privileges. Assignments that require Internet access will have a faculty sponsor who will instruct and monitor student activity on the Internet. The sponsor and the Network administrators will deem what is inappropriate use and their decision is final. Parents, faculty sponsors, administration, faculty or staff may request that further account privileges be denied, revoked, or suspended for any violation of this policy.
3. Network Etiquette - You are expected to abide by the generally accepted rules of Internet and Network etiquette. These include, but are not limited to the following:
 - A. Be polite. Do not be abusive in messages to others.
 - B. Use appropriate language. Offensive or vulgar messages, such as messages that contain sexual or racial comments are strictly prohibited, in conformity with the School Corporation's existing policies, rules and regulations governing harassment and discrimination. Illegal activities are strictly forbidden.
 - C. Do not reveal your personal address or telephone number, or those of other students or colleagues.
 - D. E-mail is not guaranteed to be private. System Operators may access e-mail. Users have no expectation of privacy or confidentiality in any of their e-mail. Messages relating to, or in support of, illegal or improper activities will be reported to the proper authorities.
 - E. Enrolling in or participating in Chat Rooms is prohibited.
 - F. Do not use the Internet or Network in such a way that would disrupt the use of the Internet or Network by other users.
 - G. All communications and information accessible via the Internet should be assumed to be private property and safeguarded by copyright laws.
 - H. Word your messages carefully and be brief.
 - I. Passwords may not be shared except with the teacher/supervisor and the System Operator.
 - J. You may not access another person's account without their permission.
4. Warranties - The New Albany-Floyd County Consolidated School Corporation makes no warranties of any kind, whether expressed or implied, for the service it is providing. The New Albany-Floyd County Consolidated School Corporation will strive to provide error free, dependable access to the computing resources associated with Network and Internet use. However, this school corporation is not responsible for any damages suffered due to loss of data resulting from delays, nondelivery, misdeliveries, or service interruptions. Use of any information obtained via the Internet is at your own risk. The New Albany-Floyd County Consolidated School Corporation specifically denies any responsibility for the accuracy or quality of information obtained through these Internet services.
5. Security - Security on any computer system is a high priority, especially when the system involves many users. If you feel you can identify a security problem on the Network, you must notify a sponsoring teacher or system administrator. Do not demonstrate the problem to other users. Do not use another individual's account without written permission from that individual. Attempts to log on to the Network as a system administrator will result in disciplinary action. Any user identified as a security risk or having a history of problems with other computer systems will be denied access to Network and Internet services.
6. Vandalism - Vandalism will result in cancellation of privileges and possible disciplinary action. Vandalism is defined as any malicious attempt to harm or destroy data of another user or other Networks that are connected to The New Albany-Floyd County Consolidated School Corporation's Wide Area Network. This includes, but is not limited to, the uploading or creation, or distribution of computer viruses. Users shall not intentionally seek information on, obtain copies of, or modify files, other data, or passwords belonging to other users, or misrepresent other users on the Internet or the Network.

Network access From Personally-Owned Computers and/or Other Web-Enabled Devices

Student enrolled in the NAFC School Corporation students shall not be permitted to access the corporation's servers and/or internal network, from their personal computers and/or web-enabled devices of any type.

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

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

Testing

Accuplacer: Ivy Tech Community College and Vincennes University require that Prosser students take their college entrance exam in their junior year to qualify for dual credits in some Prosser Career Programs. Students test on-site in Mathematics, Sentence Structure, and Reading to qualify for dual credits in their junior and/or senior year.

EPA: (End of Pathway Assessment)

End of Pathway Assessments are given in some programs.

Work Keys: Work Keys is an ACT designed test that measures student's soft skill development, critical thinking and problem solving skills. Students pursuing a Technical Honors Diploma are offered testing dates in the spring of the school year on site at Prosser. Students are tested in locating information, reading for information and applied mathematics.

Industry Based Certifications: some programs offer certification opportunities that require testing.

Tobacco Products

Students will be suspended from school if they use or have possession of tobacco or tobacco-like substances (i.e. spice, electronic cigarettes, potpourri, etc.) on Prosser property. Students will be suspended if they possess or use lighters and/or matches on Prosser property. In addition, students under 18 years of age are subject to written citations.

Tours of Building

Underclassman students from sending schools and other outside groups tour our facility at various times. Current students should try to be helpful in their lab area or in the halls to answer any questions these visitors ask.

Transportation

Prosser provides no transportation to or from sending schools. Students should consult with home school officials regarding the home school transportation policy. Some schools allow students to drive; others require their students to ride the bus transportation they provide.

Tuition

Tuition for regularly enrolled high school students is paid by the local school corporation. Post-high school students accepted to Prosser are required to pay tuition as set by the New Albany-Floyd County School Board; the responsibility of the tuition is with the post-secondary student. Post secondary enrollment is at the discretion of the New Albany-Floyd County schools.

Unsupervised Students on School Property

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

Vehicle Regulations

New Albany Floyd County and Greater Clark students are not permitted to drive to Prosser.

Any student drivers must get permission to drive. Student drivers are expected at all times to drive their vehicles in a safe and courteous manner. Students who do not respect this request or violate the accepted standards for driving and parking on school property will have their driving privileges suspended. Student vehicles are subject to search under reasonable suspicion. Students are not allowed to transport or ride in the car with other students without permission.

Students who drive must register their vehicle in the main office. The driver must place the permit in the lower corner of the front windshield on the driver's side of the vehicle. Students may get temporary/one day pass in student services with the permission of the sending school and Assistant Principal at Prosser upon parent/guardian notification. If vehicles are found parked on Prosser's property after this time without a permit, it may be towed at the owner's expense.

Students must park in the east side parking lot and may NOT park on the west side, front, back, or in fenced areas. All student drivers will exit the parking lot out of the main drive and may not exit through the lots behind office and the Schuler/Bauer office.

All Indiana traffic laws must be obeyed while on Prosser property. A 20 MPH speed limit is placed on all roads at Prosser. No student is permitted to ride in the back of a pickup truck. That student and the driver of the vehicle will be given a discipline referral and a possible vehicle violation citation.

Violence, Threats, and Verbal Abuse

Student violence directed towards staff or other students will not be tolerated. Threats made to anyone about personal safety or property may result in suspension and/or expulsion from school. Violations of the safety policy will be reported to legal authorities, and the student may be arrested. Verbal abuse and offensive language directed towards others is an offense subject to suspension or expulsion. Intimidation and threats directed toward public school employees may be considered a felony under Indiana Code (IC 35-45-2-1).

Visitors

The New Albany Floyd County Schools will screen all visitors before allowing entry to our buildings. A valid state issued ID such as a driver license will be scanned upon your arrival. Our system will print out a badge that visitors will be required to wear during the visit. Our goal is to make sure our schools are secure and that we continue to create a welcoming environment for all our visitors.

Voice Mail

Each faculty and staff member has a voice mail extension.

Work-Based Learning

Prosser Career Education Center is committed to providing multiple work-based learning experiences and programs to all students. Work-based learning activities collaboratively engage local employers and Prosser instructors to provide structured learning experiences for students. These experiences allow students to apply knowledge and skills learned in the classroom and lab to real world situations. All work-based learning experiences and activities are strategically integrated within the CTE curriculum. Some of this valuable learning will occur within the classroom environment while much of it will occur in a place of business or community organization. Work-based learning includes, but is not limited to, the following programs and activities: Job Shadow, Guest Speakers, Industry Field Trips, Industry Simulated Projects, Post-Secondary Visits, School Based Enterprises, Community Based Projects, Externships, Internships, and Mock Interviews. For more detailed information, check out the Prosser Career Education Center website (<http://prosser.nafcs.k12.in.us/>) under Work Based learning (<http://prosser.nafcs.k12.in.us/parent/work-based/>)

All first year students will participate in a **job shadow** experience of a minimum of four hours. Details of the job shadow experience will be discussed further by each individual teacher.

All senior students will go through a **mock interview** process.

Wireless Communications Devices

Students may possess wireless communication devices (WCDs) in school, on school property, during after school activities (e.g. extra-curricular activities) and at school-related functions. WCDs should be powered completely off (i.e., not just placed into vibrate or silent mode) during school hours and stored out of sight. Students are permitted to use (WCDs) after school hours and at school related events.

A “wireless communications device” is a device that emits an audible signal, vibrates, displays a message, or otherwise summons or delivers a communication to the possessor. The following devices are examples of WCDs: cellular and wireless Blackberrys/Smartphones, Wi-Fi enabled or broadband access devices, two-way radios or video broadcasting devices. Students may not use WCDs on school property or at a school-sponsored activity to access and/or view Internet websites that are otherwise blocked to students at school. Students may use WCDs while riding to and from school on a school bus or other vehicle provided by the Board unless there is distracting behavior that creates an unsafe environment.

Also, during after school activities when directed by the administrator or sponsor, WCDs shall be powered completely off (not just placed into vibrate or silent mode) and stored out of sight.

The requirements that WCDs must be powered completely off will not apply in the following circumstances when the student obtains prior approval from the building principal:

- A. The student is a member of a volunteer fire company/department, ambulance or rescue squad.
- B. The student has a special health circumstance (e.g. an ill family member, or his/her own special health condition).
- C. The student is using the WCD for an educational or instructional purpose.

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

