



# **South Harrison Community School Corporation**

## **Elementary Student Handbook**

2017-18

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# South Harrison Community School Corporation

## ***Parent/Student Handbook***

### **WELCOME**

Welcome to the South Harrison Schools- a great place for students to learn and achieve! School should provide a positive and meaningful learning experience. South Harrison schools make every effort to create and promote a good relationship between home and school. Newsletters, regular conferences, and direct contact with parents are part of this effort. Parents are encouraged to become active in school. While students should enjoy their educational journey, they will be expected to attend school regularly, complete all assignments, and behave appropriately. The staff hopes your child's year will be rewarding and filled with many new opportunities.

As a parent, you are your child's most important teacher. You set the stage and provide the social, emotional, and motivational props for what is done each day in school. Working together, your child will learn and grow to his or her fullest potential.

Please read all of the items in this handbook carefully. **It is important for students and parents to know the content of this handbook.** Keep this handbook available for easy reference throughout the year. Good luck as you settle in for an exciting, challenging, wonderful and successful journey!

### **SOUTH HARRISON COMMUNITY SCHOOL CORPORATION MISSION**

The mission of South Harrison Community School Corporation is to create an environment which develops, nurtures and reinforces the success of students as well as all people served by the corporation. Further, through the shared involvement of home, community and school, our purpose is to develop and provide quality work to prepare each student to think, reason, and participate in a diverse society as a lifelong, self-directed learner.

### **SCHOOL PHONE NUMBERS**

Corydon Elementary	812 738-4183
Corydon Intermediate	812 738-6548
Heth-Washington Elementary	812 732-4766
New Middletown Elementary	812 968-3225
South Central Elementary	812 969-2973

## **ENROLLING IN THE SCHOOL**

Students that are new to the school are required to enroll with their parents or legal guardian.

When enrolling, bring the following:

- a birth certificate or similar document,
- court papers allocating parental rights and responsibilities, or custody (if appropriate),
- proof of residency, (no homeless child will be denied enrollment based on a lack of proof or residency)
- proof of immunizations.

In some cases, a temporary enrollment may be permitted. If that is done, the parents will be told what records are needed to make the enrollment complete.

Records will be obtained for students enrolling from another accredited school. The school will assist in obtaining the records at the time of enrollment.

Our staffs work to develop appropriate, well-balanced classrooms. Because of this, our elementary schools do not allow families to make specific requests for teachers.

## **ADOPTION OF CURRICULAR MATERIALS**

Curricular materials refer to systematically organized materials designed to provide a specific level of instruction in a subject matter category, including:

- Books
- Hardware
- Computer software
- Digital content

Curricular materials used as part of the educational program of the Corporation shall be approved by the Board. Supplementary materials required by a special education student's Individualized Education Program shall be provided without a charge.

The Superintendent shall implement administrative guidelines for the selection of curricular materials that include effective consultation with an Advisory Committee of parents and professional staff members at all appropriate levels. For more information, see the corporation website [www.shcsc.k12.in.us](http://www.shcsc.k12.in.us) – Board – Policies – Program – 2510.

## **AMERICANS WITH DISABILITIES ACT - SECTION 504**

The American's with Disabilities Act (A.D.A.) and Section 504 of the Rehabilitation Act requires the School to ensure that no individual be discriminated against on the basis of a disability. This protection applies not just to the student, but all individuals who have access to the Corporation's programs and facilities.

Students with disabilities who do not qualify for IDEA may be served within the regular education program with an accommodation plan developed through an interactive dialogue between the School, the student and the student's parent(s). Parents who believe their child may have a disability that interferes substantially with the child's ability to function properly in School should contact Harrison County Exceptional Learners Co-Operative at (812) 738-2094.

## **ANIMALS ON SCHOOL CORPORATION PROPERTY**

Animals, other than an animal performing the role of service animal, shall be limited to those necessary to support specific curriculum-related projects and activities. Permission must be obtained from the school principal. Animals on the property must be caged or on a leash.

A student's need for and use of a service animal must be addressed in the student's individual education plan (IEP) and/or Section 504 Plan.

## **ATTENDANCE GUIDELINES**

The School Board requires all students enrolled in the schools of this Corporation to attend school regularly in accordance with the laws of the State. The Corporation's educational program is predicated upon the presence of the student and requires continuity of instruction and classroom participation. The regular contact of students with one another in the classroom and their participation in a well-planned instructional activity under the tutelage of a competent teacher are vital to this purpose.

### **Types of absences:**

- Excused Absences
- Unexcused Absences
- Parent Documented Absences

### **"Excused absences" are:**

- verified illness of the student by a medical professional,
- medical and dental appointment,
- death in the family,
- exclusion because of exposure to a contagious disease,
- court appointment,
- observation or celebration of a bona fide religious holiday
- serving as a member of the Indiana wing of the civil air patrol and participating in a civil air patrol program for up to 5 days in a school year. (as per I.C. 20-33-2-14)
- students sent home by the school for sickness/injury. (The student must be vomit and fever free without fever-reducing medication for 24 hours prior to return to school.)

**"Unexcused absences"** are absences for which documentation has not been submitted within the established time frame. Parent documented absences are absences which are accompanied with a parent note for illnesses or for pre-arranged absences.

Every effort should be made by the parent or adult student to schedule routine medical and dental appointments and procedures outside of the school day as all student absences take the student from the instructional activities hindering a student's chances to demonstrate Indiana Academic Standards and obtaining post-secondary opportunities.

The student's grade or formal academic assessment in any course or class is based on his/her performance in the instructional setting and is not reduced for reasons of conduct. If a student violates the attendance or other rules of the school, s/he should be disciplined appropriately for the misconduct, but his/her grades or academic assessments will be based upon what the student can demonstrate s/he has learned.

The Corporation recognizes that there is a direct relationship between poor attendance and class failure. Students who have good attendance generally achieve greater academic success, enjoy school more, and are more employable after leaving school. All students are expected to attend school regularly and to be on time to school and class to benefit maximally from the instructional program while developing life skills of punctuality, self-discipline and responsibility.

Consequences for excessive absences are:

**For each school year:**

After six (6) unexcused or parent documented absences from school, the counselor or principal may notify the family to determine the reasons for the absences and decide if a meeting is necessary.

Beginning with the eighth (8th) unexcused or parent documented absence, Juvenile Probation and/or the Prosecutor's Office will be notified, when the absences appear to be having a negative educational impact on the child. (I.C. 31-30 through I.C. 30-40)

Parents and/or the administration may request a conference at any time concerning absences and actions/steps taken due to absences.

**Tardiness**

A student will be considered tardy rather than absent if s/he arrives at his/her school after 8:15-CES, CIS, SCE, 7:45 – HWE, NME. After twenty (20) tardies for the year, the Indiana Department of Child Services (Child Protective Services), Juvenile Probation or other agencies may be notified.

**Truancy**

An elementary student shall be considered truant each day or part of the day s/he is absent from his/her assigned location without parental knowledge. A note or phone call is required from the parent/guardian by noon the day after the absence or the student may be considered truant.

"Habitual truancy" is defined as a student who is chronically absent by having absences from school for more than ten (10) school days in one (1) school year. After ten (10) trancies, the building administrator may call Child Protective Services.

The disciplining of truant students shall be in accord with Board policies and due process, as defined in Policy 5611 and the Student Code of Conduct.

### **Students Leaving School During School Day**

No staff member shall permit or cause any student to leave school prior to the regular hour of dismissal except with knowledge and approval of the principal and with the knowledge and approval of the student's parent/legal guardians.

No student will be released to any government agency without proper warrant or written parental permission except in the event of an emergency as determined by the principal, i.e. Department of Child Services.

### **BIRTHDAYS**

Individual birthdays will not be celebrated at school. Therefore, no food, goodie bags, etc. should be sent to school. Invitations may only be sent if everyone in the class is invited.

### **BUS TRANSPORTATION CONSEQUENCES**

When appropriate, the following consequences will apply to violations of bus rules:

1. Bus driver calls attention to the problem and warns the child to correct the situation.
2. If problem continues, the bus driver will issue to the student a first bus conduct report. The building principal will also issue a verbal warning, possible suspension to said student. (Written documentation required.)
3. If problem continues, the bus driver will issue to the student a second bus conduct report.  
**The driver will contact the parents/guardian of the student** and inform the building principal. The building principal will hold a conference with said student, possible suspension. (Written documentation required.)
4. If the problem persists, the bus driver will issue to the student a third bus conduct report and may recommend to the building principal or his designee that said student is suspended from transportation privileges for a period of one (1) day as per I.C., Acts of 1982, Title 20, Article 8.1, Chapter 5. The bus driver **shall** provide all written documentation (Student Conduct Reports) to the building principal or his/her designee of the rule violation (s). If a one (1) day suspension is in order, the building principal or his designee shall notify the student and student's parent/guardian of his/her loss of transportation privileges. (Written documentation required.)
5. If the problem still continues, the driver may recommend that the building principal or his designee suspend said student up to five (5) days.
6. If the problem continues beyond this point, a hearing may be conducted by an appointed hearing officer to determine possible loss of transportation privileges.
7. When **severe** violation(s) occur that warrants immediate suspension from the bus and/or



school, steps 1, 2, and 3 will be by-passed in the process. (see: Posted Bus Transportation Rules/Consequences)

**Driver:**

Name - Warning

Check #1 - 1st Bus Conduct Report

Check #2 - 2nd Bus Conduct Report / parent contact

Check #3 - 3rd Bus Conduct Report

Check #4 - 4 or more Bus Conduct Reports

**Principal/Designee:**

Verbal warning, possible suspension

Conference w/student / possible suspension

One (1) day suspension / parent contact

Possible 2 - 5 day suspension / parent contact

**Severe Clause:** Severe violation(s) will warrant immediate suspension from bus and/or school. In the event, steps 1, 2, and 3 will be by-passed. Severe violation(s) will include, but not be limited to the following: fighting, vulgar language, obscene gestures, spitting, throwing of objects, smoking, lighting of combustible materials (including matches and lighters), stealing (school or personal belongings), destruction of property, and weapons on buses. Severe violation(s) will result in 3-5 day suspension, restitution (where applicable), and possible expulsion from transportation.

**BUS TRANSPORTATION PASS PROCEDURES**

In accordance with Indiana Pupil Transportation Statute (IC 20-9.1-2, Section 1) the governing body of each and every school corporation may provide transportation for school children to and from school.

The South Harrison Community Schools support and encourage transporting students for purposes related to their educational development. However, **certain transportation activities may not be essential to the educational development of students and hence, they may not be permitted. Such activities include, but are not limited to, overnight stays, birthday/slumber parties, camp outs, etc.**

If a student must ride home on a bus or in a car that is not his/her regular transportation or get off the bus at a different stop, he/she shall have a pass from the school office. Students must bring a verifiable note from their parents **explaining the reason** for the requested pass, bus number, and destination. **If a student does not have a note he/she will be sent home on their regular bus.**

School transportation has been organized to first accommodate students who live along various bus routes. Students staying with babysitters may be accommodated within the limits of bus capacity. If bus capacity has been reached, students staying with babysitters may be asked to find another means of transportation.

## **BUS TRANSPORTATION RULES**

School bus drivers are to have control of all school students transported between their homes and the schools. The driver shall maintain discipline among the students while on the bus or along the route. He/she shall treat all students in a civil manner, shall see that no student is imposed upon or mistreated while in his/her charge, and shall use every care for the safety of the students under his/her care. Students shall be subject to the discipline of the bus driver and school administration. The school bus is an extension of the school and all regular school rules apply.

### **School bus drivers shall assure that the following rules are observed by all student passengers:**

1. Students shall follow directions of bus drivers the first time they are given.
2. Each student shall be seated immediately upon entering the bus in the place assigned by the driver (seating chart). No student shall be permitted to stand or move from place to place while the bus is in route.
3. Students shall not engage in any destructive conduct such as vandalizing seats, windows, etc.
4. Students shall not engage in any disruptive conduct such as: loud, boisterous, or profane language, tripping, holding, biting, or using their hands, feet, or body in any objectionable manner, etc.
5. No windows or doors shall be opened or closed except by permission of the driver. Students shall keep their hands and head inside the bus at all times.
6. No student shall enter or leave the bus until it has come to a full stop and the driver has opened the door.
7. The student shall be waiting at his/her loading station when the school bus arrives. In case of an emergency causing late arrival by the student at his/her station, the school bus driver shall stop and sound horn, waiting a reasonable amount of time.
8. Students shall not be allowed to eat or drink on the bus.
9. Students may not have laser pointers on the bus.
10. Students shall not use or have in their possession tobacco or tobacco products on school buses.
11. Students are subject to the rules and regulations of the South Harrison Substance Abuse Policy when they are on a school bus.
12. Cumulative 10-day suspension will result in the termination of all transportation privileges for the remainder of the school year.

## **CIVIL RIGHTS NON-DISCRIMINATION STATEMENTS**

South Harrison Community School Corporation is committed to equal opportunity. It is an Equal Opportunity-Affirmative Action Employer and does not discriminate on the basis of age, race, color, religion, sex, national origin, or handicap in any employment opportunity. No person is excluded from participation in, denied the benefits of, or otherwise subjected to unlawful discrimination on such basis under any educational program or student activity.

If you have experienced discrimination in such educational programs or activities, written inquiries about procedures that are available and for consideration of complaints alleging such discrimination should be directed to Dr. Mark Eastridge, Superintendent of Schools, South Harrison Community School Corporation, 315 South Harrison Drive, Corydon, IN 47112. Telephone (812) 738-2168.

**For further information clarification, or complaint, please contact the following persons:**

### **Title IX Coordinator:**

Dr. Mark Eastridge, Superintendent  
Superintendent  
South Harrison Community School Corporation  
315 South Harrison Drive  
Corydon, IN 47112  
(812) 738-2168

### **Section 504 Coordinator:**

Dr. Mark Eastridge,  
Superintendent  
South Harrison Community School Corporation  
315 South Harrison Drive  
Corydon, IN 47112  
(812) 738-2168

## **CONDUCT IN THE BUILDING**

During the school day, as well as at co-curricular activities after school, students are expected to treat the building and its contents with care and respect. At after-school practices, meetings, and events, students are to remain in the specific area of supervision by the sponsoring teacher. Students must leave the building only by the exit in their specific area. Students are not to be in the building without supervision.

1. Students are to refrain from loud boisterous behavior.
2. Students are not to litter school property.
3. Students are not to sit on or block stairs and halls.
4. Students should not loiter in the restrooms.
5. Students should not run in the halls.
6. In the cafeteria, the following applies:
  - a. Students should enter and leave the cafeteria according to the specified times.
  - b. Students are to observe proper behavior, remain quiet in line, shall not create excessive noise, throw food, crowd or cut in the line, or engage in other disruptive behavior.
  - c. Food and drinks are not to be taken from the cafeteria.
  - d. Soft drinks are not permitted in the cafeteria.
  - e. Students should remove all trays, dishes, and refuse and return them to the dish or disposal area when exiting the cafeteria.

## **CONTROL OF CASUAL-CONTACT COMMUNICABLE DISEASES AND PESTS**

Because schools have a high concentration of people, it is necessary to take specific measures when the health or safety of the group is at risk. The school's staff has the authority to remove or isolate a student who has been ill or has been exposed to a communicable disease or highly transient pest, such as lice.

Specific diseases include, but are not limited to; diphtheria, scarlet fever, strep infections, whooping cough, mumps, measles, rubella, and other conditions indicated by the Local and State Health Departments.

Any removal will be only for the contagious period.

## **CONTROL OF NON-CASUAL CONTACT COMMUNICABLE DISEASES**

In the case of non-casual contact, communicable diseases, the school will act to protect the safety of the staff and students. In these cases, the person in question will have his/her status reviewed by a panel of resource people, including the County Health Department, to ensure that the rights of the person affected and those in contact with that person are respected. The school will seek to keep students and staff persons in school unless there is definitive evidence to warrant exclusion.

Non-casual contact communicable diseases include sexually transmitted diseases, AIDS (Acquired Immune Deficiency Syndrome), ARC-AIDS Related Complex, HIV (Human-immunodeficiency), Hepatitis B, and other diseases that may be specified by the State Board of Health.

As required by Federal law, parents will be requested to have their child's blood checked for HIV and HBV when the child has bled at School and students or staff members have been exposed to the blood. Any testing is subject to laws protecting confidentiality.

## **DEFINITIONS OF CORRECTIVE ACTIONS:**

### **1. TEACHER DISCIPLINARY ACTIONS**

Each teacher shall have the right, when students are under his/her charge, to take any action reasonably necessary to prevent interference with the educational function and to insure the safety and well-being of students.

### **2. IN-SCHOOL SUSPENSION**

An in-school suspension is defined as a period of time that students are required to attend school, but are not allowed to attend classes. Parents will be notified.

### **3. SUSPENSION FROM SCHOOL**

The principal may deny a student the right to attend school and take part in school functions for a period of up to ten (10) days. Such suspension may take place after the principal has conducted a thorough investigation and determined that suspension is necessary in order to help the student, further school purposes, or prevent an interference with school purposes.

A written statement describing the student's conduct and the reason for the action will be sent to the parents within twenty-four (24) hours following the suspension. The principal will make reasonable effort to have a conference with the parents before or at the time the student returns to school. Students may not attend any extra or co-curricular events during the time of the suspension. The above may be utilized by the principal to correct student behavior that may constitute an interference with school purposes.

4. **SCHOOL AUTHORITY**

It should be clearly understood that the school authorities have jurisdiction over the student: Section 1. IC 20-33-8-14 is amended to read as follows: Sec. 4 (a) Except as provided in subsection (b)(12), the grounds for expulsion or suspension in subsection (b) apply when a student is:

- a. On school grounds immediately before, during, and immediately after school hours and at any other time when school is being used by a school group:
- b. Off school grounds at a school activity, function, or event.
- c. Traveling to or from school or a school activity, function, or event.

5. **SUSPENSIONS AND/OR EXPULSION FROM SCHOOL**

The following types of student conduct constitute grounds for expulsion or suspension subject to the procedural provisions of this chapter:

1. Using violence, force, noise, coercion, threat, intimidation, fear, passive resistance, or other comparable conduct constituting an interference with school purposes, urging other students to engage in such conduct, or possessing any firearm, explosive, or other weapon. The following enumeration is illustrative of the type of conduct prohibited by this subdivision:
  - (A) Occupying any school building, school grounds, or part thereof with intent to deprive others of its use.
  - (B) Blocking the entrance or exist of any school building or corridor or room therein with intent to deprive others of lawful access to or from, or use of the building, corridor, or room.
  - (C) Setting fire to or substantially damaging any school building or property.
  - (D) Possessing, firing, displaying, or threatening use of firearms, explosives, or other weapons on the school premises for any unlawful purpose.
  - (E) Prevention of or attempting to prevent by physical act the convening or continued functioning of any school or educational function, or of any lawful meeting or assembly on school property.
  - (F) Continuously and intentionally making noise or acting in any manner so as to interfere seriously with the ability of any teacher or any of the other school personnel to conduct the educational function under his supervision.In addition to the grounds of expulsion or suspension, a student may be expelled or suspended for engaging in unlawful activity on or off school grounds if the unlawful activity may reasonably be considered to be an interference with school purposes or an educational function.

**Note:** This subdivision shall not, however, be constructed to make any particular student conduct grounds 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.

2. Causing or attempting to cause substantial damage to school property, stealing or attempting to steal school property of substantial value, or Repeatedly damaging or stealing school property of small value.
3. Intentionally causing or attempting to cause substantial damage to valuable private property, stealing, or attempting to steal valuable private property, or repeatedly damaging or stealing private property.
4. Intentionally causing or attempting to cause physical injury or intentionally behaving in such a way as could reasonably cause physical injury to any person. Self-defense or reasonable action undertaken on the reasonable belief that it was necessary to protect some other person does not, however, constitute a violation of this provision.
5. Threatening or intimidating any student for the purpose of, or with the intent of, obtaining money or anything of value from the student.
6. Knowingly possessing, handling, or transmitting a knife or any other object that can reasonably be considered a weapon.
7. Knowingly possessing, using, transmitting, or being under the influence of any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage, or intoxicant of any kind. Use of a drug authorized by a medical prescription from a physician is not a violation of this subdivision.
8. Engaging in the unlawful selling of a controlled substance or engaging in a criminal law violation that constitutes a danger to other students or constitutes an interference with school purposes or an educational function.
9. Failing in a substantial number of instances to comply with directions of teachers or other school personnel during any period of time when the student is properly under their supervision, where the failure constitutes an interference with school purposes or an educational function.
10. Engaging in any activity forbidden by the laws of Indiana that constitutes an interference with school purposes or an educational function.
11. Violating or repeatedly violating any rules that are reasonably necessary in carrying out school purposes or an educational function and are validly adopted under sections 2 and 3 of this chapter.
12. Knowingly using on school grounds during school hours an electronic device/cell phone in a situation not related to a school purpose or an educational function. (Cell phones must be turned off or silenced and stored in the backpack.)
13. Engaging in sexual harassment of another person, which includes sexually related verbal statements, gestures, or physical contact. (For complete text

refer to school board policy manual.)

14. Engaging in voluntary or consensual sexually related contact with another person.
15. Possessing tobacco or tobacco-related products at school, on buses, or at school events.

### **DETERMINATION OF LEGAL SETTLEMENT AND ELIGIBILITY FOR ENROLLMENT OF STUDENTS WITHOUT LEGAL SETTLEMENT IN THE CORPORATION**

The Board will educate, tuition free, students who have legal settlement in the Corporation, and students enrolled according to the requirements of I.C. 20-26-11. When the legal settlement of the student cannot reasonably be determined by reference to the residence of the student's parent or legal guardian and the student is being supported by and living with a person whose residence is within the Corporation, the student may be enrolled without payment of tuition. If the parents are able to support the student and have placed the student in the home of another person primarily for the purpose of attending school in this Corporation without establishing legal guardianship as required by Indiana law, tuition may be charged.

Children of divorced parents may attend school in this Corporation without payment of tuition if one parent resides in this Corporation and a timely election (no later than fourteen days before the first student day of the school year) is made utilizing the "Custodial Statement and Agreement: Divorce, Separation, or Abandonment" form provided by the Indiana State Board of Education. The election may be for no less than one school year.

Students without legal settlement in the Corporation, "transfer students" will be enrolled in compliance with I.C. 20-26-11-32.

A. Annually, no later than the regular April Board meeting, the Board will establish the number of transfer students that can be accepted in each building and grade level.

B. The Board will establish a date by which request to enroll a transfer student must be submitted to the Superintendent. This date shall be published on the Corporation Internet website.

More information concerning foster care, foreign-exchange students, illegal aliens, students who have completed eleventh grade and have changed legal settlement, expelled students, married students living with a spouse, families moving into the Corporation, students enrolled through special education Cooperative agreement (IEP decision), and additional information concerning transfers is available at [www.shcsc.k12.in.us](http://www.shcsc.k12.in.us) - Board – Policies – Program – 5111.

### **DISTRIBUTION OF MATERIALS**

Any distribution of information or materials shall require prior approval by the superintendent or his designee.

### **ELEMENTARY ATHLETIC POLICY**

#### **Academic Requirements**

Students must achieve at least a passing grade of D- or higher to be eligible to participate in sports. Students will not be allowed to attend practices or games until the grades are

improved to a passing grade. Students must consistently complete homework assignments. The grade level teacher will notify the principal when a student is not completing homework assignments and/or is not showing academic progress. If homework assignments are missing, the student will complete work during practice time. This will lead to a student being ineligible to participate in the sport. Grades will be checked on a bi-weekly basis to determine eligibility.

### **Conduct Requirements**

Conduct problems will result in a student being declared ineligible. Respect is the expectation of all players. Any disrespectful behavior toward the coaches and/or other players will result in a player being suspended from playing for the rest of the season.

### **Discipline and Conduct Guidelines**

Detention: Any student assigned detention, including lunch, recess, or office will not participate in practice or an athletic contest for at least two (2) days.

In/Out of School Suspension: Any student who is suspended will not participate in practice or an athletic event for the remainder of the season.

Bus suspension: Any student who is suspended from the bus will not participate in practice or an athletic event for one (1) week.

### **EMERGENCY SCHOOL CLOSINGS**

The intent of South Harrison Schools is to conduct school every day so the children can have an uninterrupted education.

However, there are times when it is not practical or safe for school to be in session. When conditions make school impossible, then the following procedures will be in effect:

1. Whenever possible, decisions regarding whether school will operate should be made by **6:00 A.M.**
2. If schools are to be closed, announcements will be made on **WOCC (Corydon), WAVG (970 AM), WJDX (99.7 FM), WHAS (84 AM), WQMF (96 FM), WAVE TV Channel 3, WHAS TV Channel 11, or WLKY TV Channel 32.**
3. Families will be notified via the School Messenger notification system.

### **ENTRANCE REQUIREMENTS**

Students enrolling in the corporation must provide:

1. Up-to-date immunization records. (If you cannot provide student's immunization records you must contact the office of the superintendent to obtain a twenty-(20) day waiver.)
2. Birth certificate.



## **EXPULSION FOR FIREARMS/WEAPONS POSSESSION**

Any student who is found to possess a firearm or a knife on school property shall be reported immediately to law enforcement officials. In addition, s/he shall be subject to expulsion for a period of one (1) year.

A student who must use a knife as part of an organized activity by an organization that has been approved by the principal of the school is exempt from application of disciplinary consequences so long as the knife is used as a part of or in accordance with the approved organized activity.

## **FIRE AND TORNADO DRILLS**

The school complies with all fire safety laws and will conduct fire drills in accordance with State law. Specific instructions on how to proceed will be provided to students by their teachers who will be responsible for safe, prompt, and orderly evacuation of the building.

Tornado drills will be conducted during the tornado season using the procedures prescribed by the State. The alarm system for tornadoes is different from the alarm system for fires and will be clearly identified by the school personnel.

## **IMMUNIZATIONS**

Each student should have the immunizations required by law or have an authorized waiver. If a student does not have the necessary shots or waivers, the Principal may remove the student or require compliance with a set deadline. This is for the safety of all students and in accordance with State law. Any questions about immunizations or waivers should be directed to the school office.

Immunization Law – IC 20-8.1-7-10.1

Statement of Immunization history (for further information, contact the corporation nurse at 738-6548).

Upon a student's enrollment in the school corporation, the governing body shall require the Parent/Guardian to furnish a written statement of the child's immunizations, accompanied by the physician's certificates or other documentation, unless such a written statement is on file with the corporation. This statement shall show, except for a child covered by section 2 or 2.5 of this chapter, that the child has been immunized against diphtheria, whooping cough (pertussis), Varicella (chickenpox), tetanus, measles, mumps, rubella, Hepatitis B, poliomyelitis, meningococcal (6-12<sup>th</sup> grades), and Tdap (6-12<sup>th</sup> grades). The statement shall recite the child's age at the time he received each immunization. A Parent/Guardian may request a waiver at the time of enrollment of the student in order to have time to get the immunization records to the school. If the waiver is granted, the Parent/Guardian will have twenty (20) days from the date of enrollment to turn in the immunization records. If the immunization records are not turned in to the school by the twentieth (20<sup>th</sup>) day, the Superintendent may start expulsion proceedings.

However, if the local health department or a physician determines that the child's immunization schedule has been delayed due to extreme circumstances and that the required immunization

will not be completed before the twentieth (20th ) day, the parent of the student shall furnish a written statement from the physician or health department showing the time schedule for completion of the immunizations. In this case, the child may attend school. Neither a religious objection under section 2 of this chapter nor an exception for the child's health under section 2.5 of this chapter shall relieve any parent from the reporting requirements imposed under this section.

### **INTER-SCHOOL TRANSFER OF STUDENTS: GRADES K-12**

A partial list of factors that will be considered for transfers may include:

- The receiving school must be able to academically accommodate the student. At this time, per South Harrison policy.
- The receiving school must have sufficient space to accommodate the student.
- Upon review, the school corporation must determine that there would be no negative consequences (academically and other) if the transfer is approved.

In a circumstance in which the transfer is approved, the student's parent/guardian shall be responsible for providing transportation to and from the school to which the student is transferring. Previously approved transfer students will be reviewed at the end of each school year. All requests must follow the protocols explained within this handbook.

A student who changes residence within the South Harrison Community School Corporation after being enrolled may, upon written request of the student's parent/guardian, complete his/her academic year in the school of the original attendance. Transportation to the original school shall be the responsibility of the student's parent/guardian.

If a request to transfer is denied by the superintendent or his/her designee, an appeal may be made to the South Harrison Community School Corporation Board of School Trustees. The decision of the Board shall be final.

### **MEDICATION/MEDICAL EQUIPMENT POLICY**

1. No medicine will be given or dispensed unless the school has on file a medication authorization form completed and signed by a **licensed physician and parent**. School personnel may not give students and students may not bring any medication, including aspirin and cough drops, without a doctor's order.
2. All medicine prescribed for an individual child should be kept in the original container bearing the pharmacy label and the child's name, along with the directions for the medication to be given.
3. If any change in the original medication occurs, a revised written physician's statement must be submitted.
4. At the end of the school year, a parent or guardian must pick up medication or it will be destroyed.
5. Medication should be brought to the school by parents and not brought on the bus.
6. It is the family's responsibility to request the Medication Administration Form and

immunization records from their physician.

7. Each medication requires a separate Medication Administration Form and the physician signed form must be on file before a medication may be administered at school.
8. Use of crutches must be accompanied by a physician's note.
9. School Essential Oils-Application and/or Use in Schools: School nurses, principals and principal designees will not administer homeopathic remedies such as essential oils, or creams and lotions containing essential oils. Parents may come to school and administer such remedies to their children, **unless** the scent from these remedies triggers an asthmatic or allergic reaction to other students or staff in the school.

### **NONDISCRIMINATION AND ACCESS TO EQUAL EDUCATIONAL OPPORTUNITY**

The School Board does not discriminate on the basis of race, color, national origin, sex, disability, age (except as authorized by law), religion, military status, ancestry, or genetic information in its educational programs or activities.

The Board also does not discriminate on the basis of Protected Classes in its employment policies and practices as they relate to students, and does not tolerate harassment of any kind. More information concerning curriculum content, staff training, student access, corporation support, and student evaluation as they pertain to nondiscrimination and equal educational opportunity is available at [www.shcsc.k12.in.us](http://www.shcsc.k12.in.us) – Board – Policies – Program – 2260.

### **PARENT CONFERENCES**

Parents are encouraged to contact the school any time they want to talk about their child's schoolwork. They should call in advance so that a meeting can be planned. Because the teacher is busy instructing students, the office cannot call a teacher out of the classroom to take a phone call except for an extreme emergency. The school will schedule parent conferences during the school year, and your attendance is encouraged.

### **PARENT/TEACHER ORGANIZATION (PTO)**

A strong school is formed by parents and teachers working together for the good of our students. Your support for our P.T.O. is needed and appreciated.

### **PROMOTION, PLACEMENT, AND RETENTION**

Students in grade three are required to pass the Indiana Reading Evaluation and Determination Assessment (IREAD3). A student who does not pass the IREAD3 assessment either during the assessment period in the school year or during the summer assessment window, will continue to receive grade three instruction and reported as a third grader, and will participate in the grade three ISTEP+ assessment.

Good cause exemptions that may be considered are:

- A. a student who has been previously retained two times prior to the fourth grade
- B. a student with disabilities whose case conference committee has determined that promotion is appropriate
- C. an English learner student whose Individual Learning Plan Committee has determined that promotion is appropriate.

## **PUBLIC ATTENDANCE AT SCHOOL EVENTS**

The School Board welcomes the attendance of members of the community at athletic and other public events held by the schools in the Corporation, but the Board also acknowledges its duty to maintain order and preserve the facilities of the Corporation during the conduct of such events.

The Board holds the legal authority to bar the attendance of or remove any person whose conduct may constitute a disruption at a school event. School administrators have the authority to call law enforcement officials if a person violates posted regulations or does not leave school property when requested. They are also authorized to use detectors and other devices to better ensure the safety and well-being of participants and visitors. Admission fees will not be refunded.

No qualified person with a disability will, because the Corporation's facilities are inaccessible to or unusable by persons with disabilities, be denied the benefits of, be excluded from participation in, or otherwise be subjected to discrimination under any program or activity to which Section 504/ADA applies.

The Board is aware of the increasing desire of many parents and other members of an audience to make audio and/or video recordings of school events. Recordings can be made by parents or other members of the audience without restriction if the performance is not of copyrighted material. However, if the performance is of copyrighted material, recording can be made if the appropriate license authorizing such recordings has been secured in advance by the Corporation.

The Superintendent shall ensure that all notices, signs, schedules, and other communications about school events contain the following language: "The activity site is fully-accessible. Any person requiring further accommodation should contact the school office."

Additional information may be accessed on the corporation website [www.shcsc.k12.in.us](http://www.shcsc.k12.in.us)  
→Board → Policies → 9160.

## **RELIGION IN THE CURRICULUM**

No student will be exempted from attendance in a required course of study on the grounds that the instruction interferes with the free exercise of his/her religion. Staff members will not promote religion in the classroom or in the Corporation's curriculum, nor will instructional activities advance or inhibit any particular religion.

## **REQUEST FOR USE OF SCHOOL FACILITIES**

Groups seeking permission for use of school facilities should contact the school principal for the appropriate form.

### **REQUEST TO LEAVE SCHOOL EARLY**

A request to have a child excused from classes early should be sent with the child on the morning of the dismissal. The time and reason for leaving should be included. When possible, medical and dental appointments should be made outside of school hours.

A child will be released only to the parents unless the school has been notified in writing by the parents that they have granted permission for someone else to pick up their child. The parent, or authorized person, must come to the office and present identification when signing the child out.

### **SCHOOL VISITATION**

South Harrison Elementary Schools will be open to parents at all times. Parents are welcome to visit, volunteer, eat lunch and participate at school with an approved background check. Upon arrival at school, all visitors (including parents) are to report to the office and present a valid driver's license/picture ID. You are welcome to visit the classrooms to observe for a reasonable period of time, if that has been approved by the teacher and/or principal. The superintendent or building principal has the authority to prohibit the entry of any person to a school of this corporation or to expel any person when there is reason to believe the presence of such person would be detrimental to the good order of the school. If such an individual refuses to leave the school grounds or creates a disturbance, the principal is authorized to request from the local law enforcement agency whatever assistance is required to remove the individual. There may be certain times in the year when observations may not be permitted.

Observation time should be arranged in advance of the visit and should not be a time for discussing your child's needs/issues. If you need a conference, please make an appointment with the teacher or the principal at least one day in advance. The principal will be present at a conference if the parent or teacher so requests.

### **SCHOOL VOLUNTEERS/CHAPERONES**

It is the goal of the South Harrison School Corporation to have a safe learning environment for all students. In order to accomplish this goal, all volunteers and/or chaperones must have an approved background check on file with the corporation prior to participation. The chaperone must be willing to follow the school's chaperone guidelines.

### **SEARCH AND SEIZURE POLICY**

The School Board recognizes its obligation to balance the privacy rights of its students with its responsibility to provide student, faculty, and authorized visitors with a safe, hygienic, and alcohol/drug-free learning environment. In balancing these competing interests, the Board directs the Superintendent to utilize the following principles:

A. **School Property**

School facilities such as lockers and desks are school property provided for student use subject to the right of the Superintendent and his/her designee to enter the facility as needed and inspect all items in the facility searched. Students shall not have an expectation of privacy in any facility provided by the school and shall not be permitted to deny entry to a

Corporation administrator by the use of a lock or other device.

**B. Student Person and Possession**

Prior to a search of a student's person and personal items in the student's Immediate possession, consent of the student shall be sought by an administrator. If the student does not consent, such a search shall be permitted based upon the administrator's individualized reasonable suspicion to believe that the search will produce evidence of a violation of a law, school rule, or a condition that endangers the safety or health of the student or others. Searches of the person of a student shall be conducted and witnessed by a person of the same gender as the student and shall be conducted in a private place. The student shall be given the option of selecting the witness from the faculty members on the school premises at the time of the search. A searched student's parent or guardian shall be notified of the search within twenty-four (24) hours if possible. Searches, pursuant to this policy, shall also be permitted in all situations in which the student is under the jurisdiction of the Board as defined by Indiana Code 20-33-8-14. The administrator may request the assistance of a law enforcement agency in implementing any aspect of this policy. Where law enforcement officers participate in a search on school property or at a school activity pursuant to a request from the administrator, the search shall be conducted by the law enforcement officers in accordance with the legal standards applicable to law enforcement officers. 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.

**SPECIAL EDUCATION**

The school provides a variety of special education programs for students identified as having a disability as defined by the Individuals with Disabilities Education Act (IDEA).

A student can access special education services only through the proper evaluation and placement procedure. Parent involvement in this procedure is required. More importantly, the school encourages the parent to be an active participant. To inquire about the procedure, a parent should contact the Harrison County Exceptional Learners Co-Operative at (812) 738-2094.

**STUDENT ASSESSMENT**

To measure student progress, students will be tested in accordance with State Standards and corporation policy. Classroom assessments will be used to monitor student progress. These

are selected or prepared by teachers to assess how well the students have achieved specific objectives.

## **STUDENT CONDUCT**

The success of public school education depends on the fundamental concept of self-discipline and cooperation. Self-discipline allows individuals to function within the rights afforded them by our Federal and State Constitutions and legal codes. Certain standards of student conduct are necessary to insure that students seeking to express their rights do not, at the same time, infringe upon the right of others.

The purpose of disciplinary controls is to help create an atmosphere that promotes the best possible learning situation. An environment that provides equal opportunity for all and permits the teaching-learning process to proceed in an orderly manner is the objective of all school personnel.

The South Harrison Community School Board of Trustees policy states that student misconduct will be grounds for suspension and/or expulsion from school in accordance with the "Student Due Process Law" (I.C. 20-8). Such misconduct is defined to include, but is not limited to the following acts:

1. Students shall attend all the scheduled classes and activities to which they are assigned during the school day unless properly excused by school authority.
2. Students shall not disrupt the educational process and they shall comply with the requests of the staff as they relate to student conduct, classroom work, and Safety.
3. SMOKING (ANY TYPE OF TOBACCO), ALCOHOL, OR CONTROLLED SUBSTANCES ARE PROHIBITED ON SCHOOL GROUNDS OR AT ANY SCHOOL FUNCTION. Having tobacco, alcohol or other controlled substances on school grounds during the school day, on the school bus, in the school building or any school function before or after school will result in suspension or expulsion of the student from regular classes.
4. The use of profanity, cursing, or vulgarity will not be tolerated at any time. This behavior will be corrected on the spot by teachers and may lead to suspension or expulsion if the problem persists.
5. Other types of prohibited behavior:
  - a. Fighting or engaging in conduct that disrupts any school function held on or off the school grounds.
  - b. Verbal or physical abuse, threats of violence to the school staff or its student body.
  - c. Gambling by students on school property or at school functions
  - d. Vandalism of school or private property.
  - e. Theft of public or private property.
  - f. Creating a false fire alarm or other false warning.
  - g. Forging and/or misuse of any document, excuse, official forms, i.e., "Reason for Absence," "Request for a Student", etc.

- h. Possessing any object which can reasonably be considered a weapon. This includes object that is used as a threat to intimidate or to do bodily injury.
- i. Misrepresentation by faked telephone calls.
- j. Providing false information to staff or administration.
- k. Knowingly misusing bodily fluids. (Spitting, urinating, smearing blood)

### **STUDENT DISCIPLINE**

One of the purposes of our schools is to provide the best possible educational environment for the students of our school corporation. A student's prime responsibility is to secure an education, and a proper atmosphere must be maintained within the school to make this learning possible. There are times when it is necessary for school officials to make decisions concerning the acceptability of a student's behavior. These decisions must be based on the welfare of the total school community and on how the behavior will affect the learning environment. Indiana laws allow the Superintendent, Principal, Assistant Principal, any administrative personnel, any teacher, and any other school employees of the school corporation to take reasonable action in connection with student behavior that is necessary to help any student, to further school purposes, or to prevent interference with school purposes. Any corrective measure used must be in accordance with the laws of the State of Indiana and the policies of the South Harrison Community School Corporation. These actions may include, but are not limited to, reprimand, counseling, assigning additional work, rearranging class schedules, requiring students to remain in school after regular school hours to do additional school work or for counseling, restriction or denial of extracurricular activities and/or other privileges, detention, conferences, and disciplinary probation. Suspension, exclusion, or expulsion may also be used with the Principal or Assistant Principal filing charges according to Indiana Code 20-33-8-10; Indiana Code 20-33-8-14 and Indiana Code 20-33-8-15.

### **STUDENT DRESS**

Student dress is the responsibility of the home, and appropriate choices of clothing will be reinforced at school. Proper dress at all times is important to a student's attitude. The way a child dresses affects the way the child acts. Children should dress in clothing appropriate for school activities. A student's appearance should reflect personal, school, and community pride. Use the following guidelines:

1. Students should not wear clothing, hairstyles, or jewelry, which create a safety hazard in school activities and/or create a distraction for the students themselves, or for others.
  - a. Pants that drag the ground or are excessively wide are not permitted.
  - b. All pants must be worn at the waist. No undone belts will be allowed. No sagging of pants will be permitted.
  - c. Unsafe shoes are not permitted. (Example: flip-flops, wheeled shoes, Slippers, etc.)
2. Common decency and courtesy dictates that there should be adequate coverage of the body.



- a. All tops must **cover** the top of the shoulder and shall not reveal the chest or expose undergarments. T-straps should not be worn.
  - b. Students should not wear hats, caps, bandanas, scarves, sunglasses or any other head coverings in the building, unless there is a special event or day.
  - c. Students are not permitted to wear clothing or shirts that leave the midriff or back exposed including fish-net, or see-through apparel.
  - d. No pants with holes above the knee will be allowed.
  - e. Yoga pants/leggings may only be worn with a top that reaches mid-thigh.
3. Shorts for both male and female students may be worn if they adhere to the following guideline. While a student is standing with arms down to the side, the fingertips of the hands will be the limit of length. Shorts cannot be shorter than the fingertips. This also applies for skirts.
  4. Footwear or other articles of clothing which mar furniture or scratch floors are not to be worn.
  5. Clothing advertising, promoting, or glorifying the use of alcohol, tobacco, drugs, or other illegal substances is unacceptable.
  6. Any apparel, jewelry, cosmetic, make-up accessory, notebook, or manner of grooming which, by virtue of its color arrangement, trademark, or any other attribute denoting membership in a gang or advocating drug use, violence, blood or clothing bearing racially or sexually offensive messages will not be allowed inside the school building.

**Note: Any article of clothing that is interpreted by school personnel to be offensive will not be tolerated and will result in the student being asked to change into something more appropriate or being sent home.**

### **STUDENT HARASSMENT AND/OR BULLYING** **BULLYING**

The school board is committed to providing a safe, positive, production, and nurturing educational environment for all of its students. Bullying behavior toward a student, whether by other students, staff or third parties, is strictly prohibited and will not be tolerated. This prohibition includes physical, verbal, and psychological abuse as provided herein. The Board will not tolerate any gestures, comments, threats, or actions which cause or threaten to cause bodily harm or personal degradation. Engaging in bullying behavior through the use of data on computer software that is accessed through a computer system or computer network is prohibited. This policy applies when a student is on school grounds. Additionally, this policy applies regardless of the physical location when:

- A. the individual committing the bullying behavior and any of the intended targets of the bullying behavior are students attending a school Corporation; and
- B. the bullying behavior results in a substantial interference with school discipline or an unreasonable threat to the rights of others to a safe and peaceful learning Environment.

Bullying as defined in State law means overt, unwanted, repeated acts or gestures, including verbal or written communications or images transmitted in any manner (including digitally or electronically), physical acts committed, aggression, or any other behaviors committed by a student or group of students against another student with the intent to harass, ridicule, humiliate, intimidate, or harm the other student and create for the targeted student an objectively hostile school environment.

Any student who believes s/he has been or is currently the victim of bullying should immediately report the situation to the building principal or assistant principal or the Superintendent. The student also may report concerns to a teacher or counselor who will be responsible for notifying the appropriate administrator or Board official. This report may be made anonymously. A parent may file a complaint on behalf of a student in the same manner.

Additional information may be accessed on the corporation website [www.shcsc.k12.in.us](http://www.shcsc.k12.in.us)

→Board → Policies → 5517.01

Report of violations must utilize the following process:

**Level 1:** Student is made aware of the violation. Student writes a letter to both his/her parents and to the person he/she bullied telling them about the hurtful actions. Teacher completes a Bullying Prevention Action Plan Log form. This form will be kept on file, should there be additional infractions. Letters to both parents and victim are distributed to appropriate party. Teacher may refer student to meet with counselor.

**Level 2:** Student is made aware that he/she has repeated bullying behavior. Student will have no social privileges for a period of five school days. Restrictions, which include no participation in group work and no contact with peers, are listed below. Student will call parent and explain the behavior. Teacher will complete Bullying Prevention Action Plan Log.

**Level 3:** Student is made aware that he/she has repeated bullying behavior. Student is referred to principal (or designee) for appropriate suspensions. Student will have no social privileges for a period of ten school days, after return from suspension. Student will call parent and explain behavior. Office will complete Bullying Prevention Action Plan Log.

**Level 4:** Student is made aware that he/she has repeated bullying behavior. Student is referred to principal (or designee) for appropriate suspensions and/or referral to probation, Department of Child Services, or legal authorities. Student will have no social privileges for a period of ten school days, after return from suspension. Student will call parent and explain behavior. Office will complete Bullying Prevention Action Plan Log.

**Social Restriction:**

- Student will be released off bus before other students and will report to the office.
- Student carries books throughout the day (limited/no locker access).
- Student is isolated in classroom (sits by himself, away from peers).
- Student changes class after passing period.
- Student may be referred to in-school suspension.
- Student sits in isolation during lunch and any free time periods of the day.
- Student is escorted to the bus at the end of the day.
- Bus driver instructed to seat student in a front seat.

**Severe Clause:** Severe violations may warrant immediate suspension from school. In this event, levels 1, 2, and 3 will be by-passed.

The School Board recognizes that a student has the right to learn in an environment untainted by sexual or other forms of bullying, harassment or discrimination. Offensive conduct which has the purpose or effect of unreasonably interfering with learning performance or creating an intimidating, hostile, discriminatory, or offensive learning environment disrupts the educational process and impedes the legitimate pedagogical concerns of the Corporation.

Sexual harassment includes all unwelcome sexual advances, requests for sexual favors, and verbal or physical contacts of a sexual nature. Other prohibited conduct includes that which has the purpose or effect of creating an intimidating, hostile, discriminatory, or offensive learning environment on the basis of gender, religion, race, color, ethnicity, age, and/or disability.

Bullying as defined in State law means overt, repeated acts or gestures, including verbal or written communications transmitted, physical acts committed, 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 other student. The harassment by a student of a staff member or fellow student of this Corporation is strictly forbidden. Anyone found to have violated this policy and/or the Code of Conduct shall be subject to disciplinary action up to and including suspension or expulsion from the Corporation.

Report of violations must utilize the following complaint process:

**Stage 1**

1. The officer, employee, student, or patron alleging a violation, or witnessing a violation, shall submit the initial complaint in writing to the building principal. The complaint shall stipulate the specific act or omission, the date of same, and parties involved. The student may also report concerns to a teacher or counselor who will be responsible to notify the administrator.
2. The building principal shall initiate investigation of the circumstances of the complaint within seven (7) calendar days of the receipt of the written complaint. The decision shall be in writing to the complainant.
3. The building principal shall render a decision within fourteen (14) calendar days of

the receipt of the written complaint. The decision shall be in writing to the complainant.

4. The complainant shall have seven (7) calendar days to react to the decision before it becomes final. If the complainant disagrees with the decision of the building principal and submits such a statement in writing to the superintendent of schools, a level two procedure shall be enacted.

## **Stage 2**

1. The building principal shall submit the written disagreement statement and all related information to the superintendent within three (3) calendar days of receipt.
2. The superintendent shall review all material and schedule a meeting within seven (7) calendar days of receipt of the written disagreement and all related information. The participants shall be the complainant, the building principal, and the superintendent. Other witnesses may be called with mutual notice of three (3) calendar days.
3. The superintendent shall make a decision within seven (7) calendar days of the final meeting of parties. This decision shall be final.

**Note:** By mutual agreement circumstances of calendar availability may result in extension of stipulated time allowances if a request is made in writing by either party and so agreed to by the parties.

Note: If the alleged violation, interpretation, or application is of a corporate nature such as a written rule, regulation, or policy then Stage 2 is initiated immediately.

## **STUDENT RECORDS**

In order to provide appropriate educational services and programming, the School Board must collect, retain, and use information about individual students. Simultaneously, the Board recognizes the need to safeguard students' privacy and restrict access to students' personally identifiable information.

A social security number of a student contained in the records of the school corporation may not be disclosed or released by the school corporation unless the record is specifically required by a State or a Federal Statute or is ordered by a court under the rules of discovery.

The School Board is responsible for maintaining records of all students attending schools in this Corporation. In addition to records mandated by the Federal Government, the State of Indiana requires that the School Corporation record or include in the official high school transcript for each high school student the following information:

- A. attendance records;
- B. the students' latest ISTEP/GQE test results;
- C. any secondary level and post-secondary level certificates of achievement earned by the student;

D. immunization information from the student's immunization record.

The Board also authorizes the collection of other student information including, but not limited to:

- A. observations and ratings of individual students by professional staff members acting within their sphere of competency;
- B. samples of student work;
- C. information obtained from professionally acceptable standard instruments of measurement such as achievement tests and standard intelligence tests;
- D. verified reports of serious or recurrent behavior patterns;
- E. rank in class and academic honors earned;
- F. psychological tests;
- G. custodial arrangements.

In all cases, permitted, narrative information in student records shall be objectively-based on the personal observation or knowledge of the originator.

Student records shall be available only to students and their parents, eligible students, designated school officials and designated school personnel, who have a legitimate educational interest in the information, or to other individuals or organizations as permitted by law. The term "parents" includes legal guardians or other personas standing in loco parentis (such as a grandparent or stepparent with whom the child lives, or a person who is legally responsible for the welfare of the child). The term "eligible student" includes any student who is eighteen (18) years of age or older, or who is enrolled in a postsecondary institution regardless of his/her age.

### **Directory Information**

Each year, South Harrison Community School Corporation makes available, upon request, certain information known as "directory information". South Harrison 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; listing on an honor roll; scholarships, or type of diploma/graduation certificate earned. 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.

In accordance with Federal and State law, South Harrison personnel 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.

A parent or eligible student may request in writing that the information not be released by the School Corporation to the military recruiting representatives. Such requests must be made in writing to the superintendent and should be submitted to the superintendent's office. The parent or student must make the

request in writing at the end of the student's sophomore year in high school (that is, prior to July 1 of the summer before a student's junior year). This is a one-time opt-out opportunity. If the student opts-out prior to his/her junior year and later changes his/her mind, a revocation may be made.

Parents and eligible students may refuse to allow the corporation to disclose any or all of such "directory information" upon written notification directly to the superintendent's office. This notification must be received prior to September 1 of the academic year for which the request is being made. This handbook serves as official notification regarding the opportunity for a student or parent to request nondisclosure of this information. A new enrollee or his/her parent must make such a request within 10 school days after enrollment.

Whenever a consent of the parent(s)/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.

Regarding student records, students and parents have the right to the following:

- A. inspect and review the student's education records;
- B. request amendments if the record is inaccurate, misleading, or otherwise in violation of the student's privacy rights;
- C. consent to disclosures of personally-identifiable information contained in the student's educational records, except disclosures allowed without parental consent;
- D. challenge Board noncompliance with a parent's request to amend the records through a hearing;
- E. file a complaint of Corporation noncompliance with the Department of Education;
- F. obtain a copy of the Corporation's policy and administrative guidelines on student records.

## **SUBSTANCE ABUSE POLICY**

### **A. All Students**

1. Students are subject to the rules and regulations of the South Harrison Substance Abuse Policy at those times they are attending school, on a school bus, on the school grounds immediately before or after school hours, while on the school grounds at any other time when the school is being used by a school group, or while off school grounds

going to, coming from, or in attendance at any school related activity, function, or event.

2. Any student using, possessing, selling, knowingly transmitting, or being under the influence of controlled or misused substances such as narcotic drugs, amphetamines, barbiturates, hallucinogenics, marijuana, depressants, anabolic steroids, intoxicants, including alcohol, or stimulants of any kind, including caffeine based pills, whether prescription or sold over the counter (without prescription) or any substance represented by the provider to be any of the above listed substances and/or possessing drug paraphernalia is subject to suspension and/or expulsion from school. And, school officials will notify law enforcement agencies in ALL incidents involving substances such as those listed above.
3. Additionally, students are required to register with the school office all prescription and non-prescription drugs that are to be consumed at school. Parents/Guardians are required to send a note to school indicating the student's name, type of drug, dosage and time, and purpose of the medication. Prescription medicine should be in original container.

**B. Students in Grades K-5**

1. Voluntary participation in an approved drug education and/or treatment program will be recommended for first time offenders.
2. Participation in an approved drug education and/or treatment program may be offered as an alternative to expulsion for subsequent offenses.

**C. Students in Grades 6-12**

1. An alternative to expulsion may be recommended for first time offenders. This alternative will require a signed Parental Agreement, a student chemical assessment, and participation in an approved drug education and/or treatment program. All expenses incurred will be the family's responsibility.
2. Students who violate the Substance Abuse Policy a second time while enrolled in grades 6-12 and those students knowingly transmitting substances such as those listed above will not be given the option of choosing an alternative to expulsion.
3. Procedures:  
The building principal, or his designee, upon establishing reason to suspect that a student is engaged in a violation of the Substance Abuse Policy shall investigate the matter immediately. If confirmed, the principal will:
  - a. Immediately suspend the student for five (5) days.
  - b. Advise the student of the school's responsibility to notify his/her parents/guardians and the proper law enforcement officials. (29)
  - c. Meet with the student and parents/guardians to inform them of possible alternatives to expulsion. If the student and parents/guardians choose an alternative to expulsion, the principal will inform them that expulsion proceedings will be waived if the following criteria are met:

- I. The student will be suspended for a minimum of five (5) school days.
  - II. The parent/guardian must request an alternative to expulsion and sign a "Parental Agreement Form."
  - III. The student must secure a chemical assessment that is to be administered by a professional outpatient substance abuse counselor approved by the School Corporation.
  - IV. Based upon the results of the assessment, the student must enter an approved educational and/or treatment program.
  - V. The assessment must be completed and other sessions scheduled prior to the student's return to classes. (Completed "Corporation Referral Form" returned to principal)
  - VI. It will be understood that any cost/fees as a result of the assessment and education and/or treatment program will be the responsibility of the student's family.
  - VII. Upon completion of the program, the counseling/treatment agency is to submit the "Agency Report Form" to the principal.
- d. If the student does not complete an alternative program (as described in Section 3), expulsion proceeding will be resumed.
  - e. If an alternative to expulsion (as described in Section 3) is not selected, the principal will recommend expulsion to the Superintendent of Schools.
  - f. This requirement may be waived or modified by the Superintendent upon the recommendation of the Principal.

### **TECHNOLOGY POLICY FOR STUDENT USAGE**

South Harrison Community School Corporation has the ability to enhance your child's education through the use of technology. Your child will have access to computers, on-line communications, and multimedia technology in stand-alone and/or networked settings. With this educational opportunity comes responsibility to use these networks and technologies in a productive and ethical manner. Any inappropriate use of the technologies will result in the loss of the privilege to use this educational tool and possibly to disciplinary action as well. Appropriate reasons for revoking privileges include, but are not limited to, the altering of system software, the placing of unauthorized information, computer viruses or harmful programs on or through the computer system either public or private files or messages, illegal installation of copyrighted software, and trying to access restricted files and programs. Students will not use their Corporation-approved computer access to obtain, view, download, or otherwise gain access to unlawful, obscene, pornographic, abusive, or otherwise objectionable materials. The Corporation reserves the right to remove files, limit or deny access, and refer the student for other disciplinary actions. [for an unabridged version of this policy refer to SHCS.'s Board Policy #7540]

### **TELEPHONE, ADDRESS CHANGES**

It is important for your child's health and well being that you provide the school office with an **emergency contact phone number**. Unfortunately, emergencies do occur when the school



will need to reach a responsible adult to help your child if you cannot be reached. Emergency contact information is also used for School Messenger, which is used to relay information to families for school closings, delays and important information.

Also, please notify the school immediately if there is a change in your address, telephone number, baby-sitter, or person to contact in an emergency. This information is very important in case your child becomes ill or injured.

### **TELEPHONE/ELECTRONIC DEVICE USAGE**

Students will only be allowed to use the phone in emergency situations. Arrangements for after school activities must be made in advance. Knowingly possessing or using an electronic device or a cell phone on school grounds during school hours in a situation not related to a school purpose or an educational function may result in the electronic device/phone being taken until such a time the parent/guardian may come to school for the device. Further disciplinary consequences may be necessary and will be handled through the “Student Discipline” and/or “Suspension/Expulsion” section of the handbook.

### **TEXTBOOKS**

Textbooks issued are the property of the South Harrison School Corporation. They should be used with care and returned in good condition. Students are financially responsible for books, which are lost, stolen, or damaged.

### **TRANSFER OUT OF THE CORPORATION**

If a student plans to transfer to another school district, the parent must notify the Principal. School records shall be provided to the new school corporation upon their request.

### **USE OF SECLUSION AND RESTRAINTS WITH STUDENTS**

It is the policy of the Board that all students are to be treated with dignity and respect and to be free from abuse. It is the policy of the Board to use prevention, positive behavior intervention and support, and conflict de-escalation to eliminate or minimize the need for the use of seclusion or restraint with students. This policy applies to all students, regardless of the existence of a disability.

Every effort must be made to eliminate or minimize the need for the use of seclusion or restraint with a student, including the use of prevention, positive behavior intervention and support, and conflict de-escalation prior to the use of seclusion or restraint, except in the case of an emergency, as defined below.

Seclusion and restraint are to be used only: 1.) as a last resort safety procedure employed after another, less restrictive procedure has been implemented without success; and 2.) when there is an imminent risk of injury to the student, other students, school employees, or visitors to the school. Seclusion and restraint may be used only for a short period of time or until the imminent risk of injury has passed.

Use of Seclusion and Restraint – Seclusion and/or Restraint may be used only when:

- A student is displaying behavior that presents an imminent risk of injury to the student or others.
- It is a last resort safety procedure after a less restrictive procedure has been implemented without success.
- It is absolutely necessary and must be discontinued when the student is no longer an imminent threat to others.
- Restraint and/or seclusion are employed only by staff members who have received specific Corporation-approved crisis intervention training in the use of seclusion and/or restraint procedures.
- Restraint is used only as long as is necessary for the student to regain behavioral stability and the risk of injury has ended, usually a matter of minutes
- Seclusion is used only when a student can be transported safely to the seclusion environment by trained staff members using appropriate techniques based on crisis intervention training.

For more information, see the corporation website [www.shcsc.k12.in.us](http://www.shcsc.k12.in.us) – Board – Policies – 5630.01.

### **WELLNESS**

The Board recognizes that good nutrition and regular physical activity affect the health and well-being of the Corporation's students. Furthermore, research suggests that there is a positive correlation between a student's health and well-being and his/her ability to learn. Moreover, schools can play an important role in the developmental process by which students establish their health and nutrition habits by providing nutritious meals and snacks through the schools' meal

programs, by supporting the development of good eating habits, and by promoting increased physical activity both in and out of school. This effort will include the following:

- Nutrition education shall be included in the Health curriculum so that instruction is sequential and standards-based and provides students with the knowledge, attitudes, and skills necessary to lead healthy lives.
- The physical education curriculum shall provide sequential instruction related to the knowledge, attitudes, and skills necessary to participate in lifelong, health-enhancing physical activity.

The full policy can be accessed on the corporation website [www.shcsc.k12.in.us](http://www.shcsc.k12.in.us) → Board → Policies→8150.

Any other information concerning the above policies may be obtained by contacting the corporation superintendent at the address below.

Dr. Mark Eastridge, Superintendent  
 South Harrison Community School Corporation  
 315 South Harrison Drive  
 Corydon, IN 47112

(812) 738-2168