



Career Education Center

**STUDENT
HANDBOOK
2023-2024**





Career Education Center

4202 Charlestown Road

New Albany, Indiana 47150

Phone: 812-542-8508

Fax: 812-542-4799

24 Hour Attendance Hotline: 812-542-6601

Website: www.prossercareers.com

MISSION STATEMENT

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

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.

AM SESSION

7:55 AM - 10:35 AM

PM SESSION

11:20 AM - 2:00 PM

ADMINISTRATION

Dr. Kyle Lanoue - Director of CTE Programs

Mrs. Nancy Campbell, Principal

Mrs. Jaime Green, Assistant Principal

STUDENT SERVICES

Valerie Prince, Counselor

Emory Jones, Career Education Coordinator

Scott Sams, School Resource Officer

Jenna Orwick, Work-based Learning Coordinator

TBD, Curriculum Articulation Coordinator

This book begins with the preamble to the student rights of all NAFCS students. 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.

Table of Contents

I. BASIC RIGHTS AND RESPONSIBILITIES OF STUDENTS	7
Freedom of Speech and Assembly	
Freedom to Publish	
Search and Seizure	
Identification	
Student Conduct at Events on and off School Grounds and at Other Times When Not at School	
Criminal Organizations and Activity	
Criminal Organization Activities, Clothing, or Accessories	
Policy Against Discrimination & Harassment Including Title IX	
Anti-Bullying	
Human Dignity Policy	
Charges by a Parent/Student	
Notification of Rights under the Family Educational Rights and Privacy Act (FERPA)	
Directory Information	
Screening for Health Concerns	
Student Insurance	
Lost, Stolen, or Damaged Student-Owned Property	
Unsupervised Students on School Property	
Administration of Medications	
Enrollment/Residence/Withdrawal	
Parental Involvement/Visitor/Media	
McKinney Vento	
Asbestos	
II. ENFORCEMENT OF RULES AND REGULATIONS	21
III. REMOVAL FROM PROGRAM	29
IV. SCHOOL SAFETY POLICY	29
V. DRIVER'S LICENSE POLICY	32
VI. SCHOOL BUS SAFETY CODE	23
VII. TELECOMMUNICATION	33
VIII. NEW ALBANY-FLOYD COUNTY CONSOLIDATED SCHOOL CORPORATION TELECOMMUNICATIONS USE AGREEMENT	33
IX. INTERNET-TERMS AND CONDITIONS	34
X. EVERY STUDENT SUCCEEDS ACT	36
XI. LOCAL SCHOOL WELLNESS POLICY	36
XII. MENINGOCOCCAL DISEASE	36

XIII. PESTICIDE USE	36
XIV. STUDENT PRIVACY, PARENTAL ACCESS TO INFORMATION, AND INSPECTION OF MATERIALS	37
XV. ACCESS TO STUDENTS WITH DISABILITIES	38
XVI. DIRECTORY INFORMATION	38
XVII. ACADEMIC AND GENERAL INFORMATION	39

Attendance

Late Arrivals/Early Dismissals

Sign Out Procedure

Cafe

Cell Phones/ECD Policy

Cheating or Plagiarizing

Classroom/Lab Settings/Operation of Equipment

Credits Earned Toward Diploma Requirements

Diploma Requirements

Dress & Appearance

Drills

Driving

Email

Earbud/Headphone Policy

Eye Protection

Field Trips

Early College

Food and Drink

Fundraising

Gambling

Grading Scale

Hazing

Inclement Weather

Intent to Enroll Form

Lab Cleaning

Length of Courses

Locks/Lockers

Makeup Work

National Technical Honor Society Selection Process

Pledge of Allegiance/Moment of Silence

PRIDE

Public Display of Affection

Registration

Safe School Hotline
Student Organizations
Student Services
Suicide Threats
Testing
Tours of Building
Transportation
Tuition
Vehicle Regulations
Visitors
Voice Mail
Work-based Learning
Wireless Communications Devices

FACULTY AND PROGRAMS

SUPPORT STAFF

Tommi Griffin, Natalie Lovell, Lori Nevitt

HEALTH NURSE

Stacy Zielke

INSTRUCTIONAL ASSISTANTS

Gracilia Espara Devine, Samuel Nein,
Dara Overberg, Olivia Stout

BOOKKEEPER

Peggy Hardaway

VINCENNES UNIVERSITY EARLY COLLEGE

Cherly Dragon

Aircraft Operations

Evan Peele

Automation & Robotics

Joseph Earl

Automotive Collision Repair

Matt Mayfield
Michael Walker

Automotive Technology

Glenn Dethy
Mark Hyers

Business

Matthew Hyde

Computer Programming

Michael Webb

Cosmetology

Christy Cates
Trudy Grimes
Jennifer Hottel

Construction Technology

Brad Spine
Ron Zimmer

Criminal Justice

Don York
TBD

Culinary Arts

Vanessa Goode
Haley Soeder

Cyber Security

Amy Doyle

Dental Careers

Amy Kuhman

Diesel Technology

Shane Maples

Drafting and Design

TBD

Industrial Maintenance

Mike Bauerla

Interactive Media

Mark Sickles

Health Science

Christal Bell- Stephenson
Amanda Gulley
Jennifer Lewis
Betty McGee
Penne Reed

Heavy Equipment Operator

Jerry Pellman

Landscape Management

TBD

HVAC

Mark Doyle

Fire and Rescue & EMT

Matthew Kidd

Networking

Ben Caple

Precision Machining

TBD

Pharmacy

TBD

Welding Technology

Perry Warren
Jerry Walton

PREAMBLE

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

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

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

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

As set out in Indiana law, I.C. 20-33-8, in all matters relating to the discipline and conduct of students, School Corporation personnel 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.

I. BASIC RIGHTS AND RESPONSIBILITIES OF STUDENTS

1. 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 are prohibited.

2. Freedom to Publish

- a.** 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 include the name of any student author(s) and distributor(s). Students may not write, edit, publish, or distribute materials that violate I.1.a above in school, on school grounds, at any school sponsored functions, or at any time while under the supervision of school personnel.

3. 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 designee may search a student's locker, desk, or other assigned area at any time without reasonable suspicion.
- c.** Other than a general search of student locker, desks, or other assigned areas, any search shall be, where appropriate as deemed by the principal, 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 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. To combat escalating school violence and the potential presence of weapons in our schools, and in accordance with School Corporation policy and procedures, the School Corporation may utilize metal detectors, including, but not limited to, wands for random and reasonable suspicion-based searches to detect firearms, knives, and other weapons.
- g. Permission for a student to bring a vehicle on school property shall be conditional upon consent of the search of the vehicle and all containers inside the vehicle by an administrator without individualized reasonable suspicion. The student and the owner of the vehicle shall have no expectation of privacy in any vehicle or in the contents of any vehicle on school property. The Superintendent shall prepare a written agreement consistent with this Policy to be signed each school year by each student driving to school and the owner of each vehicle driven to school. Each vehicle brought on school property by a student shall display a decal showing that the written agreement permitting the search of that vehicle has been signed.
Student vehicles parked off school property but falling within the scope of this Policy shall be subject to search by a school administrator with individualized reasonable suspicion.
- h. In an effort to promote a drug-free campus and to protect the district's educational purposes, including campus safety and health of the district's faculty, staff, and students, the district may routinely direct 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.
- i. Anything found in the course of a search pursuant to this Policy which constitutes evidence of a violation of a law or a school rule or which endangers the safety or health of any person shall be seized and utilized as evidence if appropriate. Seized items of value shall be returned to the owner if the items may be lawfully possessed by the owner. Seized items of no value and seized items that may not lawfully be possessed by the owner shall be destroyed or turned to an appropriate law enforcement authority.

4. **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.

5. **Student Conduct at Events On and Off School Grounds and at Other Times When Not at School**

- a. The New Albany-Floyd County Consolidated School Corporation has adopted a School Safety Policy governing students who commit, attempt to commit, or threaten aggressive acts toward persons (students, employees or visitors) or property. This Policy applies when

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

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

6. **Criminal Organizations and Activity**

As required by Indiana Law, I.C. 20-26-18-3, a copy of the School Corporation's criminal organization policy (Board Policy 5840 Criminal Gang Activity), is included below: 5840- CRIMINAL GANG ACTIVITY

Prohibited Conduct

New Albany-Floyd County Consolidated School Corporation prohibits criminal gang activity on school property, school buses, or at school-sponsored functions.

New Albany-Floyd County Consolidated School Corporation prohibits reprisal or retaliation against individuals who report criminal gang activity or who are victims witnesses, bystanders, or others with reliable information about criminal gang activity.

Definitions

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

- a. Promotes, sponsors, or assists in; or participates in; or
- b. Requires as a condition of membership or continued membership; the commission of a felony or an act that would be a felony if committed by an adult or the offense of battery (IC 35-42-2

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

Procedures for Reporting and Investigating

A school employee is required by law to report any incidence of suspected criminal gang activity, including criminal gang intimidation or criminal gang recruitment, to the principal and school safety specialist.

The principal or designee shall conduct a thorough and complete investigation for each report of suspected gang activity.

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

Consequences

A confirmed incident of criminal gang activity is a violation of the school's code of conduct.

The principal or the principal's designee shall respond to criminal gang activity, according to the parameters described in the school's code of conduct.

Support Services

The principal may provide information or relevant support services to a student involved in, or suspected of, being involved in a criminal activity. The following types of services, including family support services, are available:

- a. refer to counseling
- b. establish programs to enhance school climate
- c. enlist parent cooperation and involvement
- d. enlist community cooperation and involvement

Criminal Gang Prevention and Education

The school corporation shall establish an evidence-based educational criminal gang awareness program for students, school employees, and parents (IC 20-26-18-4).

The school corporation shall implement school employee development to provide training to school employees in the implementation of its criminal gang policy (IC 20-26-18-4)

The superintendent shall ensure that notice of this policy appears in the student handbooks and on the corporation's website.

7. Criminal Organization Activities, Clothing or Accessories

Students may not display signs, wear clothing or hairstyles, or otherwise display symbols that advertise criminal gang activity. Any activity, clothing or accessory affiliated with a criminal organization that can be construed to intimidate, separate or distract students from the primary mission of the schools is prohibited and provides grounds for suspension or expulsion under Article II, herein.

8. Policy Against Discrimination & Harassment Including Title IX

- a. The New Albany-Floyd County Consolidated School Corporation does not discriminate on the basis of a protected class including but not limited to race, color, national origin, age, religion, disability or sex (including sexual stereotype nonconformity), in the programs or activities which it operates or the employment therein or admission

thereto. The Corporation strictly adheres to all non-discrimination and anti-harassment laws. Discrimination, harassment, hazing, provocation, or intimidation of another person is prohibited and will not be tolerated on school grounds immediately before, during, or immediately after school hours; in any school program or activity taking place in school facilities, on school transportation, or at other offcampus locations, such as at school-sponsored field trips or a training program; or using property or equipment provided by the school, including school-owned computers and the school's computer network.

- b. The School Corporation has appointed as Title IX and Complaint Coordinator to coordinate and carry out its Policies against discrimination and harassment on the basis of any protected characteristic:

Jeanine Corson
2813 Grant Line Road
Telephone 812-949-4200 email: jcorson@nafcs.org

The coordinator is responsible for monitoring and ensuring compliance with all non-discrimination and anti-harassment law. The coordinators shall document all reports of discrimination or harassment and establish a protocol for recordkeeping. Nothing in this procedure shall supersede or substitute an employee's other mandatory reporting obligations including, but not limited to, reporting suspected child abuse and neglect and bullying.

- c. Individuals with questions regarding non-discrimination laws may contact the appropriate coordinator listed above or the United States Department of Education, Office for Civil Rights' Chicago Office, which serves Indiana, as follows:

Office for Civil Rights, Chicago Office
U.S. Department of Education
Citigroup Center
500 W. Madison Street, Suite 1475 Chicago, IL 60661-4544
Telephone: 312-730-1560 Fax: 312-730-1576; TDD: 800-877-8339
Email: OCR.Chicago@ed.gov

A student violating this Policy is subject to discipline including suspension and expulsion. An employee violating this Policy is insubordinate and is therefore subject to discipline, including reprimand, suspension without pay and discharge.

Information on the Corporation's nondiscrimination and anti-harassment policy and procedures can be found on the Corporation's website <https://www.nafcs.k12.in.us>. Hard copies can be obtained in office upon request by Jeanine Corson.

9. ANTI-BULLYING

Bullying is prohibited by the School Corporation Students who commit any acts of bullying are subject to discipline, including but not limited to suspension, expulsion, arrest, and/or prosecution.

Definition “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 results in one or more of the following: (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; (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 Corporation. Bullying involves a real or perceived power imbalance and the imbalance of power involves the use of physical strength, or popularity to access embarrassing information to control or harm others. • IDOE memorandum also provides interpretation that bullying is repeated or has the potential to be repeated.

Bullying does not include, and should not be interpreted to impose any burden or sanction on, any of the following: a) participating in a religious event; b) acting in an emergency involving the protection of a person or property from an imminent threat of serious bodily injury or substantial danger; 9c) participating in an activity consisting of the exercise of a student’s freedom of speech rights; d) participating in an activity conducted by a nonprofit or governmental entity that provides recreation, education, training, or other care under the supervision of one (1) or more adults; e) participating in an activity undertaken at the prior written direction of the student’s parent; and f) engaging in interstate or international travel from a location outside Indiana.

“Bullying,” as defined by this policy and state law, does not include actions involving employees.

Applicability

The Corporation prohibits bullying in all forms. This policy may be applied regardless of the physical location in which the bullying behavior occurred, whenever the individual committing the bullying behavior and any of the intended targets of the bullying behavior are students attending a school within the Corporation and disciplinary action is reasonably necessary to avoid substantial interference with school discipline or prevent an unreasonable threat to the rights of others to a safe and peaceful learning environment. The Corporation prohibits bullying through the use of data or computer software that is accessed through any computer, computer system, or computer network.

Bullying behaviors based on the targeted individual’s race, color, national origin, sex, gender, religion, or disability may be investigated and processed according to the Nondiscrimination/Anti-Harassment Policy.

Education

The Corporation will provide training and/or instruction on anti-bullying prevention and policy to all students in grades 1 through 12, as well as employees, in accordance with Indiana law.

Reporting

Anyone who believes that a student has possibly been or is the victim of bullying is encouraged to **immediately** report the situation to an appropriate employee such as a teacher, school counselor, or administrator (including the Superintendent). All employees, volunteers, and contracted service providers who observe or receive a report of suspected bullying shall notify a designated school administrator in charge of receiving reports of suspected bullying within the same day. If an employee does not know who to make a report to, he or she should report directly to the building principal or Superintendent. Bullying reports to the Department of Child Services and/or law enforcement must be made as required by law (where the bullying constitutes child abuse, neglect, or other violation of law), such as when an employee believes that a student is the victim of abuse or neglect. Any person who makes a report of bullying and requests to remain anonymous will not be personally identified as the reporter or complainant to extent permitted by law. The Corporation will act appropriately to discipline employees, volunteers, or contracted service providers who receive a report of bullying and fail to initiate or conduct an investigation of a bullying incident, and for persons who falsely report an incident of bullying. The Corporation will act appropriately to discipline students, employees, visitors, or volunteers who make false reports of bullying.

Investigation

Once a report of suspected bullying is received by the designated school administrator, an investigation shall follow. The investigation should be facilitated by the designated school administrator or other appropriate school employees.

Intervention/Responses

If a report of suspected bullying is substantiated through an investigation, then the Corporation shall take appropriate intervention and responses as consistent with policy and procedure. The Corporation will take prompt and effective steps reasonably calculated to stop the bullying, remedy the bullying, and prevent the bullying from recurring. Interventions and responses include, but are not limited to: separating the bully and the target; follow-up school counseling for the target; bullying education for the bully; and prompt disciplinary action against the bully. These steps should not penalize the target of the bullying. Disciplinary actions against the bully may include, but are not limited to: suspension and expulsion for students. Also, if the acts of bullying rise to the level of serious criminal offense the matter may be referred to law enforcement. The Corporation shall inform the parents of all students involved in alleged incidents, and, as appropriate, may discuss the availability of counseling and other intervention services.

Parental Involvement

Parents are encouraged to be involved in the process of minimizing bullying. Parents should report suspected acts of bullying to an appropriate school official. In addition, parents of students suspected of bullying will be notified with a phone call or through other appropriate means of communication. Conversely, parents of students suspected of being the target of acts of bullying will also be notified with a phone call or through other means of appropriate communication.

Reporting to IDOE

Each school within the Corporation will record and report to the Superintendent or his or her designee the frequency of bullying incidents in the following categories: verbal bullying, physical bullying, social/relational bullying, and electronic/written communication bullying (or a combination of two or more of the above categories). The Superintendent or his or her designee shall report the number of bullying incidents by category for each school and the entire corporation for each school term to the Indiana Department of Education by July 1.

10. Human Dignity Policy

It is the Policy of the School Corporation that all employees, parents/guardians, students and members of the community should be treated and should 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.

11. Charges by a Parent/Student

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

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

Student records maintained by the New Albany-Floyd County Consolidated School Corporation are governed by laws including the Family Education Rights and Privacy Act ("FERPA"). FERPA affords parents and students over eighteen (18) years of age ("eligible students") certain rights with respect to student education records. They are:

- A. 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.
- B. The right to request the amendment of the student's education records that the parent or eligible student believes is 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 inform them of his/her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

- C. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. FERPA allows disclosure of student educational records to school officials, with legitimate educational interests in assessing the student's record, without consent. "School officials" include administrators, supervisors, instructors, support personnel, health and medical staff, law enforcement unit personnel, School Board members, persons or companies contacted to perform a special task, or a parent or student serving on an official committee or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request, the School Corporation disclosed education records without consent to officials of another school corporation in which a student seeks or intends to enroll.
- D. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the School Corporation to comply with the requirements of FERPA. Parents and eligible students who wish to file a complaint under FERPA should do so by submitting the complaint form found at www.studentprivacy.ed.gov/file-a-complaint electronically to FERPA.Complaints@ed.gov. Alternatively, individuals may print out the form, sign, and mail to the following address:
- U.S. Department of Education
Student Privacy Policy Office
400 Maryland Ave., SW
Washington, DC 20202-8520

Directory Information: The School Corporation has classified the following information about individual students as "Directory Information":

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. The School Corporation may disclose any of those items without prior written consent, unless notified in writing to the contrary by the following procedure:

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

indicating that consent must be secured to: Chief of Human Resources, 2813 Grant Line Road, New Albany, Indiana 47150. 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.

Release of Information to the Military: Federal law requires schools to provide high school juniors and seniors' names, addresses, and telephone numbers to military recruiters. Parents may opt out of this disclosure of directory information to military recruiters by delivering the request in writing to the school within fourteen days of the start of school or within fourteen days of enrolling their student.

12. Screening for Health Concerns

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

13. Student Insurance

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

14. Lost, Stolen, or Damaged Student-Owned Property

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

15. Unsupervised Students on School Property

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

16. Administration of Medications

The administration of prescribed medication and/or medically-prescribed treatments to a student during school hours will be permitted only when failure to do so would jeopardize the health of the student, the student would not be able to attend school if the medication or treatment were not made available during school hours, or the child has a disability and as a result, requires medication to benefit from his/her educational program.

All medication needed during school hours or at school functions that are supervised by school staff, except those subject to I.C. 20-33-8-13 (student possession and selfadministration), will be administered by the nurse, administrator, or designated trained staff under the following conditions:

1. A written authorization form for medication administration must be completed by the parent/guardian and be on file before any medication transported to the health clinic (prescription or non-prescription) will be administered.
 - a. Medication shall be administered in accordance with the instructions printed on the bottle (in the case of non-prescription medicine) or the physician's order (on the case of prescription medicine).
 - b. The consent of the parent shall be valid only for the period specified on the consent form and in no case longer than the current school year.
2. All non-prescription medicine must be kept in its original container accompanied by the package label or package information.
3. All prescription medicine, including medication administered by injection, emergency medication (i.e. Epinephrine, Glucagon), and diabetes monitoring of a student must be accompanied by a physician's order, which is current and correct to the way that the student is to receive the medicine. The nurse may require additional information prior to administering medication.
4. All medication administration will be documented and kept on file in the health office.
5. If the medication is to be terminated prior to the date on the prescription, a withdrawal of consent of the parent is required. The written consent of the parent and the written order of the physician shall be kept on file in the health office.

The Corporation does not honor requests by parents or physicians to administer over-the-counter herbs, minerals and vitamins and other homeopathic products as there is currently no standardization relative to these products and no FDA approval and guidelines.

Any unused medication which is unclaimed by the parent will be destroyed by the Corporation when a prescription is no longer to be administered according to the authorization form, or at the end of the school year.

All designated staff responsible for administering medication to students will be trained by a registered nurse on the proper administration of medication and/or diabetes care. A record of this training will be kept on file in the health office.

All medication, both prescription and non-prescription, must be brought into the nurse's office by a parent or guardian. Only students meeting the criteria of Indiana code who have valid medical authorization and parent permission on file in the school office will be permitted to carry medications and self-administer such substances. These exceptions are explicitly stated in the law and detailed below.

Indiana law permits an individual or entity in a position to assist an individual who, there is reason to believe, is at risk of experiencing an opioid-related overdose, to administer an overdose intervention drug to an individual who is suffering an overdose.

The Corporation, in good faith, believes it is an entity in a position to assist an individual who there is a reason to believe is at risk of experiencing an opioid-related overdose; therefore, it may obtain an overdose intervention drug from a prescriber or entity acting under a standing order issued by a prescriber and may maintain such intervention drug on-site in school facilities to provide such assistance.

Chronic Disease or Medical Condition

In accordance with Indiana statute, a student with a chronic disease or medical condition may possess and self-administer medication for the chronic disease or medical condition on school grounds immediately before or during school hours, or immediately after school hours, or at any other time when the school is being used by a school group; off school grounds at a school activity, function, or event; or traveling to or from school for a school activity, function, or event, if the following conditions are met:

1. The student's parent has filed an authorization with the student's principal for the student to possess and self-administer the medication. The authorization must include the physician's statement described below in #2.
2. A physician states in writing that:

- a. the student has an acute or chronic disease or medical condition for which the physician has prescribed medication;
- b. the student has been instructed in how to self-administer the medication; and c. the nature of the disease or medical condition requires emergency administration of the medication.

The authorization and statement described in subsection (2) must be filed with a student's principal annually.

Students with diabetes, seizures, or chronic diseases shall be appropriately accommodated per Indiana statutes. An appropriate plan for the student, which may be a Section 504 Plan, individual health plan, or IEP, will be developed and implemented.

Transportation of Medications by Students

Medication that is possessed by a school for administration during school hours or at school functions for a student may be released to:

1. The student's parent or guardian;
2. An individual who is at least eighteen years of age and designated in writing by the student's parent or guardian to receive the medication; or

Do Not Resuscitate (DNR) Orders / Physician Orders for Scope of Treatment (POST) Forms

Each student with a potentially life-threatening medical condition should have a health care plan and/or emergency medical plan. Corporation employees shall follow normal procedures for addressing emergencies occurring while students are on Corporation property (including being transported in vehicles owned, leased, or operated by Corporation); and during Corporation events, even if held outside of Corporation property (for example, prom or field trips).

Therefore, Corporation employees will not adhere to Do Not Resuscitate (DNR) Orders or Physician Orders for Scope of Treatment (POST) forms which prohibit individuals from administering resuscitation (CPR) or medical interventions measures to a student. This policy shall not interfere with a health care provider's obligation under Indiana law.

If the school is presented with a DNR order or POST form, the parent or guardian should be advised of the Corporation's policy and should be directed to the hospital(s) in the area where the student may be transported in an emergency and advised to discuss the order with such facility.

18. Enrollment/Residence/Withdrawal

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

19. Parental Involvement/Visitor/Media

The School Corporation welcomes and encourages visits to school by parents, guardians, and others, 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. Disruptions to the educational environment will not be tolerated. Visitors must register at the school office and seek permission to see a student or employee, participate in an activity, or observe. All visits are subject to the approval of the Superintendent, building principal, or designee. The prohibitions and expectations governing classroom observations are equally applicable to online instruction. Specifically, visitors are reminded:

- Visitors are to be silent observers and not create any kind of disturbance or distraction.
- Statements and actions of other students (or statements by an instructor to other children) are to be maintained in confidence.
- Instruction and services may not be recorded in any manner (audio, video, cell phone, use of Alexa, etc.) unless first receiving approval from the principal and instructor.

Student visitors, except for those involved in a student council exchange program, are not permitted. All other visitors must have the approval of the principal or his designee.

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.

20. McKinney-Vento

The Corporation will work with homeless students and their families to provide stability in school attendance and other services. Special attention will be given to ensuring the enrollment and attendance of homeless students not currently attending school. Homeless students will be provided corporation services for which they are eligible, including Head Start, Title I, special education, bilingual education, vocational and technical education programs, gifted and talented programs and school nutrition programs.

Students determined to be in a homeless living situation have the following rights:

- Enrollment in the school they last attended or the school in whose attendance are they are currently staying even if they do not have all of the documents normally required at the time of enrollment;

- Access to free meals and textbooks, Title I and other educational programs, and other comparable services including transportation where applicable;
- To attend the same classes and activities that students in other living situations also participate without fear of being separated or treated differently due to their housing situations.

Any questions about these rights can be directed to the Corporation’s Civil Rights Coordinator or the State Coordinator.

Questions about enrollment of a student who may be considered homeless should be directed to Katie Stein (kstein@nafcs.org), Licensed School Social Worker/McKinney Vento Liaison (812-542-5505) or Tony Duffy (tduffy@nafcs.org), Assistant to the Superintendent for Elementary Education (812-542-2142).

21. Asbestos

Under the Asbestos Hazard Emergency Response ACT (AHERA) of 1986, the School Corporation is required to annually notify all school building employees, building occupants or legal guardians, of the availability and location of the Asbestos Management Plan and of any post-response action activities, including re-inspection and surveillance activities that are planned or in progress.

An asbestos statement of compliance is on file in the district office. For an addition by the public.

II. ENFORCEMENT OF RULES AND REGULATIONS

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

Discipline, particularly suspensions and expulsions, will be ultimately addressed by each student’s school corporation of enrollment. New Albany-Floyd County Consolidated School Corporation will collaborate with and provide disciplinary recommendations to administrators of sending school corporations on matters of discipline for a sending school’s participating students.

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 a plan in place for the use of restraint and seclusion, as a last resort, to control students only if there is an imminent risk of injury to the student or to another person and in emergency situations. A copy of this plan is located at the central office calling 812-942-4200.

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 reasonable period consistent with state/federal law and also the teacher handbook.

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.

- a. In Indiana, a suspension is defined as a disciplinary action whereby a student is separated from school attendance for a period of ten or fewer school days. Within 24 hours, or such additional time as is reasonably necessary, following a suspension, the principal/designee shall send a written statement to the student's parent(s) describing the student's conduct, misconduct or violation of any rule or standard and the reasons for the action taken. The principal/designee shall make a reasonable effort to hold a conference with the parent before or at the time the student returns to school. Failure of the parent to participate in a conference with the principal/designee does not justify extending the period of the student's suspension.

Students who have been suspended or expelled from the regular school setting, following applicable Indiana law, will not be permitted to attend or participate in any extracurricular activity during the time of their suspension/expulsion. Students who have been suspended or expelled are not permitted to participate in extracurricular practice, contests, or performances until the day of their return to the normal classroom setting following the suspension or expulsion.

Grounds for suspension or expulsion are student misconduct and/or substantial disobedience for which a student may be suspended or expelled include, but are not limited to the items in II.8 below. For more information on suspension and expulsion, please refer to [identify policy]Policy 5610.

5. **Expulsion**

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. The expulsion process offers the opportunity for a student due process meeting (See Article III, below.)
 - c. 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.
 - d. 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.

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

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) Rearranging class schedules;
 - (4) Requiring a student to remain in school after regular school hours to do school work or for counseling;
- Restricting athletic and other extracurricular activities, including removal from participation in such activities; and
Removing a student from any noncredit school activity.

A principal or designee may assign a student to:

- (1) A special course of study;
- (2) An alternative educational program; or

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

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

7. Application of the Grounds for Expulsion or Suspension

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

- On a school bus;
- On school grounds immediately before, during, and immediately after school hours and at any time when the school is being used by a school group (including summer school or intersession);
- Off school grounds at a school activity, function, or event, or;
- 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. Please refer to I.C.20-33-8-15

The grounds for bullying may be applied regardless of physical location of the bullying behavior when a student demonstrating bullying behavior and the targeted student attend a school within the Corporation and disciplinary action is reasonably necessary to avoid substantial interference with school discipline or prevent an unreasonable threat to a safe and peaceful learning environment.

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/or
- (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) continuously and Intentionally making noise or acting in any manner so as to interfere with the ability of any teacher or any other school personnel to conduct the educational function under their supervision. This subparagraph shall not, however, be construed to make any particular student conduct a ground for expulsion where such conduct is constitutionally protected as an exercise of free speech or assembly or other right under the Constitution of Indiana or the United States.
 - (8) Harassing on the basis of race, color, ethnicity, national origin, sex, sexual orientation, gender identity, socioeconomic status, disability, genetic information, age, religion, or other protected characteristics in violation of the Policies described in Article I, Section 8, above.
 - (9) Possessing, handling or transmitting a knife or any object that can reasonably be considered a weapon, is represented to be a weapon, or looks like a weapon. "Any object" includes any item that is considered a weapon but is not a firearm as defined below.
 - (10) Violating the School Safety Policy (Section IV).
- b. Causing or attempting to cause damage to school or private property, stealing or attempting to steal school or private property.
 - c. Intentionally causing or attempting to cause physical injury or intentionally behaving in such a way as could reasonably cause physical injury to any person. Self-defense or reasonable action undertaken on the reasonable belief that it was necessary to protect oneself and/or another person is not a violation of this rule.
 - d. Engaging in any kind of aggressive behavior that does physical or psychological harm to another person or urging of other students to engage in such conduct. Prohibited conduct includes coercion, harassment, hazing, or other comparable conduct.
 - e. Engaging in violence against any student, staff member, and/or other persons. Prohibited violent or threatening conduct includes threatening, planning, or conspiring with others to engage in a violent activity.
 - f. No student shall possess, handle, or transmit any firearm or destructive device on school property. The following devices are considered to be a firearm under this rule: 1) any weapon that will, or is designed to, or may readily be converted to expel a projectile by the action of an explosive, 2) the frame or receiver of any weapon described above, 3) any destructive device which is an explosive, incendiary, or poison gas bomb, grenade, rocket having a propellant charge or more than four ounces, missile having an

explosive or incendiary charge of more than one-quarter ounce, mine, or any similar device, 4) any weapon that will, or that may be readily converted to, expel a projectile by the action of an explosive or other propellant, and that has any barrel with a bore of more than one-half inch in diameter, 5) any combination of parts either designed or intended for use in converting any device into any destructive device described in the two immediately preceding examples, and from which a destructive device may be readily assembled, 6) an antique firearm, 7) a rifle or a shotgun which the owner intends to use solely for sporting, recreational, or cultural purposes. A “destructive device” as defined in I.C. 35-47.5-2-4 means: 1) an explosive, incendiary, or over pressure device that is configured as a bomb, a grenade, a rock with a propellant charge for more than four (4) ounces, a missile having an explosive or incendiary charge of more than one-quarter ounce, a mine, a Molotov cocktail, or a device that is substantially similar to an item described above, 2) a type of weapon that may be readily converted to expel a projectile by the action of an explosive or other propellant through a barrel that has a bore diameter of more than one-half inch, or 3) a combination of parts designed or intended for use in the conversion of a device into a destructive device. The penalty for possession of a firearm: suspension up to 10 days and expulsion from school for at least one calendar year with the return of the student to be at the beginning of the first semester after the one-year period. The length of the expulsion may be reduced by the superintendent if the circumstances warrant such reduction. The superintendent shall notify the appropriate law enforcement agency when a student is expelled under this rule and/or when a student brings a firearm or destructive device onto school property or is in the possession of a firearm or destructive device on school property.

- g. Threatening injury to persons or damage to property or intimidating any person for any purpose, including obtaining money or anything of value regardless of whether there is a present ability to commit the act.
- h. Failing to report the actions or plans of another person to school personnel where those actions or plans, if carried out, could result in harm of another person or persons or damage property when the student has information about such actions or plans.
- i. It may be grounds for an immediate expulsion for any student to knowingly transmit or attempt to transmit any drug including:
 - 1. controlled substances as so designated and prohibited by Indiana or federal statute;
 - 2. all chemicals which release toxic vapors;
 - 3. all alcoholic beverages;
 - 4. any “medication” including those prescribed by a physician and any non-prescribed (over-the-counter) drugs, preparations, and/or remedies, including, but not limited to, herbal remedies, anabolic steroids, dietary supplements, and antihistamines, except for those which permission to use in

school has been granted pursuant to Board policies 5330 and 5330.01;

5. any “look-alike” substances;
6. any chemicals or substances that are precursors to drug manufacturing;
7. any other illegal substance so designated and prohibited by law;
8. any substance not taken as directed or prescribed;
9. any substance that alters behavioral patterns and is not prescribed by a physician.

It shall be sufficient grounds to prove transmitting a substance governed by this regulation if the provider transmits a substance which closely resembles such a substance, or which he/she represents to be a substance. It is a violation of this Policy for a student to transmit paraphernalia used with any of the substances listed herein.

A charge of transmitting a substance covered by this subsection may include a charge of possession of such substance. It may be grounds for an immediate ten (10) day suspension.

It shall be sufficient grounds to prove possession or use of a substance by this regulation if the student uses or possesses material which closely resembles such a substance or which he/she represents to be such a substance.

It is a violation of this Policy for a student to possess paraphernalia used with any of the substances listed herein.

Use of medication by a student when such medication has been prescribed for that student by a health care provider authorized by law to prescribe medication does not violate this rule, provided such medication is used by the student in accordance with the School Corporation policy governing the use of prescription drugs while under the jurisdiction of school authorities.

First time offenders determined to be in possession or under the influence of a prohibited substance, as set out herein, may be immediately suspended up to five (5) days pending expulsion; however, an alternative to expulsion may be offered, by the school administrator to the student and his/her parents or guardian. A student is eligible for participation in this alternative program only one (1) time at each level of instruction (elementary, middle, and high) during his/her total enrollment in the New Albany-Floyd County Consolidated School Corporation.

Second or repeat offenders determined to be in possession or under the influence of a chemical substance, as set out herein may be immediately suspended pending expulsion without being offered the alternative educational program.

1. 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.

2. If this alternative is chosen by the student and parents or guardian, the student must attend all sessions of the program. Any cost for the alternative program, not approved by the Corporation, will be the responsibility of the student's parents or guardian.
 3. 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.
 4. If the student or his/her parents or guardian do not choose to participate in the alternative educational program, the building administrator shall immediately resume the expulsion process for such student. Such student may also be referred to the proper authorities.
- j. 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.
 - k. Possessing, using, distributing, purchasing, or selling tobacco, nicotine-containing products of any kind or in any form. These products include e-cigarettes, vaping devices, any kind of look-alike products or other related products or devices associated with tobacco or nicotine use or electronic nicotine delivery systems.
 - l. Engaging in any activity forbidden by the laws of Indiana that constitutes an interference with school purposes or an educational function.
 - m. Violating any Board policy or administrative rules that are reasonably necessary in carrying out school purposes or an educational function, including, but not limited to:
 - (1) Engaging in harassment of a student or staff member;
 - (2) Disobedience of administrative authority;
 - (3) Engaging in speech or conduct, including clothing that is profane, indecent, lewd, vulgar, or refers to drugs, tobacco, alcohol, sex, or illegal activity;
 - (4) Violation of the Corporation's acceptable use of technology policy or rules;
 - (5) Engaging in sexual behavior on school property;
 - (6) Violation of the Corporation's administration of medication policy or rules.
 - n. Failing to comply with directions of teachers or other school personnel during any period of time when the student is properly under their supervision, where such failure constitutes an interference with school purposes or an educational function.
 - o. Excessive truancy or absence from school without the knowledge and consent of both the parent and the school.
 - p. Excessive cutting of classes and/or tardiness to classes.
 - q. Living outside of the New Albany-Floyd County Consolidated School Corporation attendance area without approval of the Corporation.
 - r. Failing to completely and truthfully respond to questions from a staff member regarding school-related matters including potential violations of the student conduct rules or state or federal law.

- s. Falsely accusing any person of sexual harassment, or violating a school rule, and/or state or federal law.
- t. While on school grounds during school hours, knowingly possessing or using a laser pointer or electronic device in a situation or for a purpose not related to a school activity or an educational assignment without permission from the school principal or designee.
- u. “Sexting” or using a cell phone, school issued technology, or any other personal communication device to send, distribute, share, view, or possess pictures, text messages, emails, or other material reasonably interpreted as indecent or sexual nature. In addition to taking any disciplinary action, **the device or devices in question** will be confiscated and any suspected violations of criminal law(s) will be reported to law enforcement authorities.
- v. Personal or group messaging of inappropriate comments, pictures, emojis or videos that contain sexual, humiliating, harassing or threatening messages.
- w. Engaging in sexual activity that may include, but is not limited to, the showing of breasts, genitals or buttocks.
- x. Unauthorized taking, recording, displaying and/or distributing pictures (digital or otherwise), video or audio recordings without the consent of the student or staff member in a situation that is unrelated to a school purpose or function.
- y. Aiding, assisting, agreeing or conspiring with another person to violate these student conduct rules or state or federal law.
- z. Engaging in academic dishonesty, including cheating, intentionally plagiarizing, wrongfully giving or receiving help during an academic examination, and wrongfully obtaining test copies or scores.
- aa. Engaging in pranks or other similar activity that could result in harm to another person and disruption to the education environment..
- bb. Violating any school conduct rule the building principal establishes and give notice to students and parents.
- cc. Engaging in bullying which is defined by the bullying policy at 1.9 above.

III. REMOVAL FROM PROGRAM

Where Prosser administration has determined that a student disciplinary offense rises to the level of a Suspension or Expulsion, such student will be removed from the program for the appropriate length of time. Prosser administration will collaborate with and provide a disciplinary recommendation to, sending school administration of any non-New Albany Floyd County Consolidated School Corporation student. However, the decision of New Albany Floyd County Consolidated School Corporation as to the removal of a student from Prosser is final, regardless of of the disposition of discipline toad the student by ta sending school.

IV. SCHOOL SAFETY POLICY

The New Albany-Floyd County Consolidated School Corporation has adopted proactive safety policy governing students who commit, attempt to commit, or threaten aggressive acts toward persons (students, employees, or visitors) or property. This policy applies when a student is on a school bus,

on school grounds, off school grounds at a school activity, function, or event, and while traveling to and from school or a school activity, function, or event. This policy may also apply when a student's conduct is unlawful and may reasonably be considered an interference with school purposes or an educational function, when such conduct occurs during weekends, holidays, school recesses, or during the summer when a student may not be attending classes or other school functions. Students who commit these acts will be suspended and may be expelled for up to one school year or one calendar year, in the case of firearms violations. Students will also be referred to the probation office or the prosecutor's office as required or appropriate. Students who make threats, whether spoken, written, by gesture, or expressed in digital means; and/or students whose behavior gives rise to a reasonable belief that the student is substantially likely to injure the student or others may be the subject to a Threat Assessment by the Corporation.

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 (10) days suspension pending expulsion for any student to possess, handle, use, threaten to use, demonstrate the intent to use or transmit weapons, firearms, or explosives. Except in instances involving firearms, upon the recommendation of the building principal, first-time offenders may be given the option of participating in an approved educational/counseling program outside the school corporation. The cost of such outside educational/counseling program shall be the responsibility of the student and the student's parents or guardians. The School Corporation may consider a reduction in the length of the expulsion upon satisfactory completion of this program.
2. A student will be expelled for a full calendar year for possessing, handling, or transmitting a firearm, as defined by Indiana law, while under the jurisdiction of the school corporation. Under I.C. 35-47-1-5, a "firearm" means any weapon that is capable of expelling or designed to expel or that may readily be converted to expel a projectile by means of an explosion. A student expelled under this provision will not be re-enrolled in the school corporation until the beginning of the semester following the end of the expulsion. The length of expulsion for possession, handling, or transmitting a firearm may be reduced by the Superintendent, if the circumstances warrant such a reduction.
3. First-time offenders who threaten or commit aggressive acts toward persons or property and who are not in possession of and have not handled, used, threatened to use, or transmitted weapons, firearms or explosives may be immediately suspended for up to five (5) school days. Such students shall also be required to meet with the school counselor upon returning to school.

4. The remainder of this policy notwithstanding, when a first-time offender has engaged in violent conduct or has continued to demonstrate aggressive behavior after being told by a school employee to cease and desist (students must be able to immediately demonstrate restraint and self-control) such student may be suspended for ten (10) school days pending expulsion. The students may, upon the recommendation of the building principal, be given the option of participating in an approved educational/counseling program outside the School Corporation. The cost of such outside educational/counseling program shall be the responsibility of the student and the student's parents or guardians. The Superintendent may consider a reduction in the length of the expulsion upon satisfactory completion of this program.
5. Second time offenders who threaten or commit aggressive acts toward persons or property and who are not in possession of and have not handled, used, threatened to use or transmitted weapons, firearms or explosives shall be immediately suspended up to ten (10) school days. Such conduct may also be grounds for expulsion; however, an educational/counseling alternative to expulsion provided by an approved outside agency may be offered by the building principal to the student and his/her parents or guardians. If the educational/counseling alternative is offered, required documentation must be presented upon return to school.
 - a. This program will be designed to assist students in successfully managing and resolving conflicts in a nonviolent and non-aggressive manner, so that they may successfully complete school after experiencing the consequences of their violation of this policy.
 - b. If the outside educational/counseling program is chosen by the student and parents or guardians the student must attend all sessions of the program. Any cost for this program will be the responsibility of the student and the student's parents or guardians.
 - c. If the student enrolls in the outside educational/counseling program and then withdraws or otherwise fails to satisfactorily complete the program, the building administrator shall immediately resume the expulsion process for such student.
 - d. If the student or his/her parents or guardians do not choose to participate in the outside educational/counseling program, the building administrator shall immediately resume the expulsion process for such student. Such student may be referred to the Floyd County Probation Office for any appropriate action.

6. Students who threaten or commit aggressive acts on more than two occasions may be immediately suspended for ten (10) school days pending expulsion.
7. If a student's behavior is a criminal act, in addition to school discipline, the school will also notify the proper authorities.

V. DRIVER'S LICENSE POLICY

The School Corporation reserves the right to prohibit students from obtaining drivers' permits and/or drivers' licenses and/or to revoke students' drivers' licenses under the applicable provisions of state law and school corporation policy. The policy may be implemented for students who are habitually truant (those who have more than ten uncertified absences in a semester), are suspended from school for a second time, and/or are expelled or excluded from attendance at Delta High School. Delta High School may also implement this policy for students under the age of eighteen (18) who withdraw from school, including those who withdraw from school in order to avoid the revocation process. The portion of this policy dealing with drivers' permits applies to students aged fourteen (14) and fifteen (15). The policy relating to the revocation of drivers' licenses applies to students under the age of eighteen (18). In the event that the process is implemented, a registered letter will be sent to the parent(s) or guardian(s) of the student. The student and parent(s)/guardian(s) will have due process rights. At the conclusion of the due process procedure if the student is determined to be in violation of this policy, the proper form will be sent to the Bureau of Motor Vehicles.

VI. SCHOOL BUS SAFETY CODE

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

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

Students must do the following:

1. Be at their bus pickups on time.
2. Wait their turns to load and unload the bus. Avoid standing or playing on the road while waiting for the bus.
3. The bus driver and bus monitors should be treated with respect.
4. Show consideration for the property where their bus stops are located. Damage and destruction at "stops" result in the discontinuance of these "stops."
5. Nothing (arms, hands, heads, books, etc.) shall be allowed to protrude from open windows on the bus. Windows may only be opened or closed with the permission of the bus driver. Feet should be kept on the floor at the seats and not protrude into aisles of the bus.

6. Horseplay, littering, loud and boisterous conduct on the bus will not be allowed. This type of conduct distracts a driver and may result in a serious accident endangering every person on the bus.
7. Students must wear seat belts on buses where they are available.

VII. TELECOMMUNICATION

Student Access to the Internet

Users are legally bound to the terms and conditions of the Telecommunications Use Agreement. It is assumed that users have read the terms and conditions carefully and understand their significance including the understanding that any violation of these regulations is unethical, may constitute a criminal offense, that accessers' 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.

VIII. NEW ALBANY-FLOYD COUNTY CONSOLIDATED SCHOOL CORPORATION TELECOMMUNICATIONS USE AGREEMENT

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

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

IX. INTERNET-TERMS AND CONDITIONS

1. Responsible Use – Internet and Network access must be in support of education and research and consistent with the educational objectives of this School Corporation. Transmission of any material in violation of any U.S. or State regulation is prohibited. This includes, but is not limited to, infringement of any copyrighted material, threatening or obscene material, or material protected by trade restrictions. Users may not access, upload, or download sexually explicit materials. Internet and Network access may not be used for commercial activities.

2. Privileges – The use of the New Albany-Floyd County Consolidated School Corporation telecommunications service is a privilege, not a right, and inappropriate use will result in a cancellation of all privileges. Assignments that require Internet access will have a faculty sponsor who will instruct and monitor student activity on the Internet. The sponsor and the Network administrators will deem what is inappropriate use and their decision is final. Parents, faculty sponsors, administration, faculty, or staff may request that further account privileges be denied, revoked, or suspended for any violation of this policy.
3. Network Etiquette – Users are expected to abide by the generally accepted rules of Internet etiquette. These include, but are not limited to, the following:
 - a. Be polite. Do not be abusive in messages to others.
 - b. Use appropriate language. Offensive or vulgar messages, such as messages that contain sexual or racial comments are strictly prohibited, in conformity with the School Corporation’s existing Policies, rules, and regulations governing harassment and discrimination. Illegal activities are strictly forbidden.
 - c. Do not reveal personal address or telephone number, or those of other students or colleagues.
 - d. E-mail is not guaranteed to be private. System Operators may have access to all e-mail. Messages relating to or in support of illegal or improper activities will be reported to the proper authorities.
 - e. Do not use the Internet or Network in such a way that would disrupt the use of the Internet or Network by other users.
 - f. All communications and information accessible via the Internet should be assumed to be private property and safeguarded by copyright laws.
 - g. Word messages carefully and be brief.
 - h. Passwords may not be shared except with the teacher/supervisor and the System Operator.
 - i. Users may not access another person’s files or account without their permission.
4. Warranties – The New Albany-Floyd County Consolidated School Corporation makes no warranties of any kind, whether expressed or implied, for the service it is providing. The New Albany-Floyd County Consolidated School Corporation will strive to provide error-free, dependable access to the computing resources associated with Network and Internet use. However, this School Corporation is not responsible for any damages suffered due to loss of data resulting

from delays, non-delivery, mis-deliveries, or service interruptions. Use of any information obtained via the Internet is at the user's risk. The New Albany-Floyd County Consolidated School Corporation specifically denies any responsibility for the accuracy or quality of information obtained through these Network and Internet services.

5. Security – Security on any computer system is a high priority, especially when the system involves many users. If a user feels that he/she can identify a security problem on the network, he/she must notify a sponsoring teacher or a system administrator. Do not demonstrate the problem to others. Do not use another individual's account without permission from that individual. Attempts to log on to the network as a system administrator will result in disciplinary actions. Any user identified as a security risk or having a history of problems with other computer systems will be denied access to the Internet services.
6. Vandalism – Vandalism will result in cancellation of privileges and possible disciplinary action. Vandalism is defined as any malicious attempt to harm or destroy data or another user of other networks that are connected to the New Albany-Floyd County Consolidated School Corporation wide area network. This includes, but is not limited to, the uploading or creation, or distribution of computer viruses. Users shall not intentionally seek information on, obtain copies of, or modify files, other data, or passwords belonging to other users, or misrepresent other users on the Internet.

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

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

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

X. Every Student Succeeds Act

- a. **Parent's Right to Know:** Upon a parent's request, the School Corporation will provide information regarding the professional qualifications of their student's classroom teachers, including whether the student's teacher (a) has met Indiana's qualification and licensing criteria for the teacher's grade levels and subject areas, (b) is teaching under emergency or other provisional qualification/licensing status, or (c) has been subject to discipline of the teacher's license, and whether the student is provided services by paraprofessionals and, if so, their qualifications.

b. **Testing:** Upon request, parents will be provided with information regarding student participation in assessments mandated by state and federal law, or by the School Corporation. More information about Indiana’s testing requirements is available at:

<http://www.doe.in.gov/assessment>.

XI. Local School Wellness Policy: In accordance with School Board policy, the Superintendent has appointed an Indoor Air Quality (IAQ) Coordinator for the Corporation. The IAQ Coordinator shall serve as the lead contact person for matters related to indoor air quality in the facilities operated by the Corporation. The IAQ Coordinator may be contacted at 812-942-4200.

XII. Meningococcal Disease: Indiana law requires each year that parents/guardians be informed “about meningococcal disease and its vaccine” (IC 20-30-5-18). Meningococcal disease is a dangerous disease that can strike children and youth. The disease can progress rapidly and within hours of the first symptoms, may result in death or permanent disability including loss of hearing, brain damage, and limb amputations. Symptoms of meningococcal disease often resemble the flu and can include a fever, headache, nausea, and stiff neck, making the disease difficult to diagnose. The bacteria that cause meningococcal diseases are transmitted through air droplets and by direct contact with an infected person. Fortunately, there is an immunization available and the U.S. Centers for Disease Control and Prevention recommends routine meningococcal immunizations at 11 to 12 years old. For teenagers, immunization is recommended at high school entry and incoming college freshman. Please talk with your child’s health care provider about meningococcal disease and vaccination.

XIII. Pesticide Use: On occasion, the Corporation may find it necessary to utilize pesticides in order to control a pest problem. When these occasions occur, the school will use the lowest risk products available. If higher risk pesticides must be used, notices will be sent to all individuals registered in the school corporation’s Pesticide Notification Registry. Parents, legal guardians, and school staff will be notified of specific pesticide applications made at the school. **To receive notification, you must be placed on the notification registry. Forms are available in each school’s office.** Notification will be given at least two days before planned pesticide applications during the normal school year. In addition, for pesticides applied anytime during the year, emergency application notifications will be given as soon as possible. Notifications need not be given for pesticide applications recognized by law to pose little or no risk of exposure to children or staff. The Corporation will keep records of pesticide applications and information about the pesticides used for two years. Anyone may request to review these records by contacting the corporation’s Director of Facilities at 812-942-4200.

XIV. Student Privacy, Parental Access to Information, and Inspection of Materials

- a. The School Board respects the privacy rights of parents and their children. No student shall be required as a part of the school program or the Corporation's curriculum, without prior written consent of the student (if an adult or an emancipated minor) or, if an unemancipated minor, his/her parents, to submit to or participate in any survey, analysis, or evaluation that reveals information concerning
 - i. political affiliations or beliefs of the student or his/her parents
 - ii. mental or psychological problems of the student or his/her family;
 - iii. sex behavior or attitudes;
 - iv. illegal, anti-social, self-incriminating, or demeaning behavior;
 - v. critical appraisals of other individuals with whom respondents have close family relationships;
 - vi. legally recognized privileged and analogous relationships, such as those of lawyers, physicians, and ministers;
 - vii. religious practices, affiliations or beliefs of the student or his/her parents; or
 - viii. income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such a program).
- b. The Superintendent will establish procedures whereby parents may inspect any materials used in conjunction with any such survey, analysis, or evaluation.
- c. Further, parents have the right to inspect, upon request, a survey or evaluation created by a third party before the survey/evaluation is administered or distributed by the school to the student. The parent will have access to the survey/evaluation within a reasonable period of time after the request is received by the building principal.
- d. Additionally, parents have the right to inspect, upon request, any instructional material used as part of the educational curriculum of the student. The parent will have access to the instructional material within a reasonable period of time after the request is received by the building principal. The term instructional material means instructional content that is provided to a student, regardless of its format, including printed and representational materials, audio-visual materials, and materials in electronic or digital formats (such as materials accessible through the Internet). The term does not include academic tests or assessments.
- e. The Board will not allow the collection, disclosure, or use of personal information collected from students for the purpose of marketing or for selling that information (or otherwise providing that information to others for that purpose).
- f. The administration will notify parents of students in the Corporation, at least annually at the beginning of the school year, of the specific or approximate dates during the school year when the following activities are

scheduled or expected to be scheduled:

- g.** Activities involving the collection, disclosure, or use of personal information collected from students for the purpose of marketing or for selling that information (or otherwise providing that information to others for that purpose); and
- h.** The administration of any survey by the Corporation or a third party that contains one or more of the items described above.

XV. Access to Students with Disabilities:

In compliance with state and federal law, the (LEA) will provide to each protected student with a disability without discrimination or cost to the student or family, those related aids, services or accommodations which are needed to provide equal opportunity to participate in and obtain the benefits of the school program and extracurricular activities to the maximum extent appropriate to the student's abilities. In order to qualify as a protected student with a disability, the student must be of school age with a physical or mental disability, which substantially limits or prohibits participation in or access to an aspect of the school program. These services and protections for "protected students who are disabled" are distinct from those applicable to all eligible or exceptional students enrolled (or seeking enrollment) in special education programs. For further information on the evaluation procedures and provision of services to protected disabled students, contact:

Director of Support Services

Address 2813 Grantline Rd, New Albany, IN 47150

Telephone No. 812-942-4200

XVI. Directory Information

The Superintendent hereby provides public notice to students and their parents of the school corporation's intent to make available, upon request, certain information known as "directory information". The Board designates as student "directory information": a student's name; address; telephone number; photograph; date and place of birth; major field of study; participation in officially recognized activities and sports; height and weight, if a member of an athletic team; dates of attendance; date of graduation; awards received; or listing on an honor roll; and scholarships.

Directory information shall not be provided to any organization for profit-making purposes. The Superintendent may allow access to a school campus or give students' directory information to organizations that make students aware of educational or occupational options.

The Superintendent is required to give recruiting representatives of the U.S. Armed Services and the Indiana Air, Army National Guard and the service academies of the armed forces of the United States or an institution of higher education access to the high school campus and student directory information (student's name, address, and listed or published telephone number) when requested to do so. A secondary school student or parent of the student may request that the student's name, address and

telephone listing not be released without prior consent of the parent(s)/eligible student.

The School Corporation hereby provides notice to parents and students that either one may request that the information not be released by the School Corporation to the military recruiting representatives. To complete this process, a student or parent would submit a written request to the building administrator at their respective school.

If the student opts-out and later changes his/her mind a revocation may be made by submitting a written revocation of opt out to the building administrator at their respective school.

Parents and eligible students may refuse to allow the Corporation to disclose any or all of such "directory information" upon written notification to the building administrator at their respective school within ten (10) days after receipt of this annual public notice.

In accordance with Federal and State law, the Board shall release the names, addresses, and telephone listings of secondary students to a recruiting officer for any branch of the United States Armed Forces or an institution of higher education who requests such information. A secondary school student or parent of the student may request that the student's name, address, and telephone listing not be released without prior consent of the parent(s)/eligible student. The recruiting officer is to sign a form indicating that "any information received by the recruiting officer shall be used solely for the purpose of informing students about military service and shall not be released to any person other than individuals within the recruiting services of the Armed Forces". The Superintendent is authorized to charge mailing fees for providing this information to a recruiting officer.

Whenever consent of the parents/eligible student is required for the inspection and/or release of a student's health or educational records or for the release of directory information, either parent may provide such consent unless specifically stated otherwise by court order.

The Corporation may disclose "directory information" on former students without consent of the parent(s)/eligible student.

XVII. ACADEMIC AND GENERAL INFORMATION

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 lack of attendance is the most common reason for failure in school or the workplace. The student attendance policy formulated by the 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 24-hour attendance hotline, 812-542-6601.

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 unexcused.** 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.

Session	Schedule
AM	7:55 – 10:35 AM
PM	11:20 AM – 2:00 PM
2-Hour Delay	No AM Session

Types of Absences

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

- *Excused*-When parents and the school agree 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. Students **are** allowed to make-up missed work.
- *Exempt/Waived*-Exempt absences are not counted as days of attendance for the student.

Waived, Excused, Unexcused Absences, & OSS

- Work **will be** allowed to be made 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 a copy of the 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.);
- 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 an immediate family member (parent, legal guardian, sibling, or death of grandparent-3 in state/5 out of state);
- students being admitted to the hospital as a patient with documentation;
- absence determined by administrator or designee.
- Excused absences will count toward the excessive absence limit and may include:
 - personal illness;
 - funeral for a friend or close family member (other than a 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;
 - 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.
- Class "skip days" are unexcused and may result in a suspension.

Request for a Planned Absence

- Before a planned absence, students must request homework assignments and complete the Request for Planned Absence form. This approved form does not guarantee your absence will be waived, only excused. The planned absence form needs only to be filled out if the days absent exceed one (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. Some absences incurred as part of the classroom or other education-oriented activities may be designated as "exempt." **Exempt** absences are the only ones that do **not** count. For example, juniors may be granted one and seniors may be granted two exempt absences per year for visits to college campuses. 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.

Semester Absence & Action or Intervention

4th absence (excused or unexcused) –

Written notification may be mailed to parent/guardian

6th absence (excused or unexcused) –

A student/parent/guardian conference may happen

8th absence (excused or unexcused) –

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

10th absence (excused or unexcused) –

A second student/parent/guardian conference may happen including a sending school representative present at the conference

12th absence (excused or unexcused) –

Request for a conference student/parent/guardian and a sending school representative to determine corrective action and placement

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 the purpose of perfect attendance.

Family vacations are not considered legitimate reasons for missing school. They 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 notify teachers an extended absence will be taking place. 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 8 or more incidents of being tardy to school will have their driving privileges revoked. This includes late sign-ins, early sign-outs and or full-day absences. Accumulated unexcused tardiness could result in disciplinary action.

- Tardiness – This policy is effective for each individual semester. After each semester, the policy starts again.
 - 1st: Warning recorded by office/teacher
 - 2nd: Warning recorded by office/teacher/call parents
 - 3rd: Consequence/student conference given by the 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 suspension

- 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 a probationary contract
 - 5th: Referral to the office/suspension pending expulsion
Class “skip days” are unexcused and may result in a suspension.

Sign Out Procedure

Students may not leave school grounds without permission from the principal, assistant principal, or designee. Pending parent/guardian approval with a note before class, a student and parent/guardian (if applicable) desiring to leave school during regular school hours should sign the "sign out sheet" and obtain a slip from student services. 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.

Cafe

Prosser Café is often open during the week from 10:35 to 11:20 AM (September – May). Students may wish to eat in the café but are advised **not** to miss their bus. If this happens because of the café, the student will have to get his/her own ride back to their home school. PM students must exit the café at 11:15 AM and report to class by 11:20 AM; 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 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 device cameras or video functions is prohibited when on school grounds or at a school-sponsored activity. A more serious disciplinary consequence will occur if a student is found using this function.

Parents are asked not to contact students via cell phone during school hours. Please contact the office at 812-542-8508, and the message will be relayed to the student.

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 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. Violations of this goal are not tolerated, and 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 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 others' words, original ideas, or work without crediting the original source.

Examples would be 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 a 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;
- 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;
- be sensitive to pressure students face.

Classroom/Lab Settings/Operation of Equipment

All of the programs include some instructions 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. Guardians/Parents grant permission on the Intent to Enroll form for their students to operate power tools, machines, and equipment in the lab areas. Operating machinery after successfully passing the safety examination is at their own risk.

Credits Earned Toward Diploma Requirements

Prosser does not issue high school credits but recommends sending schools the number of credits that may be awarded to students. Prosser recommends that 3 credit hours per semester will be awarded to 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. All transcripts are completed through Vincennes University or IVY Tech.**

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 to exceed these minimal state requirements.

Dress & Appearance

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

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

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

- a. sex or sexual innuendo;
- b. lewd, vulgar, indecent, or plainly offensive speech, including profanity;
- c. violence, destruction of property, or advocating the use of force;
- d. urging violation of the law or school regulations;
- e. alcohol, drugs, tobacco, or tobacco like products;

- f. anything that humiliates others or which may be considered racist, sexist, ethnically derogatory, including the confederate flag
- g. anything that substantially or materially disrupts the school environment.

Restricted items will include the following:

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

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

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

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

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

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

Drills

All classroom, lab, and outside doors should remain locked at all times. 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 is maintained so that directions may be heard. Careful haste (but no running) is encouraged.

When the **fire** alarm sounds, instructors will inform each class of 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 the “all clear”

sound is signaled. Safety and fire prevention requires 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 lockdown. If students or teachers are out of the classroom, they are to proceed to a predetermined secure area. Everyone is to remain at the location until notified to return to their classroom or lab setting.

Driving

Students are not permitted to drive to Prosser without signed permission from your homeschool principal and our Assistant Principal. Prosser reserves the right to revoke driving privileges by any student for excessive attendance, misconduct, or driving violations while on campus. Students who obtain permission must park in the student parking lot. Any student who violates the driving policy is subject to disciplinary consequences. If students miss their bus at their home school, they are advised to contact their school administration for further direction. Students are not allowed to ride with other students to and from their sending schools. They must ride the school bus.

Email

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

Earbud/Headphone Policy

Hallway – You must be able to hear in the hallway so you may only wear one earbud at a time; the other ear must be free.

Classroom – For the most part, you should not be using earbuds in the classroom. This includes the wireless kind. Exceptions could include doing online activities for the class that include sound. Other classroom exceptions are at the teacher's discretion.

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 \$1.00.

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 “Class Release Form” signed by the parent/guardian/homeschool counselor and office staff 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 permission from the principal or administrative designee permission to participate in the field trip.

Early College

Prosser Career Education Center Early College students will get a head start on their post-secondary goals by earning high school credits and credits toward a certificate or associate degree. In combination with the appropriate dual credit courses at the home high school, Early College students may graduate high school while simultaneously earning a Vincennes University certificate or associate degree. Prosser Early College is a joint effort of Prosser Career Education Center and Vincennes University.

Food and Drink

Teachers may permit students to have bottled water in the classroom only. Students are not permitted to leave school to get food, bring food in, or order food to school.

Fundraising

Many valuable and worthwhile fundraising activities occur each year. No fundraising 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.

Grading Scale

A+	100-97%		C+	79.99-77%
A	96.99-93%		C	76.99-73%
A-	92.99-90%		C-	72.99-70%
B+	89.99-87%		D+	69.99- 67%
B	86.99-83%		D	66.99-63%
B-	82.99-80%		D-	62.99-60%
			F	59.99- below

Cosmetology has a different grading scale - please see your instructor.

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.

Inclement Weather

For school updates, please check the NAFCS website (<http://www.nafcs.org>). If NAFCS Corporation announces a two-hour delay, the AM session will be canceled. The PM session will start at the normal time. 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 to be at Prosser if transportation is provided.

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 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 secure an 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 (1) or two (2) 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.

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 the 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.

Makeup 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.

National Technical Honor Society Selection Process

For many students selection as a member of the National Technical Honor Society is the pinnacle of their achievement in school. This honor, recognized throughout the nation, is both the public recognition of accomplishment and the private commitment to continued excellence on the part of the new member. Selection to NTHS is a privilege, not a right. Students do not apply for membership instead they provide information to be used by the Faculty Council to support their candidacy for membership.

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)

PRIDE

Students are expected to have conduct that exhibits the characteristics of “Persistence, Respect, Initiative, Dependability, and Efficiency”. Senior students must meet attendance requirements and (6) six hours of community service to be eligible to earn the “Work Ethic Certificate”, signed by the Governor of Indiana.

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.

Registration

Students will receive a Snapcode letter over the summer. All students should complete the online registration process of general and health information before school starts. It is imperative that this process is completed before students are placed in lab environments.

Safe School Hotline

The school district has made available the services of a national safe school for parents and students to report any safe school issues 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. The number is 812.542.2230.

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 (NTHS).

Student Services

Prosser’s Student Services department provides to all students personal, academic, and career and post-secondary assistance.

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 their academic performance while at Prosser.

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.

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 some dual credits in some Prosser Career Programs. Students test onsite in Mathematics, Sentence Structure, and Reading to qualify for dual credits in their junior and/or senior year.
- PA - An End of Pathway Assessment is given in some programs.
- Industry-Based Certifications - Some programs offer certification opportunities that require testing.

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. Students who drive to Prosser without prior permission will receive disciplinary consequences. Students are not allowed to be transported by Uber/Lyft.

Tuition

Tuition for regularly enrolled high school students is paid by the local school corporation. Home school students enrolled in certain home school programs may have to pay tuition.

Vehicle Regulations

New Albany-Floyd County and many other school districts are not permitted to drive to Prosser.

Any student driver must get permission from home school and guardian to drive before they arrive at Prosser. Temporary permission slips are available at the front desk. Student drivers are expected at all times to drive their vehicles in a safe and courteous manner. Students who drive must register their vehicle in the main office. The driver must place the permit in the upper corner of the front windshield on the driver's side of the vehicle.

If vehicles are found parked on Prosser's property after this time without a permit may be towed at the owner's expense.

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 must park in the designated location. All student drivers will exit the parking lot out of the main drive and may not exit through the lots behind the office and the Schuler/Bauer office.

All Indiana traffic laws must be obeyed while on Prosser property. No student is permitted to ride in the back of a pickup truck, and flags are discouraged. Students may be given a discipline referral and a possible vehicle violation citation for not following traffic laws.

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's 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, micro-internships, internships, and mock interviews. Students who are on internship/clinical experiences, but fail to report, could face disciplinary consequences. For more detailed information, check out the Prosser Career Education Center website (<http://prosser.nafcs.k12.in.us/>) under Work-based learning.

- All first-year students will participate in a **job shadow** experience of a minimum of (4) 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 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:

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

School Health Services

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

Admission of Students to Health Office

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 the 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, the school nurse or health aide will determine if returning a student to class, phoning

a parent/guardian, or referral to a counselor or administrator will best meet the student's health and learning needs. Students should NOT call home from a personal cell phone or general use phone in the school to be excused for illnesses. When a student returns to class from the health office, the original pass will be used with the time of dismissal from the health office and nurse or health aide's initials.

Medications at School: see Basic Rights and Responsibilities of Students

Illness and Returning to School

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

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

Students should not come to school if they are experiencing any of the conditions mentioned below. For each condition marked with “*”, see #6 for additional details. If at school, students will be sent home from school for the following reasons:

1. *Temperature of 100.4 or over. Students must be fever-free for 24 hours *without the aid of fever-reducing medication such as Tylenol/Ibuprofen* before returning to school. See #6.
2. Temperature of 96.5 or lower.
3. Lice (pediculosis) – Students will be sent home if live bugs are found. If a student has nits, he/she may remain at school for the day but should be treated before returning to school. According to New Albany-Floyd County School Board Policy, classroom head checks will not be done.
4. *Vomiting. Students must be free of vomiting for 24 hours before returning to school unless documentation has been provided to indicate an underlying, non-contagious cause. See #6.
5. *Diarrhea. Students must be free of diarrhea for 24 hours before returning to school unless documentation has been provided to indicate an underlying, non-contagious cause. See #6.
6. During periods of community spread respiratory illness such as COVID-19, guidelines for returning to school may be extended. Input will be taken from the Floyd County Health Department, NAFCS medical advisor and the Indiana Department of Health.

Severe Allergies at School

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

But, what if your child has an allergic reaction for the very first time at school and has never been diagnosed with an allergy? New Albany-Floyd County school nurses are prepared to handle these potentially life threatening allergic reactions as well. If your child experiences a life threatening allergic reaction at school that involves severe swelling of lip, face, tongue, or throat, severe difficulty swallowing or breathing, or

unconsciousness, 911 and a parent will be notified. A school nurse or trained school employee under the direction of a school nurse may use a lifesaving medication called an EpiPen/auto injector according to orders from the medical advisor. If you do not want your child to receive the life saving measure of medication, please contact your school's nurse in writing.

Health and Wellness in the Classroom

According to the NAFCS Wellness Policy, all foods that are provided, not sold, to students on the school campus during the school day, must comply with the current USDA Dietary Guidelines for Americans and the USDA Smart Snacks in School nutrition standards (<https://foodplanner.healthiergeneration.org/calculator/>). Individual school buildings are allowed up to three (3) exemption days from this policy for the purpose of classroom parties. Each building will independently decide the three (3) days in which food may be served (provided) that do not comply with the USDA guidelines. However, schools are encouraged to serve water and provide fruit or vegetable options as part of the celebration. All food items for parties or celebrations must be store-bought and have a label that includes ingredients, allergens, and carbohydrate counts. If classroom birthday celebrations are allowed, non-food items such as a classroom book, bouncy balls, party favors, or pencils rather than food items are encouraged.

Immunizations

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

Health and Extracurricular Activities

New Albany-Floyd County Schools offers nursing services during school hours. However, a school nurse or health aide is not in the building after school hours. If your child has a medical condition requiring nursing care or a specialized care plan and intends to participate in any before or after-school activities, sports, or programs, please notify your school nurse. Many agencies/programs use our school buildings for student activities but do not have access to your child's health information or training on how to handle health concerns. Your school nurse can help you know what steps need to be taken to keep your child safe and healthy outside of the normal school day.

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

New Albany-Floyd County Consolidated School Corporation 2023-2024 School Year Calendar

July 28,31: No Students/Teacher Work Days

August 1: Students Begin

September 4: Labor Day / No School

September 13: Students will report at regular time and be released two hours early for asynchronous learning (Teacher Prof Dev)**

September 29 : Quarter 1 Ends (43 Days)

October 2-6: Intersession

October 9-13: Fall Break

October 16 : Quarter 2 Begins

November 7: No Students/Election Day/ Teacher PD/

November 22-24: Thanksgiving Break

December 19: Quarter 2 Ends (43 Days)

December 20- Jan 3: Student Winter Break

January 3: No Students/Teacher Work Day

January 4: Quarter 3 Begins

January 15: MLK Day / No School

March 8: Quarter 3 Ends (46 Days)

March 11: Quarter 4 Begins (48 Days)

March 18-22: Snow Make-up/Intersession

March 25-29 : Spring Break

April 8: Students will report at regular time and be released two hours early for asynchronous learning (Teacher Prof Dev)**

May 7: E-Learning Day for all students /Election Day/Teacher PD

May 27: Memorial Day/No School

May 30: Last Student Day

May 31: No Students/Last Teacher Day

Note: In accordance with Indiana Statue, instructional days missed due to inclement weather or other causes will be made up. If made up at the end of the scheduled school year, such make-up days may require changes in the dates of year-end activities such as commencements.

*Snow days will be E-learning or will be made up in this order - March 18,19,20,21,22

**Students will be released 2 hours early. Afternoon E-learning will be done at convenient time for student/family. Teachers will not be live online in the afternoon.