



ELEMENTARY SCHOOLS'
PARENT/STUDENT HANDBOOK

2018 - 2019

School Town of Highland

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This student handbook was developed to answer many of the commonly asked questions that you and your parents may have during the school year. Because the handbook contains information about student rights and responsibilities, each student is responsible for knowing its contents. Please take time to become familiar with the following information. It can be a valuable reference during the school year and a means to avoid confusion and misunderstanding when questions arise. Should you have questions that are not addressed in this handbook, contact your school. This handbook is supplementary to Board policy. Should a provision of this handbook contradict Board policy, Board policy prevails. This handbook supersedes all prior handbooks and other written material on the same subjects.

BOARD OF SCHOOL TRUSTEES

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DISTRICT ADMINISTRATIVE STAFF

Director of Finance & Operations
Mrs. Cindy Adams
Coordinator of Instructional Technology
Mrs. Nora Kasprzycki

Manager of Food Services
Mrs. Lisa Hayes
Coordinator of Guidance
Mrs. Kelly Gossman

Manager of Buildings & Grounds
Mr. Mike Sukta
Manager of Transportation
Mr. Norbert Schlessler

Table of Contents

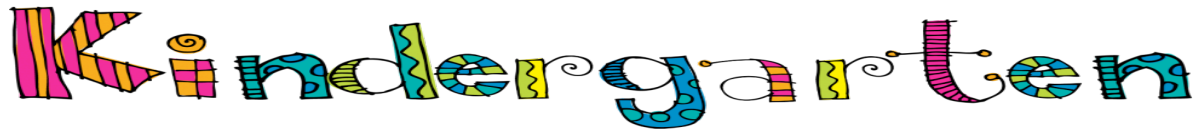
ENROLLMENT	5
Entrance Age (Kindergarten)	5
Entrance Age (1 st Grade)	5
Pre-Registration for Kindergarten & 1 st Grade	5
New Students	6
Residency Affidavit	7
ELEMENTARY TRANSFER PROCEDURES	7
Intent to Return (formerly Spring Registration Process)	7
Transfer Procedures (Voluntary, Involuntary, Sibling)	7
GENERAL INFORMATION	9
Advertising Prohibition	9
Athletics	9
Bicycles	9
Birthday Treats	9
Book Fees	10
Bus Service	10
Cafeteria Visits	10
Computer/Internet	10
Lost and Found	11
Lunch & Breakfast Program	11
Playground Rules	11
Recess	11
School Day	11
Staying After School	12
Student Council	12
Telephone Use	12
ATTENDANCE	12
Illness	13
Tardy	13
Vacation	13
Change of Address, Phone Number, Place of Employment, or Name	13
Withdrawal	13
SCHOOL HOME COMMUNICATION	14
School Visitations	14
Non-Custodial Parents	14
Parent-Teacher Conferences	14
Parent-Teacher Organizations	14
ACADEMICS	15
Achievement-Recognition	15
Report Cards	15
Grading Scale	15
Report Card Markings	16
Art, Music & Physical Education	16
Kindergarten	16
1 st Grade	16
2 nd Grades	16
3 rd – 5 th Grades	16
Homework	17
Promotion/Retention	17

Student Records	17
Testing Program	18
Art, Library, Music, Physical Education & Special Education	18
SUPPLEMENTARY INSTRUCTIONAL SERVICES	19
ESL, Guidance Counselors, High Ability, Homebound & Title I	19
ACADEMIC RELATED ACTIVITIES	19
Convocations & Field Trips	20
STUDENT RESPONSIBILITIES	21
Student Dress Code	21
Procedure for Non-Compliance	21
STUDENT CONDUCT	21
Expulsion	23
Expulsion Appeal Process	23
Cheating	23
Disruptive/Dangerous Items	23
Electronic Devices	24
Gang Policy	24
Personal Search	24
Substance Abuse	25
Vandalism and Theft	25
HEALTH REQUIREMENTS	26
Health Services	26
Immunizations	26
Control of Infectious Diseases	27
Head Lice (Pediculosis)	27
Taking Medication During the School Day	27
EXCUSES FROM PHYSICAL EDUCATION	28
SAFETY/PRECAUTIONARY PROCEDURES	29
Emergency Drills (Fire and Tornado)	29
Bomb Threats	29
Pesticide Policy	29
Snow Days – Emergency School Closing	30
Traffic Safety	30
Nondiscrimination – Section 504 Policy	30
Civil Rights Nondiscrimination	30
DIRECTORY INFORMATION	31
APPENDIX A – Student Code of Conduct	32
APPENDIX B – Bullying	35
Unlawful Activity	35
Intimidation	35
APPENDIX C – Grounds for Expulsion	36
APPENDIX D – Technology Acceptable Use Administrative Guidelines	38
Use of Personal Electronic Devices in School	42
Personal Mobile Computing Discipline Plan	43



ENTRANCE AGE (Kindergarten)

A child must be five years old on or before August 1 of the upcoming year of attendance to be eligible for kindergarten. Indiana residents attending a private/public kindergarten outside Indiana while Indiana residents in order to circumvent the State of Indiana entrance age, shall not be accepted for enrollment. This does not apply to students/families transferring to Highland as new Indiana residents who have been attending an accredited kindergarten program located in another state.



ENTRANCE AGE (1st Grade)

To enroll in 1st grade, a child must be six years old on or before August 1. This deadline does not apply to non-Indiana resident students who have completed one full year of kindergarten in an accredited school located in another state. However, Indiana resident students attending a private kindergarten program or one in another state in order to circumvent the entrance age, will not be accepted for enrollment in 1st grade.



PRE-REGISTRATION FOR KINDERGARTEN AND 1st GRADE

Children who will be in kindergarten the next school year are pre-registered in March. Registration dates are announced in school bulletins, on school websites, and in social and local media. It is VERY important to pre-register! This helps the school to plan in advance for a specific number of students. It enables us to provide important information to parents and work as partners for a successful beginning school experience.

In order to maintain manageable class sizes and provide students with the most effective instruction possible, children may be placed in another Highland school outside their particular attendance boundaries. Late registrants may not necessarily be placed in the school in their attendance boundaries.

A kindergarten orientation for parents and students is scheduled at the beginning of the school year with the kindergarten classroom teacher.

Pre-registration for 1st grade is required only for students who have not attended kindergarten in this district and will be in grade one next school year.



New Students

NEW STUDENTS

Only Highland residents may enroll. The parent or guardian will be required to present five (5) proofs of residence.

- Two of the following: NIPSCO, Water, Phone, Cable (utility bills/deposit receipts)
- Two of the following: Driver's License, vehicle registration, valid U.S. passport, military photo ID, government issued ID, recent paycheck/unemployment check receipt
- One of the following: Lease and rent receipt, Mortgage and homeowners insurance documents

Existing students who move from one address in Highland to another must provide the same proofs of residency as a new student (see above). In some cases, such as divorce, remarriage, or legal guardianship, proof of legal custody will be required. For all students enrolling in kindergarten through 5th grade, a birth certificate must be presented, also.

The School Town of Highland believes in equitable class sizes. As a result, students may be transferred to another school within the STOHL to ensure an equitable distribution of students at each grade level. The School Town of Highland has final responsibility of placement. Parent/guardian wishes will be accommodated when and if possible.

A student transferring from another school system should present a report card or transcript/permanent record from the last school attended, and the parent/guardian must sign a form authorizing forwarding of the student's records from the school previously attended. A medical form should be submitted prior to the first day of school for any new student. Transfer students may be granted a waiver period of twenty days to submit the necessary form(s).

Indiana law requires an up-to-date record of immunizations (see "Immunizations", in this book) prior to entrance into school. A student may be excluded from school until these requirements are met.

Parents are encouraged to pre-register new students prior to the first day of school. This increases the probability of enrollment into the child's attendance boundary school.

Residency Affidavit/Election to Attend School

In cases where students are allowed to attend using the signed, notarized residency affidavit, the document must be renewed no later than 1 day prior to the beginning of the school year. This form must be completed and presented to the school corporation *annually*.

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## ELEMENTARY TRANSFER PROCEDURE

### INTENT TO RETURN PROCESS (Previously Spring Registration)

To prepare for the next school year, the School Town of Highland conducts an Intent to Return survey during April at the elementary level. The information helps determine those students who may be affected by the district's transfer procedures.

By submitting the Intent to Return information, a parent/guardian can secure their child's attendance slot for the next school year. Those families failing to participate will not secure their child's attendance slot for the next school year. In those cases, new dates of enrollment are issued.

Your child's initial date of enrollment is extremely important. You will receive notification requesting that you secure your initial date of enrollment in the district. This survey form must be completed and returned to the principal's office during the designated time period. Failure to complete the Intent to Return survey will cancel your child's initial date of enrollment, which may result in an involuntary transfer to another school.

Students currently on free lunch/book rental will continue in this program until the following September. Book rental will be determined at that time.

## TRANSFER PROCEDURES

Highland uses three types of transfers:

|                      |                                                                                                                                                    |
|----------------------|----------------------------------------------------------------------------------------------------------------------------------------------------|
| Voluntary Transfer   | Child's placement in a school other than his/her home school due to the written request of the parent/guardian.                                    |
| Involuntary Transfer | Child's placement in a school when the home school enrollment at a particular grade level exceeds the stated maximums for the current school year. |
| Sibling Transfer     | Placement of a brother or sister of an involuntarily transferred child due to the request of the parent/guardian.                                  |

### Voluntary Transfer

Voluntary transfers are requested through the Superintendent's office by parents of elementary students. Each request must be made in writing and include the reason(s) for the request. These transfers are acted upon prior to the beginning of the next school year. Requests are approved if there is room available at the receiving school and the placement does not detract from the educational setting at the receiving school. It is the responsibility of the parent/guardian to provide transportation for the child (children) to and from the school. Voluntary transfers are approved for the current school year only and must be requested and renewed yearly. Requests must be received in writing for each child with the reason(s) stated for the request at least one (1) week prior to the start of school.

**Are voluntary transfer requests ever denied?**

Yes, when the request would detract from the educational environment of the receiving school (i.e. when the class size of the receiving school reaches its maximum at that grade level).

**In what order are the voluntary requests prioritized?**

Students who are currently participating as voluntary transfers will be given first priority for the next year if space is available and if a voluntary request letter is submitted to the Superintendent’s office by the end of spring registration. Additional voluntary requests are prioritized by the date the request is received in the Superintendent’s office. If further prioritization is needed, the initial date of enrollment in the School Town of Highland will be the deciding factor.

**Can voluntary requests be granted during the course of the school year for the currently attending student?**

Yes, however, it is rare that these requests are granted due to class size and routines being established.

**Can a voluntary request be withdrawn during the course of a school year by the parent/guardian?**

No, once a placement has been made from the initial parent/guardian request, it remains in effect for the current school year.

**Involuntary Transfer**

**What happens when my child is involuntarily transferred?**

In an involuntary transfer situation, our principals will work with parents to consider their requests to attend the school of their choice--based upon available space. Principals will ask parents to prioritize the school where they would like their child(ren) to attend and, based on available space, try to accommodate their first choice.

Every effort will be made to notify parents no later than two weeks prior to the first day of school if their child is going to be transferred.

Parents of involuntary transferred students will be required to submit in writing if they want to remain on a callback list for two (2) school years and, at that time, become a permanent transfer. If a call back is declined, the transfer becomes permanent.

Transportation will be provided for involuntarily transferred/permanent students.

**Sibling Transfer**

Siblings may be transferred to the receiving school upon the parent/guardian’s written request. These requests are approved if space is available at the receiving school at that grade level. These requests should be submitted immediately to the principal of the child’s current school. If the transfer is approved, transportation is provided by the School Town of Highland.

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GENERAL INFORMATION

ADVERTISING PROHIBITION

Students, staff members, and school facilities may not be used for advertising or promoting any non-school organization's interests without the principal's permission. The school shall not participate in any fundraising event or campaign for any purpose without the Superintendent's approval. Teachers and sponsors may not permit any such campaigns or events within their classrooms or student organizations. Contests and activities sponsored by outside agencies which involve awards or prizes to students are not permitted without the Superintendent's approval. Such activities must have educational value for the participants in order to be approved.

ATHLETICS

Highland elementary school students have the opportunity to participate in a variety of athletic programs corresponding **with the IHSAA guidelines and local school policy**. The interschool athletic program for basketball is limited to boys and girls in 4th and 5th grades.

All athletes must have a physical exam prior to any participation. A physical occurring after May 1st covers all sports for the entire following school year. A physical form may be obtained in the school office and/or on the website.

Refer to the Elementary Athletic Handbook for rules and regulations.

BICYCLES

Bikes should be registered with the Highland Police Department and should be locked in bike racks at school. The school is not responsible for lost, stolen, or damaged bicycles. Bikes are not to be ridden on school property.

Bike riders should remember:

1. Ride one to a bike, not double.
2. Stop, look four ways, and walk the bike across intersections.
3. Obey traffic lights and signs.
4. Give right of way to walkers.
5. Keep the bike in good mechanical condition.
6. Walk your bike on school grounds.

BIRTHDAY TREATS

If parents would like to have their child's birthday recognized during the academic day, the School Town of Highland offers parents the opportunity to purchase birthday treats from the cafeteria. Order forms can be obtained from the office at your child's school. These treats fall within the USDA health guidelines, are reasonably priced and delivered to the child's classroom during the school day where the teacher will take a few minutes to celebrate.

Upon the recommendation of The School Town of Highland's Wellness committee, store bought or homemade treats will no longer be accepted at school.

BOOK FEES

Textbook rental and fees are due and payable online during registration. If unable to pay in full, a parent may set up a payment plan in RDS. The amount due for book rental and fees could vary depending on the courses a student is taking. Fees will be pro-rated for students who either register or withdraw from classes during the course of either semester.

Students accepted on the free or reduced lunch program qualify for a cost reduction of their book rental/fees.

Students are responsible for all books, materials, supplies and equipment assigned to them or provided for their use. Abuse or loss of such items will result in payment for the lost or damaged items and possible disciplinary action.

BUS SERVICE

The School Town provides bus transportation for students in designated bus zones. Parents are encouraged to take advantage of the free school bus transportation. Bus drivers have supervision and authority over passengers and deserve the same respect as teachers and other school employees. Students are expected to show courtesy to the bus driver and to other students and to behave in a manner which promotes safety. All school rules apply to students from the time students leave their homes in the morning, until they return into their homes after school. Misconduct on a bus, or at a bus stop, may result in the loss of bus riding privileges and other disciplinary action. While riding on a school bus, students must adhere to the following rules:

1. Take a seat immediately--remain seated until instructed by the driver to leave the bus.
2. Keep doors and windows closed unless given permission.
3. Keep head, arms and hands inside the bus at all times.
4. Keep the bus clean by throwing all trash in a trash can.
5. Report bus or seat damage to the driver immediately. Students who damage the bus or seats will be required to pay for repairs.
6. Cooperate with the bus driver.
7. Eating and drinking on the bus is prohibited at all times.
8. Bus drivers or school personnel may restrict the use of or confiscate any personal or school issued electronic device.
9. While on the bus, students are prohibited from using personal or school issued electronic devices to capture or record sounds or images (pictures, videos).

CAFETERIA VISITS

Keeping our schools safe and secure for our Highland children is an on-going concern. In this day and age constant vigilance and protection of our students is paramount. Accordingly, our elementary lunches are closed to outside visitors. Parents, neighbors and friends are not allowed to eat lunch at the elementary schools. Weighing safety, the potential harm and problems that could arise, and the importance of socializing with peers, lunchroom and lunch time are limited to students only. We appreciate your understanding and continued support as we strive to do what is best for our students. Should you have questions or concerns, please do not hesitate to contact your school's administrator.

COMPUTER/INTERNET

To meet the educational needs of our students, The School Town of Highland will offer to K-12 students' access to the Internet. This technology will allow them to expand their information base by accessing

distant resources, communicate with other individuals, and develop electronic research skills critical to their future.

The Technology Acceptable Use Administrative Guidelines for email and Internet can be found in Appendix D of this handbook.

LOST AND FOUND

Personal items such as books, lunch boxes and bags, coats, boots, school bags, etc. should be clearly marked with the student's name and grade. All such articles, when found in or near school, should be turned in to the school office. Articles in the lost and found will be kept for a reasonable time for owners to claim.

LUNCH & BREAKFAST PROGRAM

Breakfast (\$1.50), lunch (\$2.00) and milk are served in each school. (The breakfast and lunch menus are published each month on the website.) Students may pay in cash each day or make a deposit on their MealTime account. All students have the privilege of eating lunch at school, but the privilege may be withdrawn for misbehavior in the lunchroom. For extreme or persistent misbehavior, a student may be denied the privilege of eating lunch in the cafeteria. The parent/guardian will be notified when his/her child's behavior in the lunchroom is unacceptable.

If it is necessary that a child leave the building during the lunch period to go home, parents need to notify the school in writing. The parent should pick up the child in the school office (sign out), and return the child to the school office (sign in).

For those families experiencing financial difficulties, applications for free or reduced lunches are distributed on registration day and are available throughout the year in the school office and the district's website.

To ensure the safety and security of our students, the practice of allowing parents and other visitors to eat lunch with students has been discontinued.

PLAYGROUND RULES

Each elementary building has established playground rules and regulations which are explained to the students. A copy will be provided at the beginning of each school year via students. Additional copies will be available upon request in the school office.

RECESS

Recess provides short breaks from classroom activities. While children play, they get a chance to learn to interact with their peers. Positive socialization is a life-long skill that our children need to develop during these formative years. All students are expected to participate in recess, unless there is a doctor's note stating the reason and length of time the child will miss recess. Students may be assigned other activities during recess time.

SCHOOL DAY

Children should not arrive at school prior to 7:55 a.m. at which time they may enter the building. Exceptions to this rule, if any, will be determined by the principal or his/her designee. Classes for 1st through 5th grades begin at 8:10 a.m. and end at 2:40 p.m. on Monday, Tuesday, Thursday and Friday. If students are not picked up by 3:00 p.m., they will be put into Dependent Care and parents will be charged accordingly. On Wednesdays we have early dismissal, and students are dismissed at 1:55 p.m. Students are to leave the school premises upon dismissal.

STAYING AFTER SCHOOL

As a general rule, students are not detained after regular school hours. Should a need arise, principals or teachers will contact parents before time.

Should a student not arrive at home as expected after dismissal, the parent should notify the school office immediately. After dismissal, no child should return to any school building unless accompanied by a parent/guardian.

The Highland community offers many private care programs before and after school. The school is not responsible for supervising students that attend private care programs before the start of the school day or immediately after student dismissal at the end of the school day. Parents/Guardians should check with their private care organizations to make sure their child/children are not dropped off before school begins and that their child/children are picked up immediately after school dismissal to ensure a child/children are not left unsupervised during these times by the private care programs.

STUDENT COUNCIL

Each elementary school has established a Student Council under the direction of a Student Council Moderator. The Student Council plans and conducts activities in each school to promote school spirit and learn leadership skills.

TELEPHONE USE

School telephones are used for school business, and students should expect to use the office phone only in cases of real necessity and with permission of the teacher and office personnel.

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ATTENDANCE

Being at school, on time, all day, every day is very important. We discourage parents scheduling any appointments, vacations or other events during school hours. However, if your child will be absent, call or e-mail the school office by 8:30 a.m. to report the absence. The school will call to check on absences if the reason for the absence is not known. Although truancy is rare among elementary students, it can be prevented completely by good communication between home and school. If truancy occurs, disciplinary actions may be taken.

Parents/guardians are responsible for student attendance. Students must attend school regularly in accordance with Indiana Code 20-33-2. Indiana law defines all school absences as illegal or unexcused except those due to illness, death in the immediate family, quarantine, and "exceptional reasons."

When a student accumulates 5 unexcused absences or tardies, a letter will be sent home with the child. When that child has 3 additional (8 total) unexcused absences or tardies, parents/guardians will be asked to attend a conference to discuss the issue. If unexcused absences and tardies continue, and the child has accrued 10 or more, we are required by Indiana's Compulsory School Attendance law to turn the matter over to Child Protective Services.

Students needing to be excused from school for doctor or dental appointments may only be excused for ½ day, and they must bring a note from the parent/doctor, and get approval from the principal or designee. Students/parents must sign out for the appointment and sign in at the school office upon their return.

The School Town of Highland is aware that during the school year, religious holidays may fall on school days. We want to work with our students and their families in accordance with applicable law to allow

students to participate in observance of these holidays. Accordingly, an absence for observance of a religious holiday is excused. Parents/guardians must provide the school with a written excuse explaining that the absence is due to the observance of a religious holiday. The absence may be excused only if it is taken on the actual date of the holiday in question. Students are responsible to makeup all work missed as a result of an excused absence.

Attendance: Illness

When a child is ill or shows signs of illness, such as a fever (temperature 100 degrees or higher), a rash or vomiting, the child must be kept home until symptoms disappear and temperature has been normal for a least 24 hours. Children returning to school and not meeting these requirements will be sent home.

Students who are absent due to sickness or that go home sick during the school day cannot participate in extracurricular activities/events for the days they are absent. If a child sent home due to illness returns to school the next day, no note is needed. Otherwise, a written excuse, dated and signed by a parent or guardian, must be sent with the child returning to school after an absence. A statement from a doctor may be required after an absence due to a contagious disease, surgery, hospitalization, or an absence of 5 or more consecutive days. All exemptions from participation in physical activities will require a statement from the doctor.

If a child becomes ill at school, the parents need to pick up the child or have the child picked up in a timely manner—no longer than one (1) hour. Children will only be released from school to a parent/guardian or his/her designee.

Attendance: Tardy

Students are considered tardy after 8:10 a.m. Excessive number of tardies are discussed on p. 11 under Attendance.

Attendance: Vacation

Vacations are unexcused absences. Parents who take children out of school for vacations must assume responsibility for unsatisfactory work or difficulty in school work due to the missed days. Teachers are not required to reteach, give advance assignments, or grade papers for students who miss school for vacations. While family vacations are important to build strong family ties, taking vacations during school hinders a child's learning and affects our school's attendance rate with the Department of Education. Please schedule vacations during times other than when school is in session. *Student vacations lasting more than five school days are subject to the student being withdrawn and reenrolled upon return.*

CHANGE of Address, Phone Number, Place of Employment, or Name

Parents are required to notify the school office, in writing, of a change of address, phone number, or place of employment. In cases of change of address, parents are required to supply proofs of residency. When a child's last name has been changed, legal documentation of such is required.

WITHDRAWAL

If a student is moving to another school district, a transfer slip will be provided when the school is notified of a date of withdrawal, the new address, and the name of the school the student will enter. Children who have moved may finish the remainder of the current semester in Highland provided a request is filed with the Superintendent's office.

A student unable to attend school because of a lengthy illness, and who is receiving tutorial services from the School Town of Highland, will not be withdrawn. A student unable to attend school for the remainder of the school year, and who is unable to participate in lessons and complete assignments made available by a tutor, may be withdrawn. The School Town of Highland will treat each case individually abiding by state regulations.

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## **SCHOOL HOME COMMUNICATION**

### **SCHOOL VISITATIONS**

All visitors **MUST** report to the school office, sign in, and receive a visitor identification badge which must be worn during any visit. Upon completion of the visit, please return to the office and sign out. The instructional day is important to the education of your children; therefore, interruptions should be kept to a minimum. Please schedule these in advance in order that we may maximize this opportunity effectively. School visitation by students enrolled in other school systems is discouraged; prior approval must be given by the principal and teacher(s) involved.

To ensure the safety and security of our students, the practice of allowing parents and other visitors to eat lunch with students has been discontinued.

### **NON-CUSTODIAL PARENTS**

A non-custodial parent, unless restricted by a court order, will be given access to all student report cards, progress reports, student records, and disciplinary actions. Such parents will also be allowed to participate in conferences, classroom visitations, Open House, and all other special school activities.

The non-custodial parent may not visit with his/her child during the school day or when he/she is in Dependent Care, nor may the student be released to the noncustodial parent unless written permission has been given by the custodial parent.

A certified copy of a court order, restricting the rights of the noncustodial parent, must be provided to the principal if a custodial parent wishes to prohibit the distribution of information to, or the classroom visitation of, the noncustodial parent.

### **PARENT-TEACHER CONFERENCES**

Conferences during the year may be requested by the teacher or parent when either feels a need to consult about a student's progress or school performance. Conference times may be arranged by telephone or exchange of notes or e-mails.

### **PARENT-TEACHER ORGANIZATIONS**

Parent-teacher organizations, such as PTA, PTO, or PTC, bring homes and schools closer together. These organizations are non-political, non-commercial, and non-sectarian. They unite us for a common cause – the welfare of the children. Parents are encouraged to become members, attend meetings, and participate in the projects sponsored by these organizations.

## A C A D E M I C S

### ACHIEVEMENT/RECOGNITION

All elementary students can earn recognition for achievement. Programs for the primary and intermediate grades are different.

Recognition for grades 1, 2, and 3 is as follows:

1. Students earn ongoing recognition in the areas of academic achievement, citizenship, conduct, and work habits--frequency is determined by the teacher. This recognition is given through various means including, but not limited to, certificates and bulletin board displays.
2. Students with perfect attendance and no tardies during any grading period receive a certificate at the conclusion of that quarter.

Students in grades 4 and 5 can earn academic recognition for each of the four grading periods in the form of honor roll certificates distributed at the end of each quarter.

1. A Honor Roll – A’s on all subjects listed.
2. A/B Honor Roll – A’s and B’s on all subjects listed.

Subjects listed on the quarterly report card include reading, English, spelling, social studies, mathematics, science/health, conduct and personal progress. physical education, music and art grades are given by semester only.

### REPORT CARDS

Report cards are available on line after each nine week period. Parents have access to this information through their RDS Parent Access Account. The report card is intended to be one means of informing you of your child’s progress in educational, social, physical, and emotional development.

Children show natural differences in the ways they develop skills and abilities in school, just as they show differences in height and weight. There are differences within children as well as among children, and it is not unusual for a child to show more strength or faster growth in one area than in another. Since these differences among children are natural and normal, instruction and expectations need to be different for different children. This necessary flexibility in instruction makes evaluation and grading difficult, and each report card mark needs to be understood in reference to what is reasonable achievement and progress for a particular student.

### GRADING SCALE:

The following grading scale is used to determine letter grades recorded on elementary report cards.

|    |         |  |    |        |
|----|---------|--|----|--------|
| A+ | 98-100% |  | C  | 73-76% |
| A  | 93-97%  |  | C- | 70-72% |
| A- | 90-92%  |  | D+ | 67-69% |
| B+ | 87-89%  |  | D  | 63-66% |
| B  | 83-86%  |  | D- | 60-62% |
| B- | 80-82%  |  | F  | 00-59% |
| C+ | 77-79%  |  |    |        |

## REPORT CARD MARKINGS:

**ROMAN NUMERALS** indicate that a child is working in a differentiated curriculum. It may mean a student uses below grade level (III) or above grade level materials (I). The (II) means at grade level.

**ART, MUSIC, AND PHYSICAL EDUCATION** are not formally evaluated at the kindergarten level. In 1<sup>st</sup> and 2<sup>nd</sup> grades, art, music, and physical education are not formally evaluated; however, teachers of these subjects may mark “conduct” and/or “effort” for each quarter, if deemed appropriate. In 3<sup>rd</sup> through 5<sup>th</sup> grades, students receive a grade of A, B, C, D, or F at the end of each semester. Again, the teachers may mark conduct and/or effort quarterly at their own discretion.

### KINDERGARTEN

**M** = Mastery of the skill (Student progressed through learning activities & test performance indicates mastery)

**L** = Learning in progress (Skill introduced and student is practicing it in a variety of ways)

**N** = Needs improvement (Student had many learning opportunities, tests poorly on skill & needs remediation)

(√) This mark is used to indicate improvement is needed.

(•) This mark indicates an area is not evaluated at this time.

An area not marked is considered to indicate satisfactory work.

### 1<sup>st</sup> GRADE

**A – Excellent    B – Above Average    C – Average    D – Below Average    F – Failing**

(+) **Outstanding** ( ) **Satisfactory** (\*) **Improvement Needed** are used to indicate progress in the areas listed under Physical Education, Music, and Art. An area not marked is considered satisfactory.

### 2<sup>nd</sup> GRADE

**A – Excellent    B – Above Average    C – Average    D – Below Average    F – Failing**

The letter grades indicate progress in Reading, English, Spelling, and Mathematics.

The letters M, L, and N indicate progress in specific areas under each of these.

**M** = Mastery of a skill (Student progressed through learning activities & test performance indicates mastery)

**L** = Learning in progress (Skill introduced and student is practicing it in a variety of ways)

**N** = Needs improvement (Student had many learning opportunities, tests poorly on skill & needs remediation)

An area not marked is not evaluated at this time.

**S** – Satisfactory    **U** – Unsatisfactory

These markings indicate progress in Conduct, Handwriting, Personal Progress, Science/Health and Social Studies.

+ (Outstanding) \* (Improvement Needed) are used to indicate progress in the areas listed under each subject area. Areas not marked are considered to be satisfactory.

### 3<sup>rd</sup> - 5<sup>th</sup> GRADES

**A – Excellent    B – Above Average    C – Average    D – Below Average    F – Failing**

The above markings are used to indicate progress in all subject areas except handwriting in

3<sup>rd</sup> - 5<sup>th</sup> grades. S-Satisfactory and U-Unsatisfactory are used to indicate progress in handwriting in 3<sup>rd</sup> - 5<sup>th</sup> grades. Grades are weighted by category. The acceptable weighting distribution is:

Tests/Quizzes = 50%; Classwork = 35%; Homework = 15% (maximum)

(+) **Outstanding** ( ) **Satisfactory** (\*) **Improvement Needed** are used to indicate progress in the areas listed under each subject. An area not marked is considered to be satisfactory.

Physical Education, Music, and Art are formally assessed at the second and fourth marking periods. For these subjects, teachers may mark conduct and effort quarterly, at their discretion. Skills and abilities develop gradually and in order. Success at one stage of skill development is a necessary basis for success at the next level. The primary concern of both school and home should be for steady progress at the child’s appropriate rate.



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No report card can describe completely a child's school performance. A conference should be arranged whenever either the teacher or parent feels a need to consult the other regarding the child's progress in school.

HOMEWORK

It is the policy of the School Town of Highland that homework contributes to the education of the student. It should be viewed as an extension and enrichment of the regular classroom instructional program relating to the objectives of the curriculum. The purposes of homework assignments include: review and reinforcement of material studied; makeup work due to absence(s); enrichment/extension projects; and the completion of unfinished classroom assignments.

In the event of an absence, not due to vacations, students will be given a minimum number of days absent plus one day in order to complete all assignments, projects, and tests. When an assignment is not completed within the time allotted, the student will receive a zero for the missed assignments, projects, and tests. These grades will be calculated into the specific grading period.

Parents who take children out for vacation or family activities must assume responsibility for unsatisfactory work or difficulty in school work caused by such unexcused absences. Teachers are not required to reteach, give advance assignments, or grade papers for students who miss school for vacations.

The student assumes responsibility for positive study habits and accurately completing work on time. If assignments are not completed, credit will not be given.

Parents should encourage and support students by providing quiet, well lit study areas, allowing necessary study time, and offering appropriate assistance.

PROMOTION / RETENTION

Highland is committed to providing an appropriate educational program based on each child's social, emotional, academic, and physical needs. The classroom teacher and the school principal are responsible for decisions regarding promotion and/or retention of students. In all cases, the aim is to place the student at the grade level where he or she can master basic skills successfully. Social promotion is not a standard consistent with this policy.

When retention is considered, a conference will be held before the end of the third grading period. The parent(s)/guardian(s), teacher, and school personnel will meet to discuss the possibility of retaining the child and make suggestions for remediation. A final conference to determine whether retention will or will not occur will be held prior to the end of the school year. When disagreement occurs between the parent(s)/guardian(s) and teacher, the final determination regarding promotion/retention will be the responsibility of the building principal. When a student moves into the School Town of Highland, the former school's recommended placement will be followed.

STUDENT RECORDS

The "Family Educational Rights and Privacy Act of 1974" (and amended in 1975) protects a student's records. Only people who have a legitimate educational reason to inspect records can have access to them. Parents and students (who have reached the age of 18) can inspect cumulative school records if they wish. The principal must be contacted for an appointment to do so. The school must provide the records within 45 days of a parent's request. Parents may copy a student's records, but the school may charge a fee for the copies. Records sent to employers, professionals, or other schools may be sent only with the written permission of the parents or of the student if he/she is over 18 years of age.

TESTING PROGRAM

As measures of pupil progress and to evaluate the instructional program, standardized tests including, but not limited to, ISTEP+ and NWEA Measures of Academic Progress (MAP) are used at intervals as children progress through our elementary schools.

The School Town of Highland administers tests, including the ones mentioned and Star Reading, Star Math and CogAT at various times in grades K through 5. Parents receive notification of achievement test scores. Standardized test results permit the comparison of a student's performance with that of a national sample of children of like age and grade level. For some tests, local norms permit direct comparison with other students of the same age and grade in Highland.

Testing dates for most assessments can be found on the District's Website under Academics.

OTHER INSTRUCTIONAL SERVICES

ART – Children in Kindergarten through 5th Grade have art each week. At each grade level, students work with different media, materials, and techniques to produce work that is satisfying to them and extends their skills.

LIBRARY - Children in Kindergarten through 5th Grade have library a minimum of once a week for a one-half hour session. Children are responsible for the books they check out of the library. Damage or loss will result in payment of replacement value by the parent(s).

MUSIC - Children in Kindergarten through 5th Grade have music each week. At each grade level, students read, write, perform, and create rhythm and melody with expressive elements by singing, dancing, playing, and listening to music from a variety of cultures and traditions.

PHYSICAL EDUCATION – Children in Kindergarten through 5th Grade have physical education each week. Teachers stress individual skill development of motor skills and wellness.

SPECIAL EDUCATION - Highland is a member of the Northwest Indiana Special Education Cooperative (NISEC). The multi-school system cooperative operates programs prescribed by Article 7-- Rules 316 and the continuum of services and/or classes for students with disabilities.

Continuum of Services - The School Town of Highland and the NISEC provide services for students age 3 through 18 or until the program is completed. An Early Childhood Program services students ages 3 to 5 who have been identified as having a disability. School age students are provided services in one of the following manners:

1. General education instruction for the entire instructional day, with modifications in curricula, instructional methods, staffing patterns, or classroom organization.
2. General education instruction for the entire instruction day with individualized instruction or services by a special education teacher, special consultant, or related services staff member for part of the day in general education classroom.
3. General education instruction for most of the instructional day with individualized instruction or services provided in another setting, such as vocational education, community based instruction, or a work study program for a part of the day.
4. General education instruction for most of the instructional day with special education instruction or related services provided in a resource room for part of the school day.
5. Special education instruction for most of the instructional day with instruction in the general classroom for part of the day.
6. Special education instruction for the entire instructional day in a general education setting.
7. Special education instruction for the entire instructional day in a separate educational facility.
8. Full or part-time special education instruction provided in a day program in a separate non-educational facility such as a community health center or a private nonprofit facility.

9. Instruction or related services provided in the home or at a neutral site at the election of the school corporation by a licensed special education teacher or related services staff member.
10. Fulltime special education instruction in a public or private residential program.

Questions regarding special education services should be directed to the Principal; the Special Education Director 922-7400; or the Director of the NISEC at 2150 West 97th Avenue in Crown Point, 769-4000.

SUPPLEMENTARY INSTRUCTIONAL SERVICES

ESL PROGRAM – The English as a Second Language (ESL) teacher and paraprofessionals work with our Limited English Proficient (LEP) students to help develop their English language skills.

GUIDANCE PROGRAM – Students in grades K-5 receive guidance lessons for 6-8 weeks based on the Indiana Department of Education’s Elementary Guidance Standards. Elementary Guidance Counselors also work with students one on one and in groups to help with assorted personal and academic issues as they arise. If necessary, the Elementary Guidance Counselors also work with staff members and student’s parents/guardians to solve these issues.

HIGH ABILITY PROGRAM - The K-5 high ability program’s primary means of meeting the academic needs of our high ability students is through cluster grouping. The district uses a state approved student identification process. More information on the high ability program can be found in the High Ability Student/Parent Handbook located on the district’s website. You can also contact your building principal, the elementary high ability coordinator, Mr. J.J. Boylan, Principal at Warren Elementary School, or the district’s high ability director, Dr. Sherri L. Mitchell, at the Central Office.

HOMEBOUND INSTRUCTION - Homebound instruction is available for a student who will be unable to attend school for a combined total of at least four weeks. This special service is provided when the parent submits a written request and a physician’s statement describing the illness or disability and indicating the probable duration of this condition. Parents should contact the school principal regarding the exact procedure to apply for homebound instruction.

The homebound teacher spends two or more hours per week, not to exceed five hours, with a student on a schedule agreed upon by the teacher and parents.

TITLE I PROGRAM - The Title I Coordinator and paraprofessionals work with identified students who have difficulty in reading and/or mathematics. Title I supplements and reinforces classroom instruction.

ACADEMIC RELATED ACTIVITIES

CONVOICATIONS

Convocations may be held for educational purposes and the enjoyment/education of our student body. Courtesy to those who appear in the program is required. Attendance is a privilege which can be withdrawn due to misbehavior.

FIELD TRIPS

Properly planned, well-conducted, and carefully supervised field trips are a vital part of the classroom curriculum. Parents are advised when field trips are scheduled, and parent permission slips are required for participation. Parents can help by emphasizing to their children the importance of proper behavior on field trips. Parents wanting to chaperone must have criminal background checks on file.

Only parents who have been officially assigned by the classroom teacher will be permitted to participate on field trips. Siblings and other children/adults who are not members of the class may not participate in the field trip activities in any manner.

Field trips within the corporation for special programs (e.g., Monbeck Auditorium for music) do not require parental permission slips. Parents will be notified of such in-district trips.

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## **STUDENT RESPONSIBILITIES**

### **STUDENT DRESS CODE**

We ask for the support of our parents in ensuring that students come to school properly groomed and dressed. Proper attire is defined as clothing that is clean, does not create a health or safety hazard and is not distracting or demeaning to other students.

#### **General Guidelines**

- Any clothing, shoes or accessories that may pose a health/safety risk or is a disruption to the educational environment is not allowed.
- Clothing that is excessively ripped, tattered or has holes revealing undergarments or skin is not allowed.
- Clothing that is sheer/see-through or stretches to reveal skin is not allowed.
- Clothing containing references to gangs, drugs, alcohol, tobacco, sex, violence, profanities, religious/racial slurs or anything offensive is not allowed.

#### **Tops**

- All tops must go to shoulders and be long enough in the front and back to not reveal skin or undergarments
- All tops are to be appropriately fitting, not excessively tight or loose nor revealing of skin or straps.

#### **Bottoms**

- All bottom garments are to be appropriately sized, not sagging, and cover undergarments.
- Shorts, skirts and dresses must be past finger tips when shoulders are in normal position.

#### **Headwear**

- Not allowed: hats, caps, full bandanas, do-rags, sunglasses, etc. Exceptions are allowed for medical and religious reasons.
- Hoods must be down.

#### **Footwear**

- Not allowed: heelies, bedroom slippers or any other shoes without a hard bottom.  
*Some classes may have specific footwear requirements for safety.*

Any form of clothing which is considered contrary to good hygiene, safety requirements or is disruptive to the educational process will not be permitted. The school administration reserves the right to approve or disapprove any items not addressed in the dress code policy.

## PROCEDURE FOR NON-COMPLIANCE of DRESS CODE (Elementary)

Students in violation of the dress code are to be sent to the office with a written teacher referral. The teacher is to mark the violation on the dress code form. The violation steps are year-long.

1. First Violation and each time after - Teacher or administrator fills out a dress code violation referral, and inappropriate clothing must be changed. If necessary, a t-shirt and/or pants will be provided. Parents will be notified.
2. Second Violation - Parent notification and/or conference will be held.
3. Third Violation - Parent conference and further disciplinary measures, including suspension, may result.

## STUDENT CONDUCT

### **Disciplinary powers of principals (IC 2033810) Sec.10**

(a) A principal may take action concerning the principal's school or a school activity within the principal's jurisdiction that is reasonably necessary to carry out or prevent interference with an educational function or school purposes.

(b) Subsection (a) allows a principal to write regulations that govern student conduct. As added by P.L.1-2005, SEC.17.

### **Duty and powers of a school corporation to supervise and discipline students (IC 203388) Sec.8**

(a) Student supervision and the desirable behavior of students in carrying out school purposes is the responsibility of:

- (1) a school corporation; and
- (2) the students of a school corporation.

(b) In all matters relating to the discipline and conduct of students, school corporation personnel:

- (1) stand in the relation of parents to the students of the school corporation; and
- (2) have the right to take any disciplinary action necessary to promote student conduct that conforms with an orderly and effective educational system, subject to this chapter.

(c) Students must:

- (1) follow responsible directions of school personnel in all educational settings; and
- (2) refrain from disruptive behavior that interferes with the educational environment.

As added by P.L. 12005, SEC.17.

The school is charged with the task of educating the student. The right to learn includes the right of classes to meet and carry on without interruptions, disruptions, or distractions, whether from inside or outside the classroom. Behavior which disrupts the normal function of classes is an infringement on the rights of others and is contrary to school policy. The general rule is to behave always in ways that are safe and are fair for everyone. Corporation and individual school policies, classroom rules and regulations, and State of Indiana Statutes (IC 20338) govern appropriate and acceptable student behavior while under the jurisdiction of school officials. These shall be expected and maintained.

The most serious infractions in our elementary and secondary school discipline codes relate to the personal safety of our students and staff while they are present in our school building throughout the instructional day, during school related activities, or during playground activities.

As educators, our main priority is to create a safe and secure environment for our staff and students. A good atmosphere for learning depends on a safe environment without the threat of verbal or physical harm of any kind from anyone.

Our Character Education program (Grades K-5) addresses the concept of respecting others and treating opinions of others and treating others as you would like to be treated. It has a significant impact in helping children respect each other and to be kind to each other.

The elementary counselors in each of our schools have helped our students cope with individual personal problems that could interfere with their behavior or their ability to learn. However, even with these programs our schools still have students who do not respect the rights of others. Throughout the school day, before and after school and on our school busses, these few children will attempt to physically and verbally abuse others, if they do so, and disrupt the educational processes in our school, they will be dealt with in an appropriate manner to correct that behavior.

Our elementary principals, teachers, and staff are constantly trying to protect the rights and personal safety of all our children. If a child abuses others, destroys or defaces school property or disrupts the educational process of our schools, they are disciplined by the use of options dependent upon the situation.

Our main objective is to keep all of our students in school without disrupting their education or the education of others. Removal of the child from the atmosphere where the negative behavior occurs may need to take place. Infractions of an extreme nature may be handled by suspension of 1 to 10 days or expulsion to ensure a safe and secure environment for our students and staff. Examples of consistent discipline being utilized at the elementary schools are:

1. Phone calls and/or Behavior Reports are utilized to inform parents/guardians of infractions.
2. In case of willful destruction of school, staff and/or student property, restitution by the individual is expected as part of the remedy.
3. Possession of, use of, dissemination of and/or sale of illegal, alcohol and/or lookalike drugs shall be grounds for expulsion from school. Police authorities shall be contacted in each incident.
4. Possession of, use of, dissemination of firearms/weapons shall be grounds for expulsion from school. Police authorities shall be contacted in each incident.
5. Students who willfully instigate and/or participate in a fight, where a student may or may not be injured, shall be liable to suspension from participation in classes, extracurricular, school sponsored, activities, etc., and/or school not to exceed 10 days.

You are directed to refer to the appendices to review Indiana Statutes and local code of conduct for expanded information regarding discipline, as mandated under State of Indiana guidelines and local expectations.

Clearly, with the wide age range, abilities and special considerations of some of our elementary school students, consistency between schools, staffs and building principals cannot always be the primary objective. Rather, fairness and the use of corrective measures to ensure compliance with acceptable behavioral expectations must take precedence to ensure that all students have the opportunity to learn.

The primary disciplinarian of the student is the teacher. Teachers interact with the student during the course of the day. The building principal will make the final decision in regards to the use of suspension, expulsion or extreme disciplinary measures after the circumstances of the incident are investigated. The principal's discipline decision is final. Other than disciplinary action involving a recommendation for expulsion, the decision of the building principal is final. There is no appeal process.

Students who receive an Out of School Suspension (OSS) will be allowed to make up work that is missed during the suspension. Missed assignments will not be factored into final grades.

Parental support in matters of discipline involving students is necessary to send a message to offenders that our discipline codes cannot be violated. This same message is sent to parents and community members that their neighborhood school is a safe and secure place for all children to attend and learn.

## **EXPULSION**

Expulsion is disciplinary action whereby a student is suspended from school attendance for longer than ten (10) days. Students may be expelled from school for the following violations: possession/use of alcoholic beverages, drug use/possession, drug sale and/or delivery, possession/use of weapons, and false alarms, as well as violations listed in Appendix A and Appendix B. In accordance with the due process procedures outlined in this policy, a student may be expelled from school for a period no longer than the remainder of the current semester plus the following semester, with the exception of Rule B1 and Rule B2 listed under the Grounds for Suspension and Expulsion in this policy (Appendix B).

When a principal recommends expulsion to the Superintendent:

1. The Superintendent will appoint a Hearing Officer to conduct an expulsion meeting.
2. An expulsion may not take place until the student and student's parents are given notice of their right to appear at an expulsion meeting conducted. Failure by a student or a student's parent(s) to request or appear at this meeting will be deemed a waiver of rights to contest the expulsion.
3. The request to appear at the expulsion meeting will be in writing, delivered by certified mail or by personal delivery, and contain the reasons for the expulsion and contain the procedure for requesting an expulsion meeting.
4. At the expulsion meeting, the principal (or designee) will present evidence to support the charges against the student. The student and/or parent will have the opportunity to answer the charges against the student and to present evidence to support the student's position.
5. If an expulsion meeting is held, the Hearing Officer conducting the expulsion meeting will make a written summary of the evidence heard at the meeting, take any action found to be appropriate, and submit to the Superintendent for approval.
6. The decision will be mailed by certified mail to the address on file for the student and the student's parent(s).

## **EXPULSION APPEAL PROCESS**

The Board of School Trustees has voted not to hear any expulsion appeals. Instead, appeals of expulsion must be filed with the appropriate court. If the student or the student's parent requests an appeal of this determination, the discipline action will continue in effect pending a final determination by the courts.

## **CHEATING**

A student found guilty of cheating may receive an 'F' grade on his/her paper. The parent and principal will be notified of the action taken. Further offenses may necessitate more drastic measures.

## **DISRUPTIVE/DANGEROUS ITEMS**

Students are not to bring any items to school that may cause a disturbance to the learning environment or create a safety hazard to themselves or others. Therefore, water guns, water balloons, smoke bombs, skateboards and similar disruptive items are not to be used either inside or outside the building. At no time and under no circumstances are students to have weapons or any dangerous instruments in their possession, in their lockers, or on school property. Confiscated items may not be returned to their owner. Appropriate disciplinary action may follow.

## **ELECTRONIC DEVICES**

Students are not to use cell phones or other electronic devices not provided by the school district during the school day (8:00 a.m.- 2:40p.m.) unless approved by a teacher or administrator. (See the section Use of Personal Electronic Devices in School in the Acceptable Use Administrative Guidelines, Appendix D.)

Sending, sharing, viewing, or possessing pictures, text messages, emails, or other material of an inappropriate nature in electronic or any other form, including the contents of a cell phone or another electronic device will result in suspension and/or expulsion.

The Child Abuse/Neglect law requires school personnel to report to law enforcement or child protective services (CPS) whenever there is a reason to believe that any person/student is involved with “child exploitation” or “child pornography” as defined by Indiana Criminal Statutes.

The Indiana Sex Offender Registration Statute at I.C. 11887 and the Sex Offender Registry Offense Statute at I.C. 3542411, as of May 2009, require persons convicted of or adjudicated as a juvenile delinquent for violating the Child Exploitation Statute at I.C. 354244(b) to register as a sex offender.

Because student cell phones have been found in number of Indiana school districts to have contained evidence of inappropriate content, parents and students must be aware of the legal consequences should this occur in the School Town of Highland.

## **GANG POLICY**

The presence of gangs, cults, and occults can cause a substantial disruption of the learning process and acceptable school activities. Therefore, the administration will attempt to prohibit this activity by restricting the following actions:

No student on or about school property or at any school activity shall:

1. Wear, possess, use, distribute, display or sell any clothing, jewelry, or other such items identified and associated with gang, cult, and occult membership or affiliation.
2. Use hand signals, graffiti, gestures or other written communications showing membership or affiliation in a gang, cult or occult.
3. Use any speech or commit any act in promoting of gang, cult, or occult interests or activities including, but not limited to:
  - a. Soliciting others for membership in any gang, cult, or occult
  - b. Threatening or intimidating others
  - c. Inciting others to commit physical violence
  - d. Claiming gang affiliation

## **PERSONAL SEARCH**

Students have the right to be safe and secure at school and to pursue their education in a safe and disciplined environment. In order to ensure the security of the school and the safety of the students, faculty, administration and staff, students and objects in the possession of students such as a coat, jacket, purse, briefcase, backpack, or gym bag, will be subject to random administrative inspections, including those conducted with metal detectors. Refusal to cooperate with a reasonable request for such administrative inspection may result in disciplinary action.

School authorities may seize any contraband, substance, or article that is illegal, or any material or object which violates a school rule or poses a hazard to the safety and good order of the school. Students are not to bring these items to school or to any school – sponsored function.



1. Authority to Conduct a Search – The law allows school authorities to search students, their lockers, their motor vehicles and personal property when they have reasonable suspicion that a particular student is in possession of something prohibited by school rules or by law. The administration reserves the right to rely on anonymous tips that are given on a good faith basis to conduct school searches. Refusal to cooperate with a reasonable request for such administrative inspection may result in disciplinary action.
2. Locker/Storage Area Inspections (IC 2033832) – All lockers and other storage areas provided for student use on school premises remain the property of the school district and are subject to inspection, access for maintenance, and search. No student shall lock or otherwise impede access to any locker or storage area except with a lock provided by or approved by school authorities. Unapproved locks shall be removed and destroyed.
3. Personal Searches – A student’s person and/or personal effects (e.g., purse, book bag, etc.) may be searched when a school authority has reasonable suspicion to believe that the student is in possession of illegal, unauthorized or contraband items.
4. Motor Vehicle Searches – Motor vehicles which are driven by students and parked on or near school property during regular school hours or during school activities are subject to being searched when school officials have reasonable suspicion that the vehicle contains illegal, unauthorized or contraband items.

**SUBSTANCE ABUSE**

1. The use, possession, or being under the influence of a controlled substance on school property or at a school related activity is prohibited at any time. Furthermore, the possession of any instrument, appliance, or paraphernalia designed or used for controlled substances is not permitted. Also, students are prohibited from leaving school grounds for the purpose of taking controlled substances of any kind, unless under the direction of a licensed medical doctor. Controlled substances may be, but are not limited to, alcohol, marijuana, stimulants, intoxicants, narcotics, depressants, or hallucinogens, whether prescription or sold over the counter (without prescription), including caffeine-based pills, substances containing phenylpropanolamine (PRA), inhalants, or stimulants of any kind, with or without prescription, or any substance represented by the provider to be any of the listed substances. It is against the School Town of Highland school policy for an elementary student to possess and/or use cigarettes, electronic cigarettes or tobacco on school property.
2. The sale or delivery of a controlled substance, or any substance represented to be a controlled substance, on school property or at any school related activity is prohibited at any time. Items considered to be controlled substances are listed under number 1 above.

**VANDALISM AND THEFT**

Stealing and vandalism are against the law. Due process and pupil discipline law Section 10 lists these offenses as grounds for expulsion. Financial restitution will be required for damages. The appropriate law enforcement agencies may be contacted.

Indiana Law Section 344311 states that a parent is liable for not more than \$2,500.00 in actual damage arising from harm to a person or property intentionally caused by a child, if he/she has custody of the child and if the child is living with him/her.

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HEALTH REQUIREMENTS

HEALTH SERVICES

The nurse and other volunteers work within the schools to assist students and school personnel. A medical history of each student is obtained from the parent and recorded on the school health record. Results of all vision and hearing screenings are indicated on this record. Parents are notified of findings that are less than normal and encouraged to seek medical attention. A physical examination by the family physician is required for all children before they enter kindergarten. All students who participate in sports must have a physical exam prior to any participation. The physical covers all sports for the entire following school year provided the exam occurred after April 1st. Physical forms are available in the school office and on the district's website.

If an accident occurs, first aid will be administered and if necessary, the parent will be called. **It is mandatory to leave an emergency number to be called in case parents cannot be reached.** It is also mandatory to have alternate child care plans if your child must be removed from school due to illness or injury and you are not available. An ill child must be picked up in a reasonable amount of time.

IMMUNIZATIONS

Indiana State Law requires that when a child enrolls in a school corporation for the first time or any subsequent time and at any grade level, the governing body shall require that the parents furnish a written updated statement of the child's immunizations no later than the first day of school.

School Entry Immunization Requirements 2018 – 2019 School Year

Below are the number of doses and each vaccine required for school entry.

3 to 5 years old	3 Hep B (Hepatitis B) 4 DTaP (Diphtheria, Tetanus & Pertusis) 3 Polio (Inactivated Polio) 1 MMR (Measles, Mumps & Rubella) 1 Varicella	
K-3 rd grade	3 Hep B 5 DTaP 4 Polio	2 MMR 2 Vericella 2 Hep A (Hepatitis A)
Grades 4 to 5	3 Hep B 5 DTaP 4 Polio	2 MMR 2 Vericella 2 Hep A*
Grades 6 to 11	3 Hep B 5 DTaP 4 Polio 2 Hep A*	2 MMR 2 Vericella 1 Tdap (Tetanus & Pertusis) 1 MCV4 (Meningococcal)
Grade 12	3 Hep B 5 DTaP 4 Polio 2 Hep A*	2 MMR 2 Vericella 1 Tdap (Tetanus & Pertusis) 2 MCV4 (Meningococcal) 1 MenB (MeningococcalB)*

Hep B - The minimum age for the 3rd dose of Hepatitis B is 24 weeks of age.

DTaP - Four doses of DTaP/DTP/DT are acceptable if 4th dose was administered on or after child's 4th birthday.

Polio - Three doses of Polio are acceptable for all grade levels if the third dose was given on or after the 4th birthday

and at least 6 months after the previous dose with only one type of vaccine used (all OPV or all IPV). For students in grades kindergarten through 5th grade, the final dose must be administered on or after the 4th birthday, and be administered at least 6 months after the previous dose.

Varicella - Physician documentation of disease history, including month and year, is proof of immunity for children entering preschool through 7th grade. Parental report of disease history is acceptable for grades 8-12.

MCCV4 - Individuals who receive dose 1 after their 16th birthday only need 1 dose of MCV4.

Hep A - The minimum interval between 1st and 2nd dose is 6 calendar months. K-3 is required.

*For grades 4-12, 2 doses of Hep A are recommended.

MenB – A complete series of Meningococcal Serogroup B vaccine.

*For grade 12, a complete series of MenB is recommended.

A child's age and date of the tests or immunizations are to be documented by the doctor or parent, with the doctor's recommendations or time schedule for the completion of immunizations if not already completed. New students may be granted a waiver for a period of 20 calendar days in which to produce a written statement. Students may remain in school at the end of a granted waiver period by documenting that they have either.

- Completed all requirements, or
- Entered upon a specific schedule of immunization approved by a physician or the local health department, or
- Qualified for a medical or religious exemption and filed the required form.

Any parent wishing to be exempt from the above regulations because of religious beliefs or medical reasons must submit a written request for exemption. The request must be filed annually with the school corporation.

CONTROL OF INFECTIOUS DISEASES

- Conjunctivitis (pink eye) ~ Until eyes are clear and no pus remains, at least 24 hours, with prescription treatment
- Impetigo ~ Until all crusts are dry and scabbed
- Scabies ~ Until skin is clear
- Ringworm ~ Until area is declared not infectious by a physician, and lesions are covered by a bandaid or clothing

A statement from a doctor is required after an absence due to an infectious disease. The child must be kept home until the symptoms disappear and the temperature has been normal (under 100 degrees without fever reducing medications) for at least 24 hours.

Head lice (pediculosis) ~ Treatment must be administered by parent before the child returns to school.

TAKING MEDICATION DURING THE SCHOOL DAY

The following rules govern the practice of administering medication to all students in the Highland Elementary Schools.

1. Prescription Medication
 - a. Prescriptive medication may be given to students in the Highland Schools if:
 - i. The form entitled AUTHORIZATION TO ADMINISTER PRESCRIPTION MEDICATION is completed and signed by a physician and the parent or guardian (forms obtained from principal's office and to be renewed annually at the beginning of the school year).
 - ii. The medication is stored by the school in the office area. The student does not keep it in his/her possession. The only exception is when the student has a medical condition (such as asthma). Then the student may hand carry and self-administer the medication, as indicated on the AUTHORIZATION form.
 - iii. The medication is in its original prescriptive container:

AND

iv. THE PARENT MUST HAND DELIVER MEDICATION.

- b. The school nurse is in charge of administering all prescriptive medications. When the nurse is not available, the principal or his/her designee will administer all prescriptive medications.

The following procedure is to be adhered to strictly in the administration of all prescriptive medications:

- i. Medicine is stored in a secure place;
 - ii. Medication must be in the original container which was filled by a registered pharmacist identifying the student, the name of the medication, and the dosage;
 - iii. All medication is administered by the nurse, principal, or principal's designee; and
 - iv. A log is maintained for all medications administered.
- c. If a child reports that he or she has forgotten to take medication before coming to school, no makeup dosage is given to the child until the parent has been contacted to confirm the necessity of additional dosage. The date, time, and method of confirmation are entered in the log.
 - d. All prescriptions and parental authorization forms must be renewed annually.
 - e. Short term medicine prescribed 2 times a day should be taken before school and in the evening at home; medicine prescribed 3 times a day should be taken before and after school and at bedtime, unless otherwise indicated, in writing from the physician.
 - f. Medications that cause drowsiness should not be dispensed at school. After surgery or injury, students should recover at home until pain can be controlled with Tylenol or Advil-like products.

Note: If a child is on a short-term antibiotic, ask the pharmacist for a school bottle.

2. Non-Prescriptive Medication

- a. Non-prescriptive medication (such as aspirin and other over-the-counter medications) may be given to a student if:
 - i. A parent's authorization form (lower portion of form) is completed and signed by the parent;
 - ii. The administration of the nonprescriptive medication is for a short period of time (1 to 3 days);
 - iii. The medication is stored by the school in the office area. The student does not keep it in his/her possession;
 - iv. The parent must hand deliver the medication.
 - v. The medication must have an FDA approval.

It is the intention of this practice to avoid potential harm to students by the improper use of medications. Hopefully, the slight inconvenience caused by utilizing this procedure will be outweighed by the protection afforded to all students.

EXCUSES FROM PHYSICAL EDUCATION

A student presenting a valid, written excuse from the parent to the physical education teacher will be excused from participation for one day. More than one day would require a written excuse from a physician. The physician must specify the date of return to activity. If it is stated (until further notice or until recovery) an additional written note from the physician will be needed in order for the student to return to activity.

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## **SAFETY/PRECAUTIONARY PROCEDURES**

### **EMERGENCY DRILLS**

Fire Drills are required monthly by Indiana law. Drills are intended to train and prepare the staff and students for a swift and efficient method of exiting school in case of an emergency. Evacuations are timed and recorded for the Fire Marshall. Evacuation routes are posted in each classroom.

Tornado drills are held at least once a semester (two times during the school year) to train and prepare children for swift and correct response during tornado warnings. When a tornado alert is announced by the Chicago Weather Bureau, schools are notified by the Weather Alert System so that appropriate precautions may be taken for students' safety.

During any drill, students are to remain with their own class and teacher and behave in accordance with teacher directions at all times.

### **BOMB THREATS**

School personnel work closely with the police department, utilizing established procedures, to ensure the safety and well-being of students and staff.

### **PESTICIDE POLICY**

The School Town of Highland is committed to providing students a safe environment. It seeks to prevent children from being exposed to pests and pesticides. While pesticides protect children from pests that may be found in the school and its surrounding grounds, under some circumstances they may pose a hazard to children. Therefore, pest control practices may involve a variety of chemical and nonchemical methods that are designed to control pests effectively while minimizing potential pesticide exposure to children.

The School Town of Highland will:

1. Inform annually, parents and staff members, of the pesticide policy at the time of student registration (beginning of the school year or semester) as provided in the student and staff handbooks.
2. The Manager of Buildings and Grounds will be the contact person for information regarding pest control and pesticides.
3. Each building principal will establish a registry of parents and staff members who want to receive advance notice of all pesticide use and provide such notice. The list will also be sent to the Manager of Buildings and Grounds.
4. The Manager of Buildings and Grounds will provide notice of planned pesticide applications to the building principals who will in turn notify parents and employees who have requested advanced notice.
5. The Manager of Buildings and Grounds will maintain written record for 90 days of any pesticide applications.

The School Town of Highland will provide notice at least two (school) days prior to the date and time the pesticide application is to occur. The notice will include the date and time of the pesticide application, the general area where the pesticide is to be applied, and the telephone number to contact the school for more information. In case of emergency pesticide applications because of immediate threat to the public health, the School Town of Highland shall give written notice as soon as possible.

## **SNOW DAYS/EMERGENCY SCHOOL CLOSING**

The Superintendent determines whether schools should be closed or on a delayed start time because of heavy snow, icy streets, or other emergency conditions. Announcements of school closings are broadcast on the district website ([www.highland.k12.in.us](http://www.highland.k12.in.us)), the district's Twitter account @OfficeStoh, WJOB 1230 AM (Hammond), WZVN 107.1 (Merrillville), WAKE 1500 AM (Valparaiso) and/or emergencyclosings.com. The District's ALERT NOW system calls all home phone numbers with any emergency information.

Pursuant to Indiana State Regulations, emergency days will be made up during the school year.

## **TRAFFIC SAFETY**

Safety is a major concern of the school, and the school and home should both work together to help children establish these good safety habits. Each school maintains a School Safety Patrol to help children cross the hazardous intersections near the school. Patrol members are on duty before the tardy bell in the morning and after school at dismissal time. Patrol members are not authorized to control traffic; they watch traffic and allow children to cross when it is safe to do so. At the discretion of the Highland Police Department, adult crossing guards are provided at hazardous intersections.

Parents should make sure their students practice the following in order to help ensure their safety:

1. Start from home so as to arrive at school not more than ten (10) minutes before the tardy bell.
2. Walk on the sidewalk.
3. Cross at intersections where adult crossing guards or School Safety Patrols are provided.
4. Refuse to talk to strangers or to approach or enter strange automobiles.
5. Proceed directly to school or home without stopping to play.
6. Be considerate of and helpful to younger children.
7. Refrain from snowballing or rough play on the way to and from school.

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Nondiscrimination – Section 504 Policy

The School Town of Highland does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities. The following person has been designated to handle inquiries regarding the nondiscrimination policy:

Director of Curriculum, Instruction & Student Services
School Town of Highland
9145 Kennedy Avenue
Highland, Indiana 46322

For further information on notice of nondiscrimination, see list of OCR enforcement offices for the address and phone number of the office that serves your area, or call 1-800-421-3481.

Civil Rights Nondiscrimination – Grievance Procedure

A. LEVEL ONE

1. All complaints must be in writing to the immediate supervisor or principal.
2. The complaint shall stipulate the act or omission, the date of same, and the parties involved.

3. The supervisor or principal shall initiate investigation of the circumstances of the complaint within six (6) calendar days of the receipt of the written complaint.
4. The supervisor or principal shall render a decision within fourteen (14) calendar days of the receipt of the written complaint.
5. The complainant shall have six (6) calendar days to react to the decision before it becomes final.
6. If the complainant disagrees with the decision of the supervisor or principal and submits in writing to the supervisor or principal, a Level Two procedure shall be enacted.

B. LEVEL TWO

1. The supervisor or principal shall submit the written disagreement statement and all related information to the Superintendent within three (3) calendar days of receipt.
2. The Superintendent or designee shall review all materials and schedule a meeting within six (6) calendar days of receipt of the written disagreement and all related information. The participants shall be the complainant, the supervisor or principal, and the Superintendent or designee. Other witnesses may be called with mutual prior notice of three (3) calendar days.
3. The Superintendent shall make a decision within six (6) 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.

If the alleged violation, interpretation, or application is of a corporate nature, such as a written rule, regulation, or policy, Level Two is initiated immediately.

DIRECTORY INFORMATION

The School Town of Highland School Corporation designates the following items as Directory Information: student name, address, telephone number, date of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, hair and eye color, dates of attendance, degrees and awards received, most recent previous school attended, photograph and videotape not used in a disciplinary matter, student work display at the discretion of the teacher with no grade displayed. The corporation may disclose any of those items without prior written consent, unless the principal is notified in writing to the contrary, by the 3rd Tuesday of the current school year.

APPENDIX A
STUDENT CODE OF CONDUCT

Jurisdiction for any form of disciplinary action in a School Town of Highland elementary school applies when a student is:

1. on school grounds immediately before, during, and after school hours or at any time the school is being used;
2. off school grounds at a school related activity; or
3. traveling to or from school or at a school related activity.
4. A student may be suspended or expelled for engaging in unlawful activity (I.C. 20-33-8-15) on or off school grounds if:
 - a. the unlawful activity may reasonably be considered to be an interference with school purposes or an educational function; or
 - b. the student's removal is necessary to restore order or protect persons on school property; including an unlawful activity during weekends, holidays, other school breaks, and the summer period when a student may not be attending classes or other school functions.

Student misconduct could result in, but is not limited to, detention, in-school suspension, out-of-school suspension, expulsion, referral to appropriate law enforcement agency, and/or payment of damages, depending on the circumstances and merits of the case.

EXPULSION

A ten (10) day suspension from school with recommendation to the Superintendent for expulsion and referral to legal authorities may occur for the following infractions:

1. Alcoholic Beverages – The use, possession, or being under the influence of alcoholic beverages on school property, or at any school-related activity is prohibited at any time.
2. Drug Use/Possession – The use, possession, sale, or being under the influence of a controlled substance on school property or at any school –related activity is prohibited at any time. Furthermore, the possession of any instrument, appliance, or paraphernalia designed or used for controlled substances is not permitted. Also, students are prohibited from leaving school grounds for the purpose of taking controlled substances of any kind, unless under the direction of a licensed medical doctor. Controlled substances may be, but are not limited to; alcohol, marijuana, stimulants, intoxicants, narcotics, depressants, or hallucinogens, whether prescription or sold over the counter (without prescription), including caffeine-based pills, substances containing phenylpropanolamine (PRA), inhalants, or any substance represented by the provider to be any of the listed substances.
 - a. Look-Alike Drug/Alcohol – It is against school policy for a student to have in his or her possession, to deliver, attempt to deliver, or cause to deliver a non-controlled substance when the person:
 - a. Represents it to be a controlled substance or alcohol;
 - b. Represents it to be a nature, appearance, or effect which will allow the recipient to display, sell, distribute, or use the substance as a controlled substance or alcohol;
 - c. Represents through misleading promotion the lookalike drug or alcohol.

3. Drug Sale or Delivery – The sale or delivery of a controlled substance, or any substance represented to be a controlled substance, on school property or at any school-related activity is prohibited at any time. Items considered to be controlled substances are listed under #2., Drug Use and Possession on the previous page.
4. Possession/Use of Weapons – The act of possessing, using or threatening to use any weapons, firearm, explosive (i.e., fireworks, smoke bombs), animal capable of causing serious bodily injury, or instrument (i.e., knife, laser, stun gun), capable of inflicting bodily injury, or related paraphernalia (i.e., “How-to” Manuals, etc.).
5. False Alarms – The act of initiating or circulating a report of warning of fire, bombing, or other catastrophes.

Appropriate Discipline

Student misconduct could result in, but is not limited to detention, in-school suspension, out-of-school suspension, expulsion, referral to appropriate law enforcement agency, and/or payment of damages, depending on the circumstances and merits of the case. In addition to school consequences, physical fights could result in a referral to police. The principal’s discipline decision is final. Other than disciplinary action involving a recommendation for expulsion, the decision of the building principal is final. There is no appeal process.

1. Academic Dishonesty – Any student caught cheating on homework, quizzes, tests or other assignments may receive a zero on that work.
2. Arson – The willful and malicious burning of, or attempt to burn, any property of the school district.
3. Computer Piracy/Misuse – The act of stealing or maliciously damaging any computer hardware or software, or the unauthorized use or entry into any computer program not intended for student use is forbidden.
4. Display of Affection – Overt displays of affection are not appropriate school behavior in the building, on school grounds, or any school-related activities and will not be condoned.
5. Disrespect – The lack of proper respect or courtesy shown towards another person.
6. Dress/Appearance – Articles of clothing which express recognition of drugs, alcohol, tobacco, sex, cults or gangs are not acceptable dress in school or at school-related activities. Extremely short shorts or cutoffs, tank tops, bare midriffs, tube tops and halters are not to be worn. Chains or articles of wear that have raised, metal studs are not permitted at any time.
7. Electronic Vandalism – The act of willful damage to computer hardware, software, or network connections belonging to the school. The student will be responsible for restitution for repair and/or replacement, as well as appropriate discipline.
8. Extortion – The act of extorting or attempting to borrow any money or anything of value unless both parties enter into the agreement freely and without the presence of either an implied or expressed threat.
9. Food Fight – The willful and intentional throwing of food and/or beverage items or containers.
10. Forgery – The act of fraudulently using or falsifying names, dates, grades, addresses, or other information (i.e., parent notes, hall passes, false identification, etc.).
11. Gambling – The act of being involved with the betting or wagering of money or anything of value. This includes, but is not limited to, cards, dice, and sporting events.

12. Gangs – The presence of gangs, cults, and occults can cause a substantial disruption of the learning process and acceptable school activities.
13. Harassment – Threats, coercion, or intimidation towards another person through verbal statement, gestures, or physical contact.
14. Inappropriate Behavior in Cafeteria – Messing tables and/or floor, failure to return trays, horseplay, running to lunch, crowding in line, and the like.
15. Indecent Exposure – Improper exposure of personal body parts.
16. Insubordination – The failure to comply with reasonable rules and/or requests from school personnel or other persons in charge of students.
17. Intimidation – The act of taunting or threatening another person.
18. Loitering – When a student is not in his or her assigned area.
19. Misuse of Safety Equipment – The act of tampering with or misusing a fire extinguisher, alarm system, or other safety equipment. The placing of fraudulent 911 emergency calls is also a violation of this policy.
20. Obscenity – The act of engaging in conduct, in oral or written form, or in pictures, caricatures or gestures including clothing, jewelry or hair style which is profane, indecent, lewd, vulgar or otherwise offensive to the general standards and purposes of the school and/or community. This includes language that is racially, culturally, or otherwise insensitive.
21. Other Acts of Disruption - Acts detrimental to the educational process or safety of others will be handled by the classroom teacher and/or administration (i.e., Walkman radios, hats, etc.)
22. Cell Phones and other Electronic Devices – Students are not to use cell phones or any other non-school issued electronic devices during the school day unless authorized to do so by a teacher or administrator. The school is not responsible for any such devices that are stolen, lost or damaged.
23. Physical Altercation - The act of participating in a physical altercation on school property, at any school-related activity, or going to or from school.
24. Plagiarism - To use the writing or ideas of another as one's own without proper acknowledgment.
25. Sexual Harassment - The use of sexually-related verbal statements, gestures, or physical contact.
26. Stealing - Taking anything that belongs to the school or to another person at any time on school property or at any school-related activity.
27. Tardy - A student is tardy when he or she is not inside the classroom when class is scheduled to begin
28. Tobacco Products - The use or possession of tobacco products (i.e., cigarettes, chew, snuff) or related paraphernalia (matches, lighters, etc.) is prohibited at any time on school property or at any school-related function. Furthermore, students are prohibited from leaving school grounds for the purpose of using tobacco products at any time.
29. Truancy - A student is truant when he or she is somewhere on school property without proper authorization or is absent from school for an invalid reason.
30. Vandalism - The act of willful damage to property belonging to the school or to another person while under school jurisdiction. The student will be responsible for restitution (repair or replacement) and subject to appropriate discipline.
31. Verbal Altercation - Participating in a verbal argument with another person on school property, at any school-related activity, or going to or from school.

The above examples are not inclusive and are not the only acts or conditions for which disciplinary action is warranted, nor do they in any way limit this policy. All violations are subject to Indiana Code 20-33-8-14: Grounds for Expulsion or Suspension (Appendix B). **ALL DISCIPLINARY VIOLATIONS WILL ACCUMULATE FOR THE ENTIRE SCHOOL YEAR.**

APPENDIX B

Bullying (I.C. 20-33-8-13.5)

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

- Places the targeted student in reasonable fear of harm to his/her person or property;
- Has a substantially detrimental effect on the targeted student's physical or mental health;
- Has the effect of substantially interfering with the targeted student's academic performance; or
- Has the effect of substantially interfering with the targeted student's ability to participate in or benefit from the services, activities, and privileges provided by the school.

This rule applies regardless of the physical location of the bullying behavior when both the student committing bullying and the targeted student attend a school within the school corporation.

Any student or parent who has knowledge of bullying or any student who feels he/she has been bullied should immediately report the conduct to school personnel. This report may be made anonymously through a form on the district's website.

School personnel will investigate all reports of bullying. The school will communicate to all parties involved, as needed and/or required by district policy.

School personnel will provide information and/or follow-up services to support the targeted student(s) and to educate the student engaging in bullying behavior. If the bullying behavior is a violation of law, it will be reported to law enforcement.

Intentional false reporting of bullying will result in appropriate disciplinary action.

Violation of this rule prohibiting bullying will result in any appropriate disciplinary action, including suspension and/or expulsion.

Unlawful Activity (I.C. 20-33-8-15)

A student may be suspended or expelled for engaging in unlawful activity on or off school grounds if:

- The unlawful activity may reasonably be considered to be an interference with school purposes or an educational function; or
- The student's removal is necessary to restore order or protect persons on school property including an unlawful activity during evenings, weekends, holidays, other school breaks, and the summer period when a student may not be attending classes or other school functions.

Intimidation (I.C. 34-45-5-21)

A person who communicates a threat to another person, with the intent:

- A. That the other person engage in conduct against the other person's will;
- B. That the other person be placed in fear of retaliation for a prior lawful act; or

- C. Of causing
 - a. A dwelling, a building, or another structure; or
 - b. A vehicle

to be evacuated, commits intimidation, a Class A misdemeanor.

However, the offense is a Class D felony if:

- A. The threat is to commit a forcible felony;
- B. The person to whom the threat is communicated is:
 - a. a law enforcement officer;
 - b. a judge or bailiff of any court;
 - c. a witness (or the spouse or child of a witness) in any pending criminal proceeding against the person making the threat; or
 - d. an employee of a school corporation.
- C. The person has a prior unrelated conviction for an offense under this section concerning the same victim; or
- D. The threat is communicated using property, including electronic equipment or systems, of a school corporation or other governmental entity; and

The offense is a Class C felony if, while committing it, the person draws or uses a deadly weapon.

“Threat” means an expression, by words or actions, of an intention to:

1. Unlawfully injure the person threatened or another person, or damage property;
2. Unlawfully subject a person to physical confinement or restraint;
3. Commit a crime;
4. Unlawfully withhold official action or cause such withholding;
5. Unlawfully withhold testimony or information with respect to another person’s legal claim or defense, except for a reasonable claim for witness fees or expenses;
6. Expose the person threatened to hatred, contempt, disgrace, or ridicule;
7. Falsely harm the credit or business reputation of the person threatened; or
8. Cause the evacuation of a dwelling, a building, another structure, or a vehicle.

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## APPENDIX C

### Grounds for Expulsion or Suspension (IC 20-33-8-14)

- A. The grounds for expulsion or suspension are student misconduct or substantial disobedience and apply when a student is:
  - a. On school grounds immediately before, during, and immediately after school hours and at any other time when the school is being used by a school group;
  - b. Off school grounds at a school activity, function, or event; or
  - c. Traveling to or from school or a school activity, function or event.

(IC 20-33-8-15) A student may be suspended or expelled for engaging in unlawful activity on or off school grounds if:

- a. the unlawful activity may reasonably be considered to be an interference with school purposes or an educational function; or
- b. the student’s removal is necessary to restore order or protect persons on school property; including an unlawful activity during weekends, holidays, other school breaks, and the summer period when a student may not be attending classes or other school functions.

- B. In addition, students will be recommended for expulsion under the following provisions of Indiana Law:
1. Possession of a Firearm (IC 20-33-8-16).
    - a. No student shall possess, handle or transmit any firearm on school property.
    - b. The following devices are considered to be a firearm as defined in Section 921 of Title 18 of the United States Code:
      - any weapon which will or is designed to or may readily be converted to expel a projectile by
      - the action of an explosive; the frame or receiver of any weapon described above; any firearm muffler or firearm silencers; any destructive device which is an explosive, incendiary, or poison gas bomb, grenade, rocket
      - having a propellant charge of more than four ounces, missile having an explosive or incendiary charge of more than one-quarter, mine, or similar device;
      - any weapon which will, or which may be readily converted to, expel a projectile by the action of an explosive or other propellant, and which has any barrel with a bore of more than one-half inch in diameter;
      - any combination of parts either designed or intended for use in converting any device described in the two immediately preceding examples and from which a destructive device may be readily assembled.
    - c. The penalty for possession of a firearm will be ten (10) days suspension and expulsion from school for one (1) calendar year. The length of the expulsion may be reduced by the Superintendent if the circumstances warrant such reduction.
    - d. The Superintendent shall notify the county prosecuting attorney's office when a student is expelled under this rule.
  2. Possessing a Deadly Weapon (IC 20-33-8-16(e)).
    - a. No student shall possess, handle, or transmit any deadly weapon on school grounds.
    - b. These devices are considered to be deadly weapons as defined in IC 35-41.1-8:
      - A weapon, laser or electronic stun weapon, equipment, chemical substance, or other material that, in the manner it is used, or could ordinarily be used, is readily capable of causing serious bodily injury.
      - An animal readily capable of causing serious bodily injury and used in the commission, or attempted commission, of a crime.
    - c. The penalty for possession of a deadly weapon will be ten (10) days suspension and expulsion from school for one (1) calendar year.
    - d. The Superintendent shall notify the county prosecuting attorney's office when a student is expelled under this rule.
  3. Legal Settlement (IC 20-33-8-17)

A student may be expelled from school if the student's legal settlement is not in the attendance area of the school corporation where the student is enrolled.

## APPENDIX D

### SCHOOL TOWN OF HIGHLAND Technology Acceptable Use Administrative Guideline

This administrative guideline governs the use of the district's computers, network, Internet and electronic research and communication resources by district employees, students and guest users and the use of personal electronic devices used on school property or during school-related events. It is intended to protect the integrity of district operations and instructional programs, as well as to outline the rights and responsibilities of district employees and guest users. These guidelines will be in effect at all times.

#### Scope

This administrative guideline applies to the following persons/entities.

- all district employees including regular, part-time, temporary and contract employees
- all students enrolled in district schools
- all other authorized users of any of the district's technology resources, regardless of district affiliation or reason for usage
- all district owned or operated technology resources or systems which are subscribed to and/or paid for by the district
- all personal electronic devices used on school property or during school-related events

#### Acceptable Use Agreements

At the beginning of each year, the district will communicate acceptable use guidelines through online registration and/or 1:1 parent meetings. At the elementary grades, the teacher or administrator will directly control all Internet access. In grades K-12, students will be required to read and sign the acceptable use contract. The contract must also be signed by the parent/legal guardian. Only those students with this signed contract on file will be allowed access to the Internet. Employees must sign a similar contract. These contracts spell out guidelines for Internet use as well as consequences for violating the guidelines.

#### Confidential Information

The district's research, information and communication resource systems have security measures in place; however, such measures do not guarantee total security. As a result, information generally considered to be personal or confidential should not be sent via the district's communication resources except through means deployed for that purpose or approved for that purpose. The district cannot assume responsibility for lost or stolen information sent or received via the district's communication resources.

#### General Digital Technologies Usage and Online Access

The following actions are prohibited

- Knowingly loading or creating viruses
- Loading or attempting to load software or files onto a school computer without permission
- Loading or attempting to load software or files onto the district network without permission of the technology department
- Accessing or modifying data without authorization
- Modifying passwords without authorization
- Unauthorized access, including so-called "hacking" or other unlawful activities
- Unauthorized disclosure, use or dissemination of personal information regarding minors

## **Network and Internet Usage**

Access to the district network and Internet is made available to authorized users for educational and district operational purposes. All authorized users will receive instruction on proper use of the district's network and Internet system. Although students will be under teacher supervision while on the network, it is not possible to constantly monitor every individual student and what data they are accessing on the network. Some students might encounter information that is not of educational value.

The district will not be liable for the users' inappropriate use of the district's electronic communication resources or violations of copyright restrictions, users' mistakes or negligence, or costs incurred by users. The district will not be responsible for ensuring the accuracy or usability of any information found on the Internet.

The district prohibits the use of its network and the Internet to intentionally access, view, download, store, transmit or receive any information that contains material which is in violation of any district policy or administrative guideline, or any local, state and/or federal laws or regulations.

Prohibited material includes, but is not limited to, the following.

- Obscenity or pornography
- Threats
- Material that is intended or could reasonably be perceived to be harassing or discriminatory
- Inappropriate use of material that is copyrighted or protected by trade secret
- Material used to further any commercial business, product advertising, virus transmission or political activity
- Material that is potentially disruptive to the learning environment

The district reserves the right to monitor and/or review all uses of the district network and the Internet, and users should not have any expectation of privacy of any information accessed, viewed, downloaded, stored, transmitted or received.

## **Accessing Inappropriate Sites**

The school district will use technology protection measures to the best of the district's ability to protect students from inappropriate access. Employee, student and visitor activities may be monitored by the district to detect unauthorized uses of the Internet and or access to inappropriate sites that have visual depictions that include obscenity, child pornography, other pornography, or otherwise are violations of this administrative guideline.

## **Reporting**

District and school computer technicians as well as other district employees who are working with a computer and come across sexually explicit images of children must report this to local law enforcement. The report must include the name and address of the owner or person in possession of the computer.

## **Off-Campus Conduct**

Students, parents/legal guardians, teachers and staff members should be aware that the district may take disciplinary actions for conduct initiated and/or created off campus involving the inappropriate use of the Internet or web-based resources if such conduct poses a threat or substantially interferes with or disrupts the work and discipline of the schools, including discipline for student harassment and bullying.

## **Personal Use of Social Media**

When staff members or students publish content, post pictures or maintain dialogue through Facebook or any other social networking tool, the professionalism, integrity and ethics in their role as an educator or student should never be compromised.

A Facebook page may not be used to replace a school or class website. A Facebook page is limited to extracurricular activities and clubs outside of the regular classroom. Staff members who want to use facebook pages for student groups must have approval from the building administrator and from the district Technology Coordinator

Inappropriate use of social media or electronic communication tools may result in disciplinary action up to and including dismissal.

## **Electronic Mail (email) Usage**

The district's email system is made available to authorized users for educational and district operational purposes. All authorized users will receive instruction on proper use of the district email system.

The district prohibits the use of its email system for unprofessional and/or inappropriate purposes including but not limited to the following:

- Creating, transmitting or receiving emails containing any language or depictions that could reasonably be perceived by others as offensive, threatening, obscene, sexual, racist or discriminatory
- Any use that violates local, state and/or federal laws or regulations
- Setting up, operating or promoting commercial business

All electronic messages created, transmitted or received via the district's email system, including those created, transmitted or received for personal use, are the property of the district. The district reserves the right to archive, monitor and/or review all use of its email system and users should not have any expectation of privacy of any electronic message created, transmitted or received on the district's email system.

## **Handheld Communication Device Usage**

District-issued cell phones or other handheld communication devices are to be used only by the employee to whom the phone or communication device was issued and are to be used only for matters directly related to the employee's job responsibilities. The district reserves the right to monitor and/or review all use of district- issued phones and communication devices and users should not have any expectation of privacy in any use of a district-issued phone or communication device.

## **Personal Use of District Research, Information and Communication Resources**

Limited personal use of district computers, the district network and the Internet and electronic research and communication resources is permitted to the extent that such use does not disrupt or interfere with the operation of the district and its instructional programs. Excessive personal use that may or does disrupt or interfere is prohibited.

## **Third Party Access to Systems and/or Data**

Within limited circumstances, the district sub-contracts specific work to be performed on behalf of the district in areas including, but not limited to, software development, system support, hardware acquisition, provisioning, and training. As part of these agreements, specific authority is granted to the sub-contracted third party to access the district's network and data, including student information and financial information. These agreements and authorizations of access to systems, networks or data are



temporary in duration and bound by non-disclosure principles, confidentiality and time frames established within the agreement between the district and any third party. All local, state and federal statutes, laws or regulations regarding confidentiality of student information or financial information apply.

Sub-contracted work being performed on behalf of the district is limited to the specified parameters within the agreement. Upon completion of the agreed upon work, access to district systems or data is to be considered terminated. This termination of access will be accomplished either by manual action taken by the district technology department, or considered as the default access status of the third party following the completion of agreed upon work or tasks.

At no time will access to systems or data be continued beyond the completion of work or duration of specified time. Any physical or virtual access, either locally or remotely, to networks, systems or data must be approved by the district's technology department coordinator or the superintendent. No other district entity holds the authority to grant access to any networks, systems or data. In circumstances where access is granted, the specific access is valid only for the duration of specifically agreed upon work and/or time frames. At the completion of agreed upon work, access is considered terminated. Once access is considered terminated, new authorization of access must be granted by the district's technology department coordinator or the superintendent prior to any new work, continuance of work or attempted access. Continuance of access authority is never automatic or to be assumed by any third party.

## **Violations**

All authorized users of district research and communication resources are expected to report any use that is believed to be unauthorized, excessive or otherwise in violation of this administrative guideline. District employees who witness, experience or otherwise learn about a suspected violation should report the matter to their immediate supervisor. Students who witness, experience or otherwise learn about a suspected violation should report the matter to a teacher or school administrator. Other authorized users who witness, experience or otherwise learn about a suspected violation should report the matter to a district administrator.

An employee's personal use of non-district issued electronic communications resources outside of working hours will be the concern of, and warrant the attention of, the board if it impairs the employee's ability to effectively perform his/her job responsibilities or as it violates local, state, or federal law, or contractual agreements.

All suspected violations will be investigated thoroughly. If it is determined that a violation of this administrative guideline has occurred, the following disciplinary and/or corrective actions may be taken:

- Review of and possible changes to the level of supervision and the circumstances under which use is allowed
- Limitation, suspension and/or termination of the violator's user privileges
- Disciplinary measures determined to be appropriate based on the seriousness of the violation, up to and including employee termination or student expulsion
- Report to law enforcement when the violation is believed to constitute a violation of a state or federal law or regulation

## **Use of Personal Electronic Devices in School**

Purpose: To establish the basic guidelines for the board's permission of student use of cell phones and other personal electronic devices in schools.

For purposes of this policy, a personal electronic device includes, but is not limited to: cell phones, gaming devices, or other devices that emit an audible signal, vibrate, display a message, display or record an image, or otherwise summon or deliver a communication to the possessor. Students may possess a cell phone or other personal electronic device in school, as long as it is used during authorized times and is not disruptive to the educational environment.

Unauthorized use of a cell phone or other personal electronic device may include, but is not limited to: taking pictures or recording without permission, cheating, harassment or bullying, use during any emergency drill, use during unauthorized times or use for unlawful activities.

Parents/legal guardians are advised that the best way to get in touch with their child during the school day is by calling the school office. Students may use school phones to contact parents/legal guardians during the school day with permission of the administration.

### Elementary School

Elementary students may not use or display cellular phones and other personal electronic devices while on school property during school hours. (The start and end of school will be denoted by the start and end bell.)

Exceptions: Teacher or Administrator permission.

### Middle School and High School

Middle school and high school students may use electronic devices such as cellular phones or any other communications devices before and after school, during their lunch break, within "free zones" as determined by the principal, and/or for educational and/or instructional purposes only as deemed appropriate by the teacher and approved by the principal. Any other use of wireless communications is considered misuse and violations may result in disciplinary action.

Consequences for inappropriate use may include, but are not limited to:

- warning/confiscate device and return to student at the end of the school day
- confiscate device/return to parent/legal guardian
- confiscate device/return device to parent/legal guardian and privilege to have device is revoked for a specified time determined by administrator

Possession of a personal electronic device on school property acknowledges consent to search the contents of the device in a school or criminal investigation. In such investigations, students will provide necessary login information.

A student in possession of a cell phone, or other personal electronic device in conflict with this policy will be subject to discipline.

## SCHOOL TOWN OF HIGHLAND PERSONAL MOBILE COMPUTING DISCIPLINE PLAN

### Level 1 Violations

Include but are not limited to: repeated uncharged device, unprepared for class, careless or irresponsible use, off task behavior.

- 1st offense - teacher based discipline
- 2nd offense - teacher based discipline
- 3rd offense - teacher-based discipline with parent contact
- 4th offense - refer to administration

Examples of teacher-based discipline include:

- verbal redirection
- student/teacher conference
- restricted us in the classroom
- alternate assignments
- parent/teacher communication/conference

### Level 2 Violations

Include but are not limited to: acceptable use policy violations, photographing/filming others without permission or against their will, bullying with the device, harmful or malicious activities, accessing and/or sharing inappropriate websites, materials, videos or photos.

Examples of administrator discipline include:

- student/administrator conference
- restricted use of device/restricted user
- in-School Suspension (1-5 days)
- out of School Suspension (1-5 days)

Any offense classified as level 2, a major classroom disruption, or criminal conduct will be referred immediately to an administrator and/or the School Resource Officer. The administrator will notify parents and determine discipline. Only an administrator can assign ISS or OSS.

### Level 3 Violations

Include criminal offenses that require the involvement of law enforcement and may require arrest and/or a recommendation for expulsion.

Possession and use of personal and/or school issued electronic devices on school property acknowledges consent to search the contents of the device in a school or criminal investigation. In such investigations, students will provide necessary login information as needed. Misuse of technology outside of school that impacts the people or environment on campus may also necessitate similar disciplinary consequences and searches.

The administration reserves the right to handle any of the above actions or any other action determined to be a misuse of technology in the manner they feel is the most appropriate for all concerned. For additional information on acceptable use of technology, please refer to the STOH Technology Acceptable Use Administrative Guidelines.