



Richland-Bean Blossom Community School Corporation  
**EDGEWOOD SCHOOLS**

Caring. Daring. Preparing.

**2020-2021 CORPORATION HANDBOOK**

600 South Edgewood Drive

Ellettsville, IN 47429

812-876-7100

[www.rbbcsc.k12.in.us](http://www.rbbcsc.k12.in.us)

# EDUCATION

## TABLE OF CONTENTS

Forward	4
Mission and Vision of the School Corporation	4
Equal Education Opportunity	4
Student Rights and Responsibilities	4
Student Well-Being	5
Injury and Illness	5
Wellness Policy	5
School and Family Compact	5
<b>Section I – General Information</b>	
Enrolling in School	6
Scheduling and Assignment	7
Early Dismissal	7
Transfer Out of the Corporation	7
Withdrawal from School	7
Immunizations	7
Use of Medications	8
Non-Prescribed Medications	9
Allergies	10
Control of Casual-Contact Communicable Diseases and Pests	10
Control of Non-Casual-Contact Communicable Diseases	10
Bed Bug Protocol	10
Americans with Disabilities Act – Section 504	14
Homeless Students	14
Student Records	14
Nutrition Services	15
Fire and Tornado Drills	16
Emergency Closings and Delays	16
Special Education	17
Safety and Security	17
Visitors	17
Use of School Equipment and Facilities	17
Use of Telephones	17
Use of Cellular Telephones and Electronic Devices	17
Advertising Outside Activities	18
Bad Checks	18
Pledge of Allegiance/Moment of Silence	18
<b>Section II – Academics</b>	
Field Trips	18
Grades	18
Promotion, Placement, and Retention	19
Graduation Requirements	19
Recognition of Student Achievement	19
Homework	19
Computer Technology and Networks	19
Student Assessment	20
<b>Section III – Student Activities</b>	
School-Sponsored Clubs and Activities	20
Non School-Sponsored Clubs and Activities	20

**Section IV – Student Discipline**

Article 1 – Conditions Which Favor the Development of Good School discipline 21  
Article 2 – Student Rights and Responsibilities 22  
Article 3 – Definitions of Rules and Regulations 23  
Student Behavior Standards 23  
Enforcement of Behavior Standards 25  
Discipline 25  
Other Definitions of Rules and Regulations 27  
Article 4 – Examples/Definitions of Disciplinary Infractions 28  
Article 5 – Guidelines for Determining Consequences 31

**Discipline Guidelines**

Level I Behavior Offenses 32  
Level II Behavior Offenses 39  
Level III Behavior Offenses 41  
Article 6 – Student Searches and Controlled Substances 43  
Article 7 – Procedures Governing Student Suspensions and Expulsions 44  
Procedures Governing Student Suspensions 44  
Procedures Governing Student Expulsions 45  
Article 8 – Suspension or Expulsion of Students with Disabilities 46  
Article 9 – Extracurricular Activities 47  
Article 10 – Extracurricular Code of Conduct for Off-Campus/Non-School Related Offense 49  
Article 11 – School Bus Rules and Regulations 50  
Article 12 – Attendance 52  
Article 13 – Sexual Abuse, Assault, and Harassment 53  
Article 14 – Staff Ethics 55  
Article 15 – Acceptable Use Policy for Electronic Resources 56  
Article 16 – Device Policy for Students and Staff 61  
Article 17 – Bullying 66  
Article 18 – Dress Code Guidelines 67

**Appendices**

Title VI, IX, 504 Grievance Form 69  
Notice of Nondiscrimination and Grievance Procedure 70  
Memorandum to Parents Regarding Policy on Drug-Free Schools 71  
Notification to Parents Regarding Student Records 72  
Notification to Parents Family Educational Rights and Privacy Act (FERPA) 73  
Notification to Parents Concerning Pest Control and Use of Pesticides 74

**FOREWORD** This student handbook was developed to answer many of the commonly asked questions that you and your parents may have during the school year and to provide specific information about certain Board policies and procedures. Please take time to become familiar with the following important information contained in this Handbook and keep the handbook available for you and your parents' use. It can be a valuable reference during the school year and a means to avoid confusion and misunderstanding when questions arise. Should you have any questions that are not addressed in this handbook, contact your school. This handbook and your individual school handbook supersedes all prior handbooks and other written material on the same subjects. Copies of the current Board policies and administrative guidelines are available on the School Corporation website.

**MISSION OF THE SCHOOL CORPORATION** Caring. Daring. Preparing. We are a family who cares about our students, their families, and the community. We dare to promote bold innovations to help all learners succeed and to prepare them to change their world for the better.

**VISION OF THE SCHOOL CORPORATION** At RBBCSC, we will: Provide authentic and relevant learning by building relationships with community and industry partners. Develop and maintain family and community connections through engaging and empowering experiences. Encourage the use of innovative tools within flexible and inviting spaces. Promote workforce readiness by helping students develop the necessary skills and career awareness. Nurture the whole child by providing for the social and emotional needs of our students.

**EQUAL EDUCATION OPPORTUNITY** It is the policy of this School Corporation to provide an equal education opportunity for all students. Any person who believes that the school or any staff person has discriminated against a student on the basis of race, color, creed, age, disability, religion, gender, ancestry, national origin, place of residence within the boundaries of the School Corporation, or social or economic background, has the right to file a complaint. A formal complaint may be made in writing to the School Corporation's Compliance Officer listed below:

Superintendent  
600 South Edgewood Drive  
Ellettsville, IN 47429-1134  
(812) 876-7100

The complaint procedure is described on Form 2260 F8, which appears in the Appendix to this handbook. The complaint will be investigated and a response, in writing, will be given to the concerned person within 45 days. The Compliance Officer may provide additional information concerning access to equal education opportunity. Under no circumstances will the School Corporation threaten or retaliate against anyone who raises or files a complaint.

**All policies and administrative guidelines of the school corporation are available on line at <http://www.neola.com/richland-IN/>**

**STUDENT RIGHTS AND RESPONSIBILITIES** The rules and procedures of the School Corporation are designed to allow each student to obtain a safe, orderly, and appropriate education. Students can expect their rights to freedom of expression and association and to fair treatment and they are expected to respect the rights of their fellow students and the staff. Students will be expected to follow teachers' directions and obey all school rules. Disciplinary procedures are designed to ensure due process rights before a student is removed from an activity because of his/her behavior. Parents have the right to know how their child is succeeding in school and will be provided information on a regular basis and as

needed, when concerns arise. Many times it will be the responsibility of the student to deliver that information. If necessary, the mail or hand delivery may be used to ensure contact. Parents are encouraged to build a two-way link with their child's teachers and support staff by informing the staff of suggestions or concerns that may help their child better accomplish his/her educational goals. The staff expects students to arrive at school prepared to learn. It is the student's responsibility to arrive on time and be prepared to participate in the educational program.

**STUDENT WELL-BEING** Student safety is the responsibility of the staff. All staff members are familiar with emergency procedures such as fire and tornado drills, safety drills in the event of a terrorist or other violent attack and accident reporting procedures. Should a student be aware of any dangerous situation or accident, s/he must notify any staff person immediately. All students must have an emergency medical card completed, signed by a parent or guardian, and filed in the school office. A student may be excluded from school until this requirement has been fulfilled. Students with specific health care needs should submit those needs, in writing and with proper documentation by a physician, to the school office.

**INJURY AND ILLNESS** All injuries must be reported to a teacher or the office. If a minor, the student will be treated and may return to class. If medical attention is required, the office will follow the school's emergency procedures. A student who becomes ill during the school day should request permission from the teacher to go to the office. The office will determine whether or not the student should remain in school or go home. No student will be released from school without proper parental permission.

**WELLNESS POLICY** As mandated by the Child Nutrition Reauthorization Act of 2004, Public Law 108-265, a local wellness policy was adopted in 2006 and further strengthened by the Healthy Hunger-Free Kids Act of 2010. It is the district's policy that we as educators teach all components of the Whole School, Whole Community, Whole Child Model promoting students' health, well-being, and ability to learn. The complete policy is on the RBBCSC website at [www.rbbccsc.k12.in.us](http://www.rbbccsc.k12.in.us).

**SCHOOL AND FAMILY COMPACT** The School Board of Trustees, Administration, and Staff of Richland-Bean Blossom Community School Corporation recognize that student success is based upon cooperation, coordination and communication between three partners: the family, the school, and the student. We advocate that the following commitment of staff, students, and families will result in greater student achievement.

**The families of Richland-Bean Blossom Community School Corporation will commit to:**

1. Ensuring that students are at school on time, every day.
2. Communicating the value of learning by talking with their child(ren) about school work, activities, and by checking the agenda books and book bags of all students daily to ensure school preparedness daily.
3. Being actively involved in the parent and child activities promoted by the school through the website and newsletters.
4. Setting aside a time each day for homework and daily reading.
5. Maintaining and updating current information such as addresses, phone numbers, and emails.

**The staff of Richland-Bean Blossom Community School Corporation will commit to:**

1. Communicating regularly with students and families regarding student progress through the Harmony Portal, agenda books, phone calls, e-mails, and face to face meetings.
2. Providing a warm, safe, nurturing, and welcoming environment.
3. Promoting active involvement with parent and child activities during and beyond the traditional school hours through such groups and family engagement activities provided through each building's Partners in Education (P.I.E. Teams).

4. Encouraging high expectations through motivation of students to set and achieve personal academic goals.

**The students of Richland-Bean Blossom Community School Corporation will commit to:**

1. Coming to school/class every day fully prepared to engage in their learning.
2. Coming to school/class every day fully prepared with completed homework and appropriate supplies.
3. Respecting staff and other students by following district and school rules.
4. Being accountable for their own actions.

Because the School Board of Trustees is entrusted with protecting the safety, health, and welfare of the students, staff, and property of the School Corporation, it may be necessary at times to discipline students whose conduct affects the well-being of the schools and all whom are served. The School Board of Trustees hereby authorizes the use of discipline in accordance with this policy and further authorizes the use of isolated time-out and physical restraint interventions consistent with Indiana law and School Board of Trustees policy. In accordance with due process and statutory requirements, the Superintendent, Principal, and Assistant Principal may suspend or expel students from school and from the school bus for acts of gross disobedience or misconduct and otherwise maintain discipline in the schools. Only the Superintendent, Principal, and Assistant Principal may determine to expel a student from school. The Superintendent, Assistant Superintendent, Principal, and Assistant Principal may suspend students from school or the school bus for up to ten (10) school days.

Suspensions or expulsions of students shall occur in compliance with procedural regulations to be promulgated and implemented by the administration of the District. Disciplinary measures other than suspension or expulsion shall be determined by the administration and established in general regulations governing student discipline.

Teachers, other certificated employees, and any other person, whether or not a certificated employee, providing a related service for or with respect to a student, may use reasonable force as needed to maintain safety for other students, school personnel or persons, or for the purpose of self-defense or the defense of property. Teachers may remove students from the classroom for disruptive behavior.

## **SECTION I - GENERAL INFORMATION**

**ENROLLING IN SCHOOL** Students are expected to enroll in the attendance district in which they live. Students that are new to the School Corporation are required to enroll with their parents or legal guardian. When enrolling, the parents will need to furnish:

- a birth certificate or similar document,
- court papers allocating parental rights and responsibilities, or custody (if appropriate),
- proof of residency,
- proof of immunizations.

In some cases, a temporary enrollment may be permitted for twenty school days subject to administrative review. If that is done, the parents will be told what records are needed to make the enrollment complete.

Students enrolling from another accredited school must have an official transcript from the sending school in order to receive credit from that school. The school secretary will assist in obtaining the transcript, if not presented at the time of enrollment.

Non-resident students should refer to the Corporation Policy 5111 for eligibility requirements to enroll.

## **SCHEDULING AND ASSIGNMENT**

### **Preschool through Fifth Grade:**

The Principal or Director will assign each student to the appropriate classroom and the program in which the student will be participating. Any questions or concerns about the assignment should be discussed with the Principal or Director.

### **Junior High and High School:**

Schedules are provided to each student upon enrolling. The schedule is based upon the student's needs and available class space. Any changes in a student's schedule should be handled through the Guidance Office. It is important to note that some courses may be denied because of the available space or the need to take prerequisites. Students are expected to follow their schedules. Any variation should be approved with a pass or schedule change.

**EARLY DISMISSAL** No student may leave school prior to dismissal time without either a written or verbal request signed by the parent or the parent coming to the school office to request the release. No student will be released to a person other than the custodial parent(s) or guardian(s) without a phone call or a permission note signed by the custodial parent(s) or other legal authorization.

**TRANSFER OUT OF THE CORPORATION** If a student plans to transfer from the School Corporation, the parent must notify the Principal. School records shall be transferred within fourteen (14) days to the new school corporation. Missing children laws requires fourteen (14) days. Parents are encouraged to contact the School Office for specific details.

**WITHDRAWAL FROM SCHOOL** No student under the age of eighteen (18) will be allowed to withdraw from school without an exit interview with the Principal who must agree to the withdrawal. The Principal is also required to provide to the Bureau of Motor Vehicles the name of any student under the age of eighteen (18) who withdraws from school for revocation of the student's driver's license. The student also may not be able to obtain an employment certificate needed to obtain a job.

**IMMUNIZATIONS** Each student should have the immunizations required by law or have an authorized waiver. Waivers must be updated every school year at the start of school. If a student does not have the necessary shots or waivers, the Principal may remove the student or require compliance within twenty school days. This is for the safety of all students and in accordance with State law. Any questions about immunizations or waivers should be directed to the School Nurse.

Information concerning meningococcal disease (meningitis) and its vaccine shall be provided to students and parents at the beginning of the school year by the Superintendent. The information must include information concerning the causes, symptoms, and spread of meningococcal diseases and places where parents may obtain additional information and vaccinations for their children.

The parent of each student entering grade 6 shall be provided with information prescribed by the State Department of Health concerning cervical cancer, oral pharyngeal and other cancers caused by the strains protected against with the Human Papillomavirus (HPV) infection and that an immunization against HPV infection is available.

### **Immunization Requirements (P-K)**

- 3 Hepatitis B

- 4 DTaP (Diphtheria, Tetanus & Pertussis)
- 3 Polio
- 1 Varicella (Chickenpox)
- 1 MMR (Measles, Mumps & Rubella)

#### **Immunization Requirements (K-5)**

- 3 Hepatitis B
- 5 DTaP
- 4 Polio
- 2 Varicella
- 2 MMR
- 2 Hepatitis A

#### **Immunization Requirements (6-7)**

- 3 Hepatitis B
- 5 DTaP
- 4 Polio
- 2 Varicella
- 2 MMR
- 2 Hepatitis A
- 1 MCV4 (Meningococcal)
- Meningitis B and HPV are both highly recommended
- 1 Tdap (Tetanus, Diphtheria & Pertussis)

#### **Immunization Requirements (8-11)**

- 3 Hepatitis B
- 5 DTaP
- 4 Polio
- 2 Varicella
- 2 MMR
- 1 MCV4
- 1 Tdap
- Meningitis B and HPV are both highly recommended

#### **Immunization Requirements (12)**

- 3 Hepatitis B
- 5 DTaP
- 4 Polio
- 2 Varicella
- 2 MMR
- 2 Hepatitis A
- 2 MCV4
- 1 Tdap
- Meningitis B and HPV are both highly recommended

**USE OF MEDICATIONS Prescribed Medications** - In those circumstances where a student must take prescribed medication during the school day, the following guidelines are to be observed:

A. Parents should, with their physician's counsel, determine whether the medication schedule could be adjusted to avoid administering medication during school hours.

B. All medications unless authorized for self-administration by the nurse must be registered with the Nurse's office in its original container. All Prescription medications must have a signed and dated Licensed Medical Provider (MD, PA, NP) with complete orders including



dosages and times and frequencies as well as PRINTED name with Medical Provider Signature. Any changes in medication/dosage must be accompanied by a new container and New orders from the prescribing physician.

C. Prescription medications must be brought in by a parent or guardian, not the student.

D. Medication that is brought to the Nurse's office will be properly secured and must have both the MD order, Prescription bottle with label, and Parents must sign authorization on separate form.

E. Any unused medication unclaimed by the parent will be destroyed by school personnel when a prescription is no longer to be administered or at the end of the school year unless picked up by parent or guardian on the LAST DAY of School or date set by Superintendent or school Principal.

F. The parents shall have sole responsibility to instruct their child to take the medication at the scheduled time considering class schedules.

G. A log for each prescribed medication shall be maintained which will note the personnel giving the medication, the date, and the time of day. This log will be maintained along with the physician's written request and the parent's written release.

H. No Narcotic medications can be given at school.

### **NON-PRESCRIBED (Over-the Counter OTC) MEDICATIONS**

**Elementary (Grades K to 5):** Parents may authorize the medication using a form, which is available at the school office with PRIOR approval by the school nurse. Medications that are normally OTC, but given at prescription strength dosage require an MD order. IBUPROFEN will not be given without an M order with rationale (i.e. injury, etc). A physician does not have to authorize such medication but all of the other conditions described above under Prescribed Medications will also apply to non-prescribed medications. The student may be authorized on the request form by his/her parent to self-administer the medication in the presence of a school staff member. No other exceptions will be made to these requirements.

**Secondary (Grades 6 to 12):** Parents may authorize the school to administer a non-prescribed medication with PRIOR School Nurse approval. A physician does not have to authorize such medication. Medications that are normally OTC, but given at prescription strength require an MD order. IBUPROFEN will not be given without an MD order with rationale (i.e. injury, etc) due to the severe GI and ulcerative colon effects with frequent use.

If a student is found using or possessing a non-prescribed medication without parent authorization, s/he will be brought to the school office and the parents will be contacted for authorization. The medication will be confiscated until written authorization is received. Any student who distributes a medication of any kind to another student or is found to possess a medication other than the one authorized is in violation of the school's Code of Conduct and will be disciplined in accordance with the drug-use provision of the Code. A diabetes management and treatment plan shall be prepared and implemented for a student with diabetes for use during school hours or at a school related event or activity. The plan shall be developed by a licensed health care practitioner responsible for the student's diabetes treatment and the student's parent/legal guardian office as well as an IHP (Individual Health Plan being created by the School Nurse and signed and dated with printed MD name and placed in the Health Office Emergency action book and teachers/staff will be notified of students diagnosis. Students with Type 1 Diabetes may carry with them their diabetic supplies including insulin and blood glucose medication as well as snacks and quick

glucose sources and Glucagon (if ordered), but must come to their school Health Office to calculate insulin dosage and give insulin during school hours of operation.

**ALLERGIES:** Parents should notify the school nurse of any specific allergies for their child so that the school staff can be aware of special needs for those students. Students requiring Epinephrine pens must have an Emergency Action Plan signed (with printed name also) and dated by MD.

Seizures and other serious Health conditions must be reported to the school nurse/School Health Aide as well as documented in the school software (Harmony) and UPDATED EVERY Year when the student is enrolled, re-enrolled for that school year. Seizures need to have an Emergency Action plan completed by the MD and signed and dated (with printed name) every year

**CONTROL OF CASUAL-CONTACT COMMUNICABLE DISEASES AND PESTS:** Because a school has a high concentration of people, it is necessary to take specific measures when the health or safety of the group is at risk. The school's professional staff has the authority to remove or isolate a student who has been ill or has been exposed to a communicable disease or highly transient pest.

Specific diseases include; diphtheria, scarlet fever, strep infections, whooping cough, mumps, measles, rubella, and other conditions indicated by the local and state health departments. Any removal will be only for the contagious period as specified in the school's administrative guidelines. See policies for students to go home for fevers of 100 degrees, rashes with fevers, sores with drainage, diarrhea or vomiting (unless caused by known non-communicable diseases such as GERD and Irritable Bowel Syndrome, Crohn's disease or MD noted side effect of anxiety.

**CONTROL OF NON CASUAL-CONTACT COMMUNICABLE DISEASES:** In the case of non-casual-contact communicable diseases, the school still has the obligation to protect the safety of the staff and students. In these cases, the person in question will have his/her status reviewed by appropriately licensed medical personnel to ensure that the rights of the person affected and those in contact with that person are respected. The school will seek to keep students and staff persons in school unless there is definitive evidence to warrant exclusion. Non-casual contact communicable diseases include sexually transmitted diseases, AIDS (Acquired Immune Deficiency Syndrome), ARC-AIDS Related Complex, HIV (Human-immunodeficiency), Hepatitis B, and other diseases that may be specified by the Indiana State Board of Health.

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

**BED BUG PROTOCOL:** In general, school and institutional child care center environments are not conducive to bed bug infestations. Bed bugs prefer an environment where they can hide during the day and come out at night to feed on a sleeping host. Major infestations of schools and child care centers are rare. However, bed bugs hiding in clothing or backpacks can hitchhike to and from schools and child care centers. Because bed bugs can travel in belongings, it is prudent for schools and child care centers to keep individual children's belongings separate. There is no association between cleanliness and a bed bug infestation. Anyone can experience an infestation.

School and child care centers with napping infants and toddlers may provide the type of environment suitable to support a bed bug population. If children in this type of setting are experiencing skin conditions that might be associated with bed bugs bites, then it may be necessary to investigate the school or child care settings as well as the child's home setting.

**Policy Recommendations:**

An appropriate response plan would include the following:

- Establish a school Integrated Pest Management Plan.
- Train staff to identify bed bugs and the signs of bed bugs in the classroom and the children's items. This may include actual insects, cast skins or excessive insect bites on a child.
- Any student with bed bugs identified on their person or in their belongings should be taken to the Health office with their belongings including backpacks to change clothes and remove items from book bags. They and their book bag should be inspected for further bedbugs by being accompanied to bathroom in health office, being given new clothes from supplies in the health office and items they were wearing and book bag should be deposited on sheet on floor in bathroom and those items will be put in dryer on high setting for 30 minutes. The student should return to the classroom while this is done and then Health Aides/School Nurse will notify the teacher to have the student return to put back on their clothing. This shall continue for 7-10 school days or until no bedbug has been found on the student for 5 consecutive days. Belongings inside a book bag should be secured in a plastic tote or other segregated place in the classroom when the student is not using them.
- Respond promptly to bed bug complaints within the school and through contact and counseling with parents. The longer the bed bug infestations are allowed to persist, the harder they are to eradicate. Parents will be contacted to follow CDC/ISDH guidelines for ridding the home of bedbugs. If there are other siblings/other family members in same household, they may be inspected for bed bugs in the Health office. Information on how to dispose of bed bugs shall be provided to the parents/guardian.
- Parents should promptly respond to bed bugs in the home for the health and safety of the family and school community.

### **Roles and Responsibilities:**

Parents have the ultimate responsibility for their children. This includes:

- Assisting in the prevention and management of bed bugs through regular checks when bed bugs are found in the class, on the child or in the home, educating themselves and their children, and making immediate arrangements for inspection/treatment when bed bug infestation is suspected or confirmed.

School communities have responsibility for:

- Enforcement procedures for children with evidence of bed bug infestation in the home.
- The classroom where the bed bug was found should be carefully inspected by a trained pest control person or custodian who has been trained including desks, floors, walls and storage areas for student belongings. A thorough cleaning will be done including vacuuming with special attention to cracks and crevices in furniture and equipment, walls and floors and drying washables on the highest heat setting. (>120 degrees F) If necessary, a trained professional, can treat infested areas with pesticides labeled for bed bugs following school protocol for the pest control services.
- Disseminating current information about bed bugs.
- Holding educational sessions for parents and children if necessary.
- Continually provide to parents and the public information or access to information about bed bugs.

### **Procedures:**

If a bed bug is found on a child in school, it does not mean the child brought the bed bug into the school. Bed bugs do not infest people, they only feed on them. Bed bugs can crawl onto or off of a person (or their belongings) at any time. If a suspected bed bug is found on a child, a child's belongings or anywhere else in a school, the following procedures should be followed:

- If the bug was found on a child or a child's belongings, the child should be discreetly removed from the classroom so that the school nurse or a qualified individual can examine the child's clothing and other belongings. Any bugs found should be

removed and collected for identification by securing the live or non-squished bug in between two pieces of clear tape and transported to the Principal, School Nurse or designee. . Try to keep the specimens as intact as possible. It is important to confirm that the bugs found really are bed bugs before proceeding.

- We will continually provide information and suggestions on how best to avoid bed bug infestations at home.
- If a confirmed bed bug was found on a child then the school nurse should inform the child's parents. An inspection report should be sent home with the student and completed promptly. Educational materials should accompany the letter. The school nurse should check the student's record to see if there are any siblings attending any RBBCSC schools. If there are then those schools should be contacted. The nurse or health aide in those schools should check those students in other buildings.
- Inspect and monitor classrooms. If specimens are confirmed, inspect crevices in baseboards, pictures, furniture, window, and door casings, wallpaper, behind electrical switch plates, in telephones, radios, clocks, behind wall mounted art-work. Look for the insects, their cast skins, bug droppings and eggs near crevices.
- In most instances students should not be excluded from school due to bed bugs. Schools should not be closed due to the discovery of bed bugs. The school may become a source of dispersal to others in the school environment. Bed bugs brought into the school in a child's book bag or on their clothing could drop off in the classroom or in a locker. The bed bugs might then be picked up and taken home by another student or staff member inadvertently.
- For children who repeatedly come to school with bed bugs, institute clothing and school item sanitation. These procedures should continue until the student has been bug free for 5 consecutive school days.
  1. In an infested home, parents should store their child's freshly laundered clothing and bookbag in sealed plastic bags until they are put on in the morning. This prevents bed bugs from hiding in the clothing and being carried to school.
  2. Backpacks, lunchboxes and other items that travel back and forth to school can also be inspected daily and stored in sealed plastic containers at home to prevent bed bugs from getting into them. The inspection should take place in the health office.
  3. At school the student could be provided with plastic bags or bins in which to store their belongings in order to prevent any bed bugs from spreading to other students' belongings.
- **The student may be asked to bring freshly laundered clothing to school in order to facilitate a change of clothes while at school. When the student changes clothes in the health office they should stand on a white sheet. The sheet can then be wrapped up with the clothes and all of it taken to the dryer. The clothes the student was wearing should be dried for at least 30 minutes at more than 120 degrees to kill any bed bugs. This laundry task should be completed by the health aide and custodian. Precautions should be taken in handling the clothing. Have the student place the clothing in a bag to take to the laundry.** The unusual instance where a child repeatedly reports to school showing evidence of bed bugs despite previous notification, education and counseling with parents, further investigation is needed. Repeated bed bug presence may be due to the following:
  1. Inability of parents to recognize the scope of an infestation at home.
  2. Failure to effectively treat a recognized infestation — this might be due to pest management failure, landlord/tenant disputes, lack of financial resources, repeated re-infestation from outside of the home (all places a student sleeps or visits, consider family members as well), non-vigilance or lack of concern on the part of the parent.

3. Failure to adhere to recommended clothing and school item sanitation.
4. **Investigate other sources of bed bugs on school property such as lockers, buses, common areas or other areas where students routinely congregate.**

If any of the above issues are thought to be the cause, targeted intervention may be warranted:

This may include treatment of school facilities and property if an infestation is found in the school or on busses. Investigative work may be required to figure out where repeated bed bug findings are originating. If a parent claims to be diligently dealing with an infestation and the student continues to come to school with bed bugs, there may be an alternative source or reason that the parents haven't been successful.

- Where the child spends time after school, before school or with other family members.
- Cars and other modes of transportation can become infested.
- Parents need to cooperate with the preparation of the home for treatment. If all instructions are not followed, treatment failure may result.
- The family must follow the recommendations for clothing and personal school item sanitation. While bed bug treatment is ongoing, it is important to remain vigilant in keeping bed bugs out of clothing and personal items brought to school. Schools may want to suggest or require having a spare set of clothing sent for the child in a sealed plastic bag. If bed bugs are found, have the child change into the clean clothes and place the infested clothes into the bag. Clothing may also be placed in a hot dryer (highest heat setting, including shoes) for 30 minutes prior to the child dressing in the morning. High heat will kill all stages of bed bugs.

In rare or extreme cases, a school may have to confront a situation where a parent or caregiver is incapable or unwilling to remedy a bed bug infestation in the home. These cases are difficult because a school must weigh several important factors. Providing a healthy, pest-free environment for students to learn is the responsibility of the school.

- Providing a healthy, pest-free environment for the staff is also a responsibility of the school administrators.
- Providing a safe and healthy living environment is a responsibility of the parent and NOT the school.
- A repeated bed bug introduction by a student constitutes a risk to other students and staff. While bed bugs do not transmit disease, they are a health issue because they are blood-feeding, human parasites. Once established in a home they can cause physical and psychological symptoms, and present a significant economic investment to eradicate. These facts are also true at the school level. Repeated inspections and potential treatment by pest management professionals, anxiety, frustration and lost instructional time on the part of staff and administrative efforts constitute a serious cost both economically and in educational efficiency.

Bed bug infestations are not only an individual family and school concern, but are of concern for the entire community. Individuals and institutions have their respective responsibilities, but it is incumbent on the community itself to attempt to help its members, particularly those less fortunate, to address an infestation.

While the recommendations outlined above do not generally support exclusion of a student for bed bugs, in some cases this option may be needed to be considered for resolution of the situation. Exclusion alone will not solve a bed bug infestation, but may serve to prompt stronger or more effective measures at home. Building principals and directors should include the superintendent in the decision making process in particularly difficult cases. Other options in rare or extreme cases may include:

- Notifying Child Protective Services in instances of suspected neglect DCS should be notified in addition to other agencies if/when they are on board with some "community" effort.
- Notifying local truancy offices if the child, due to repeated infestation, is missing an excessive amount of school.

Decisions to act through Children's Protective Services or local truancy or prosecutor's offices should be a last resort. Every effort should be made to assist the family with control of bed bugs before taking this action.

Adapted from:

MICHIGAN MANUAL FOR THE PREVENTION AND CONTROL OF BED BUGS

Produced by the Michigan Department of Community Health and the Michigan Bed Bug Working Group

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

Students with disabilities who do not qualify for IDEA may be served within the regular education program with an accommodation plan developed by the school staff. Parents, who believe their child may have a disability that interferes substantially with the child's ability to function properly in school, should contact the Principal's Office.

**HOMELESS STUDENTS** Homeless students will be provided with a free and appropriate public education in the same manner as other students served by the Corporation. Homeless students are eligible to receive transportation services, participate in education programs for students with disabilities or limited English proficiency, participate in high ability programs, and receive meals under school nutrition programs. Homeless students will not be denied enrollment base on lack or proof of residency.

**STUDENT RECORDS** The teachers, counselors, and administrative staff keep many student records. There are two (2) basic kinds of records— directory information and confidential records. Directory information can be given to any person or organization for nonprofit making purposes when requested, unless the parents of the student restrict the information, in writing, to the Principal, not later than fourteen (14) days after the receipt of this handbook.

Directory information includes: a student's name; address; telephone number; date and place of birth; photograph; security videos; major field of study; participation in officially recognized activities and sports; height and weight, if a member of an athletic team; starting and ending dates of attendance; date of graduation; awards received; or any other information which would not generally be considered harmful or an invasion of privacy, if disclosed.

Confidential records contain educational and behavioral information that has restricted access based on the Family Education Rights and Privacy Act (FERPA)(See appendix). This information can only be released with the written consent of the parents, the adult student, or a surrogate. The only exception to this is to comply with state and federal laws that may require release without consent.

Included in the confidential records may be test scores, psychological reports, behavioral data, disciplinary actions, and communications with the family and outside service providers. The school must have the parents' written consent to obtain records from an outside professional or agency, unless otherwise provided by law. Confidential information that is in a student's record that originates from an outside professional or agency may be released to the parent through the originator and parents should keep copies of such records for their home file. Parents may also provide the school with copies of records made by non-school professional agencies or individuals.

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

The Corporation shall notify parents and students that they may request that the information not be released by the Corporation to the military recruiting representatives. This notification is to include the process necessary to request that the student not be identified to a military recruiter.

Students and parents have the right to review all educational records generated by the School Corporation, request amendment to these records, insert addendum to records, and obtain copies of such records. Copying costs may be charged to the requestor. If a review of records is wanted, please contact the

Principal's Office in writing, stating the records desired. The records will be collected and an appointment will be made with the appropriate persons present to answer any questions there may be.

**NUTRITION SERVICES** Our Nutrition Services Department requested an exemption for the Paid Lunch Equity Requirement and we were approved.

Children need healthy meals to learn. The Richland-Bean Blossom Community School Corporation offers healthy meals every school day. **Our breakfast is free for all students.** Our lunch program is offered daily at Elementary Schools for the regular price of \$2.55 and \$2.70 at the Secondary Schools. All Schools offer reduced lunches for \$.40. **For financial assistance please fill out the on-line free/reduced form on Harmony during registration.** You may also complete the form anytime during the course of the year to qualify. Click Eligibility Guidelines to see if you might qualify.

We do not accept cash or checks at the schools. We have a no-cash back policy and cashless lunch lines at all of our schools. Please prepay online in advance. Please always allow 24 hours for a payment to post. Our online payment is free, secure and convenient. Please be sure to "Set it and Forget it" at [www.myschoolbucks.com](http://www.myschoolbucks.com); you can view your student's account free of charge on this website as well. Please set up the new phone app and push emails for low balance notifications. Again, payments may take 24 hours to post, so please pay ahead or make sure to set up automatic payments with "Set it and Forget it". If you prefer to send a check, please mail to the name and address below or drop off at the RBBCSC Service Center.

Students will be provided with a complimentary meal that includes all 5 components of MyPlate if they do not have an account balance. We do not let our students go hungry. Also, Secondary students can check their balance prior to getting in line at our Check your Balance station.

Our cafeterias offer a variety of items daily. We offer all components of MyPlate with many whole grains, proteins, fresh fruit, an assortment of fruit cups, cooked and fresh veggies, 1% Milks for lunch, Strawberry, Chocolate or White Milk. We sell fruit, veggies and 2nd Lunches as A la Carte at Secondary Schools. We also have a vending machine at the Secondary Schools allowing students to purchase items on their account. Please send an email to Vickie Coffey at [vcoffey@rbbschools.net](mailto:vcoffey@rbbschools.net) if you would like ANY RESTRICTIONS on your

student's vending machine access. We do not offer snacks at our Elementary Schools. Students may purchase a milk only for \$.45. Please visit our Nutrition Services and Coordinated School Health page on our website at [www.rbcsc.k12.in.us](http://www.rbcsc.k12.in.us) Also, download our free menu app today with nutritional and allergen information at School Lunch by Nutrislice.

Thanks for helping us keep our students healthy,

**FIRE AND TORNADO DRILLS** The school complies with all fire safety laws and will conduct fire drills in accordance with state law. Specific instructions on how to proceed will be provided to students by their teachers who will be responsible for safe, prompt, and orderly evacuation of the building. A fire drill will be conducted once each month. Tornado drills will be conducted using the procedures prescribed by the state. Teachers will provide specific instruction on the appropriate procedure to follow in situations where students must be secured in their building rather than evacuated. A tornado drill will be conducted twice each semester. These situations can include a terrorist threat, a person in possession of a deadly weapon on school property, or other acts of violence.

**SAFE HARBOR DRILLS** Safe Harbor/Lockdown Drills are required once each semester by state law.

**EMERGENCY CLOSINGS AND DELAYS** Decisions concerning delays and school closings will normally be reported to area radio stations prior to 5:45 a.m. Delays will normally be for a two-hour period. Early dismissals will normally occur at the end of lunch periods if weather conditions permit. In the event of an early dismissal, area radio stations will be contacted as soon as possible. Parents should make plans for childcare in the event of early dismissal.

In addition to announcements on tv/radio stations, the School Corporation will send out a mass call through our Blackboard Connect System, maintain a School Schedule Status Information Line at 876- 9020 and post the status of the school schedule on the corporation website.

When weather conditions prevent a school bus from running certain roads in the morning, they will not be run in the afternoon and parents should plan accordingly. If parents take students to school in the morning, they will need to pick up the students at the end of the day.

If school must be closed or the opening delayed because of inclement weather or other conditions, the School Corporation will notify the following media: WTHR- CHANNEL 13, WTTV - CHANNEL 4, WISH- TV CHANNEL 8, WTIU - TV, RTV6, FOX – Channel 59, WCBK- 102.3 FM, WCLS- 97.7, and WGCL – 96.1 FM/1370 AM.

Parents and students are responsible for knowing about emergency closings and delays. Whenever a school is closed due to a calamity such as hazardous weather, utility failure and similar events, all school-sponsored activities are to be considered canceled until further notice or the resumption of school. In the event schools are closed for weather related reasons, all school events scheduled for any Richland-Bean Blossom school location on that date are to be canceled. In addition, no students should be present in any building for any reason. No practices, mandatory or voluntary, are to be held. When schools are closed on Friday, the Superintendent will determine if school events scheduled for the next day will be conducted.

If an activity has been scheduled to take place at another school corporation and if the host school will not reschedule the event, the Superintendent will determine the participation of students from this school corporation in those activities. Any deviation from this guideline requires the approval of the Superintendent.



**SPECIAL EDUCATION** The School Corporation provides a continuum of academic and social-emotional services for students qualifying for special education within the guidelines of the Individuals with Disabilities Education Act (IDEA) through the Forest Hills Special Education Cooperative with Spencer-Owen Schools. Further information regarding the special education services offered may be obtained by contacting the Director of Special Education at 876-6935.

## **SAFETY AND SECURITY**

- All visitors must report to the office when they arrive at school.
- All visitors are given and required to wear a building pass while they are in the buildings.
- Staff members are expected to question people in the building whom they do not recognize and who are not wearing a building pass, and to question people who are “hanging around” the buildings after hours.
- Students and staff are expected to immediately report to a teacher or administrator any suspicious behavior or situation that makes them uncomfortable.
- Outside doors are locked during the school day.
- Portions of the building that will not be needed after the regular school days are closed off.
- If a person wishes to confer with a member of the staff s/he should call for an appointment prior
- Students may not bring visitors to school without first obtaining written permission from the principal.

The Corporation may utilize video surveillance and electronic monitoring in order to protect Corporation property, promote security, and protect the health, welfare, and safety of students, staff, and visitors.

**VISITORS** - Visitors, particularly parents, are welcome at their child's School, as long as the visit does not interfere with the educational setting. Visitors must report to the office upon entering the School to sign in and obtain a pass. If a person wishes to confer with a member of the staff, s/he should call for an appointment prior to coming to the School in order to schedule a mutually convenient meeting time. Please refer to the RBBCSC Bylaws & Policies 9150 (9150F1) for further expectations and procedures.

**USE OF SCHOOL EQUIPMENT AND FACILITIES** Students must receive the permission of the teacher before using any equipment or materials in the classroom and the permission of the Principal to use any other school equipment or facility. Students will be held responsible for the proper use and safekeeping of any equipment or facility they are allowed to use.

**USE OF TELEPHONES** - School telephones are not to be used for personal calls. Except in an emergency, students will not be called to the office to receive a telephone call. Please refer to the student handbook from your child's school regarding the use of cellular phones.

**USE OF CELLULAR TELEPHONES AND ELECTRONIC DEVICES** - Possession of a cellular telephone or other electronic communication device (ECD) by a student is a privilege, which may be forfeited by the student if s/he turns it on, uses it or allows it to be visible during the school day or on school-sponsored trips. Prohibited uses of the cellular telephone or ECDs during specified times includes making and/or receiving calls, sending text messages, taking pictures and/or making recordings.

Students participating in extracurricular activities and athletics must contact their coach or sponsor for his/her rules involving cellular telephone or ECD use after school hours or on after-school bus trips. Coaches and sponsors will set their rules and enforce consequences involving the use and/or misuse of these devices.

Use of a cellular telephone or other ECD in an unauthorized manner or in violation of these rules may result in loss of this privilege, additional disciplinary action (e.g., warnings, parental notification and conferences, suspension, expulsion), confiscation of the cellular telephone and/or ECD. If a cellular telephone or ECD is confiscated, it will only be released/returned to the student's parent/guardian after the student complies with any other disciplinary consequences that are imposed and/or referral to law enforcement if the violation involves an illegal activity.

The Corporation is not responsible for the loss, theft, damage, or vandalism to student cellular telephones or ECDs as well as other student property. Students and parents are strongly encouraged to take appropriate precautions, if students are permitted to have cellular telephones or ECDs in their possession, to make sure the cellular telephone and ECDs are not left unattended or unsecured.

**ADVERTISING OUTSIDE ACTIVITIES** No posting of outside activities will be permitted without the approval of the Superintendent. A minimum of twenty-four (24) hours' notice is required to ensure that the Principal has the opportunity to review the announcement or posting.

**BAD CHECKS** When the Corporation receives a check from a student or parent that, when deposited, is returned marked "insufficient funds", the Superintendent shall provide an opportunity for the payer to make proper payment or to arrange for a satisfactory payment schedule. If payment is not received within sixty (60) days, the payment schedule is not adhered to, or the monies do not appear to be collectable, the School Board authorizes the Superintendent to take appropriate action including the assessment of a fee and/or court action against the student and/or parents.

**PLEDGE OF ALLEGIANCE/MOMENT OF SILENCE** In 2005, the State legislature passed a law requiring an opportunity for students to recite the Pledge of Allegiance and have a moment of silence in school. This opportunity is at the beginning of the school day. Any student or adult may decline to participate in recitation of the Pledge of Allegiance to the flag. Students and staff shall observe the moment of silence with no distracting display so that each student may, in the exercise of the students' individual choice, meditate, pray, or engage in any other silent activity that does not interfere with another student's exercise of choice.

## **SECTION II – ACADEMICS**

**FIELD TRIPS** Field trips are academic activities that are held off school grounds. There are also other trips that are part of the school's extra-curricular program. No student may participate in any school-sponsored trip without parental consent. All parents/guardians who wish to attend the field trip as a chaperone/volunteer must sign a volunteer release form and be subject to a criminal history check, according to corporation bylaws and policies, for the protection of all students and staff.

**GRADES (K-12)** Each school has a standard grading procedure, as well as additional notations that may indicate work in progress or incomplete work. The purpose of a grade is to indicate the extent to which the student has acquired the necessary learning and demonstrated proficiency toward the prescribed learning targets. In general, students are assigned grades based upon test results, homework, projects, and classroom participation. Each teacher may place a different emphasis on these areas in determining a grade and will so inform the students at the beginning of the course work. If a student is not sure how his/her grade will be determined, s/he should ask the teacher.

**Grading Periods** Students shall receive a report card at the end of each nine (9) week period indicating their grades for each course of study for that portion of the academic term. When a student appears to be at risk of failure, notification will be provided to the parents so they can talk with the teacher about what actions can be taken to improve poor grades.

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

**(Elementary – Junior High School)** Promotion to the next grade (or level) is based on the following criteria:

- Current level of achievement
- Potential for success at the next level
- Emotional, physical, and/or social maturity
- Age
- Prior retention
- Attendance

The Principal determines promotion or retention after consultation with parents and staff.

**(High School)** A student's progress toward graduation and receiving a diploma is determined by completing required coursework, earning the necessary credits and passing the Graduation Qualifying Examination requirement. There is no promotion, placement and retention at the high school level. Graduation is achieved when the necessary requirements are met or the student has completed the goals and objectives of an Individualized Education Plan (I.E.P.). It is the student's responsibility to keep in contact with his/her counselor and teachers to ensure that all requirements are being met. Information about credit and course requirements is available in the Guidance Office and a counselor will be pleased to answer any questions.

## **GRADUATION REQUIREMENTS**

**General, Core 40, Academic Honors or Technical Honors Diplomas:** In order to receive a diploma and graduate, a student must meet the state and the school's course credit requirements and either receive a passing score on the Graduation Qualifying Exam (Grades 11 and 12 only) required by the Indiana Department of Education, fulfill the requirements of the GQE waiver or fulfill the requirements of the new Indiana Graduation Pathways.

**Certificate of Course Completion** The Board shall award a certificate of course completion to a student who completes the minimum courses required by the school and state for high school graduation but does not meet the Graduation Qualifying Exam (Grades 11 and 12 only) requirements or the new Indiana Graduation Pathways requirements.

**Certificate of Completion** The Board shall award a certificate of completion to a student who is on a non-diploma track as determined by that student's Individualized Education Program.

**RECOGNITION OF STUDENT ACHIEVEMENT** Students who have displayed significant achievements during the course of the year are recognized for their accomplishments. Areas that may merit recognition include, but are not limited to, academics, athletics, performing arts, citizenship, and volunteerism. Recognition for such activities is initiated by the staff and coordinated by the Principal.

**HOMEWORK** The assignment of homework can be expected. Student grades will reflect the completion of all work, including outside assignments. Homework is also part of the student's preparation for proficiency tests and graduation. Homework will not be used for disciplinary reasons but only to enhance the student's learning.

**COMPUTER TECHNOLOGY AND NETWORKS** Before any student may enhance his/her school career through participation in the school's computer network, s/he and his/her parents must sign an agreement, which defines the conditions under which the student may participate. Failure to abide by all of the terms of the agreement may lead to termination of

the student's computer account and possible disciplinary action up to and including suspension from school and/or referral to law enforcement authorities.

**STUDENT ASSESSMENT (K-12)** To measure student progress, students will be tested in accordance with state standards and School Corporation policy. Preschoolers are assessed through the use of student portfolios correlated to Indiana's Early Learning Foundations.

Additional group tests are given to students to monitor progress and determine educational mastery levels. These tests are used to help the staff determine instructional needs.

Classroom tests will be used to assess student progress and assign grades. These are selected or prepared by teachers to assess how well the students have achieved specific objectives.

Vocational and interest surveys may be given to identify particular areas of student interest or talent. The guidance staff offers this service.

If necessary, intelligence tests, speech and language evaluations, individually administered achievement tests, and other special testing services are available to students needing these services.

College entrance testing information can be obtained from the Guidance office.

Depending on the type of testing, specific information and/or parent consent may need to be obtained. The school will not violate the rights of consent and privacy of a student participating in any form of evaluation.

## **SECTION III - STUDENT ACTIVITIES**

**SCHOOL-SPONSORED CLUBS AND ACTIVITIES** The school provides students the opportunity to broaden their learning through curricular-related activities. A curricular-related activity may be for credit, required for a particular course, and/or contain school subject matter.

The school has many student groups that are authorized by the school. It is the School Corporation's policy that the only authorized groups are those approved by the Board of School Trustees and sponsored by a staff member.

Extra-curricular activities do not always reflect the school curriculum, but are made available to students to allow them to pursue additional worthwhile activities.

All students are permitted to participate in the activities of their choosing, as long as they meet the eligibility requirements.

**NON SCHOOL-SPONSORED CLUBS AND ACTIVITIES** Non-school-sponsored student groups organized for religious, political, or philosophical reasons may meet during non-instructional hours. The application for permission can be obtained from the Principal. The application must verify that students are initiating the activity, attendance is voluntary, that no school staff person is actively involved in the event, that the event will not interfere with school activities and that non-school persons do not play a regular role in the event. School rules will still apply regarding behavior and equal opportunity to participate.

Membership in any fraternity, sorority, or any other secret society as prescribed by law is not permitted. All groups must comply with school rules and must provide equal opportunity to participate.

No non corporation-sponsored organization may use the name of the school or school mascot.

# **SECTION IV – STUDENT DISCIPLINE**

## **ARTICLE 1**

### **CONDITIONS WHICH FAVOR THE DEVELOPMENT OF GOOD SCHOOL DISCIPLINE**

#### **An adequate home which:**

- Assumes the primary responsibility for the discipline of the child.
- Assumes the responsibility of promoting punctuality and supplying appropriate tools and materials for the learning process.
- Assumes the responsibility of promoting school attendance on a regular, daily basis.
- Cooperates with school authorities and participates in conferences regarding the behavior, health, and academic progress of the child.
- Is aware of the child's responsibilities in the school as well as obligations in the community and establishes home conditions which are favorable to his or her success in school.
- Recognizes that school personnel must concern themselves primarily with group instruction and group behavior.
- Provides that the child is properly groomed and clothed before coming to school.

#### **A responsible student who:**

- Attends school on a regular, daily basis.
- Is punctual throughout the school day.
- Demonstrates respect and consideration for the personal and property rights of others and has an understanding of the need for cooperation with all members of the school and the community.
- Respects constituted authority, which includes not only compliance with school rules and regulations, but also conforms to the laws of the community, state, and nation.
- Has appropriate tools and materials and uses them in the proper manner for the learning process.

#### **A responsible school in which the professional staff:**

- Addresses the problem of absenteeism.
- Develops good rapport among the entire staff.
- Encourages the use of good guidance procedures, including interaction of appropriate school and/or community personnel with the home.
- Endeavors to involve the school in efforts to improve the quality of life in the community.
- Exhibits an attitude of respect for students and who have a positive influence in helping students develop good citizenship traits.
- Maintains an atmosphere conducive to good behavior and positive academic growth.
- Plans and implements a flexible curriculum using effective instructional practices to meet the needs of all students.
- Promotes effective discipline based upon fair and impartial treatment of all students.
- Strives to promote positive relationships and open communication with parent/guardian.
- Actively encourages parent/guardian involvement at school and within the school district at large.

**Richland Bean Blossom Community School Corporation is implementing C.L.A.S.S. (Connected Learning Assures Student Success)** in the elementary schools and is beginning to develop this model in the secondary level. C.L.A.S.S. is a model used to create successful schools with collaboration skills, brain research, and character education through all aspects of the school community through weaving climate, community, and curriculum together in positive and purposeful ways. The C.L.A.S.S. model teaches students to "Do the Right Thing" and "Treat People Right". The Lifelines assist staff define those phrases for students through

the incorporation of the Lifelines into daily instruction, climate, and community. The C.L.A.S.S. model helps to educate the whole child. By teaching students the traits and characteristics a person needs, our schools create a culture in the classroom and school community where there is an expectation for every student to “Do the Right Thing” and “Treat People Right.” Lifelines for appropriate social behavior are emphasized in all aspects of the school community so that the process to create a positive school culture and climate reduces incidents of problem behavior, thus providing maximum academic time for students and staff. Each building is at a different stage of implementation and will continue the process of establishing expectations that will create a positive environment for all students to learn.

## ARTICLE 2

### STUDENT RIGHTS AND RESPONSIBILITIES

#### STUDENT RIGHTS

- Each student has the right to pursue an education and to receive maximum benefit of classroom instruction.
- Each student has the right to express opinions orally or in writing.
- Each student has the right to express their personality through dress that follows the dress code guidelines under Article 18 of this handbook.
- Each student has the right to expect that the school will be a safe place for all students to gain an education.
- Each student has the right to expect to assist in making decisions concerning his/her own educational goals.
- Each student has the right to be represented by an active student government selected by free school elections (optional at elementary and middle school level).
- In cases of suspensions and expulsions, the student who is disciplined has the rights provided by the *Indiana School Code*, Constitutional due process, and the Policies and procedures adopted by Richland Bean Blossom Community School Corporation. If student witnesses testify in a disciplinary case, their names shall not be made public unless required by law.
- Each student has a right to make up missed work, assignments, and tests after an excused absence from school.
- No student shall be required, as part of any applicable program, to submit to a survey, analysis or evaluation that reveals information concerning:
  1. political affiliations;
  2. mental and psychological problems potentially embarrassing to the student or his family;
  3. sexual behavior and attitudes;
  4. illegal, anti-social, self-incriminating, and demeaning behavior;
  5. critical appraisals of other individuals with whom respondents have close family relationships;
  6. legally recognized privileged or analogous relationships, such as those of lawyers, physicians, and ministers; or
  7. income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program), without the prior consent of the student (if the student is an adult or emancipated minor), or in the case of an unemancipated minor, without the prior written consent of the parent.

Legal Reference: 20 U.S.C. 1232h, *Protection of Pupil Rights*

## **STUDENT RESPONSIBILITIES**

- Each student must not hamper any other student from pursuing an education. Students must be punctual to class, have the appropriate materials for the instruction to be received, and not be disruptive to the educational process.
- Each student must express opinions and ideas in a manner that respects the rights of others and the School District.
- Each student must dress so as to meet recognized standards of health and safety and not to the detriment of the educational process.
- Each student must be aware of all rules and expectations regulating student behavior and conduct and must follow the guidelines established in this code.
- Each student must participate positively in learning situations.
- Each student may take an active part in student government by running for office, by conscientiously voting for the best candidates, or by making the student's concerns known to the administration through the student's representatives.
- Each student must be willing to volunteer information in disciplinary cases should the student have knowledge of importance in such cases.
- Each student is responsible for contacting the teacher upon returning to school for setting a reasonable date with the teacher to make up missed work.
- Each student has the responsibility to contact the nearest adult, who may be a teacher, lunch monitor, bus driver, etc., when an act of intimidation occurs. When a student reports an act of intimidation, the staff member is responsible for making the appropriate administrator aware of the problem.

## **ARTICLE 3**

### **DEFINITIONS OF RULES AND REGULATIONS**

#### **Each student shall be expected to:**

- Abide by national, state, and local laws as well as the rules of the school;
- Respect the civil rights of others;
- Act courteously to adults and fellow students;
- Be prompt to school and attentive in class;
- Work cooperatively with others when involved in accomplishing a common goal regardless of the other's ability, gender, race, or ethnic background;
- Complete assigned tasks on time and as directed;
- Help maintain a school environment that is safe, friendly, and productive.

Students have the responsibility to ensure that their behavior does not threaten the safety and well-being of others when self-discipline fails, regulations for the management of school behavior, including those adopted by the School Board of Trustees for each individual school, must be enforced by those directly responsible for the operation of the schools. School staff members will make every effort, individually, collectively, and cooperatively, with appropriate available community resources, to help each student gain acceptable self-discipline standards. The School Board of Trustees has this legal responsibility according to the *Indiana School Code*.

### **STUDENT BEHAVIOR STANDARDS**

The Board of School Trustees has adopted the following standards for student misconduct.

#### **These standards are applicable to students:**

- On school property at any time;
- During and immediately before and after school activity at any location;
- Traveling to and from school, or to a school activity.

**Standards students may be disciplined by suspension or expulsion for include, but are not limited to the following and have been further defined in Article 4:**

- Knowingly interfering with school purposes or inducing another student to do so; (false fire alarms, bomb threats or calls to falsely report a dangerous condition) (**False Alarms; False Informing**)
- Stealing or damaging school property or property of another person; (**Theft; Vandalism**)
- Knowingly causing bodily harm to another person; (**Battery; Fighting/ Physical Aggression; Physical Attack**)
- Threatening another person with bodily injury; (**Threatening/ Harassment/ Intimidating Acts; Bullying**)
- Possessing, storing, making or using a firearm or any other object that is readily usable as a weapon or is dangerous to others (such as fireworks or look-alike items); (**Weapon; Fireworks or Explosives**)
- Possessing or providing a drug or any type of drug-related paraphernalia; (**Drugs and Drug Paraphernalia; Look-Alikes**)
- Possessing or providing any substance or any type of drug-related paraphernalia represented to be a drug or paraphernalia; (**Drugs and Drug Paraphernalia; Look-Alikes**)
- Possessing or providing an alcoholic beverage; (**Alcohol**)
- Consuming or being under the influence of a drug or alcohol except as authorized by prescription; (**Alcohol; Unlawful Drugs and Behavior Altering substances/ Look-Alikes and Drug Paraphernalia**)
- Possessing or providing tobacco or any tobacco product; (**Use/Possession of Tobacco (including smoking paraphernalia, and E-cigarettes)**)
- Possessing vaping/juul/electronic products during the school day or at any activity where the school has jurisdiction. Students are not to possess, smoke, vaping/juul/electronic or imitation cigarettes in the building or on school grounds. This includes the time immediately before and after school. With any violation of the vaping/juul/electronic policy the school may call the police and have them enforce the state and or local fines. (**VAPING/JUUL/ELECTRONIC SMOKING**)
- Knowingly failing to report to scheduled assignment without permission or acceptable excuse; (**Insubordination**)
- Failing or refusing to comply with directions of an adult supervising a class or school activity; (**Insubordination**)
- Directing unwelcome statements, communications, or conduct of a sexual nature to another person; (**See Harassment definition in Article 14**)
- Materially altering any school document such as a hall pass; (**Forgery; Misrepresentation**)
- Violating Indiana or federal law; (**Unlawful Acts**)
- Leaving a school activity or school property without prior approval of a teacher or supervising adult; (**Unauthorized Area**)
- Cheating on an academic assignment such as a test or homework, or knowingly assisting another student in cheating; (**Academic Dishonesty/ Plagiarism**)
- Attempting or conspiring with another person to violate any student behavior standard; (**Inciting Others to Violence or Disobedience**)
- Making plans or conspiring to cause harm to any person or school property. (**Inciting Others to Violence or Disobedience; Physical Attack**)
- Harassing another student; (**Harassment; Sexual Harassment; Bullying**)
- Use of an object as a weapon used to threaten, harm, or harass another may be considered a weapon. This includes but is not limited to padlocks, pens, pencils, laser pointers, jewelry and so on. Intentional injury to another can be a felony and/or a cause for civil action. This violation may subject a student to expulsion. (**Unlawful Activity; Threatening/Harassing/Intimidating Acts; Physical Attack**)
- Knowledge of Deadly or Dangerous Weapons or Threats of Violence: Because the Board believes that students, staff members, and visitors are entitled to function in a safe school environment, students are required to report to the Principal knowledge



of deadly or dangerous weapons or threats of violence. Failure to report such knowledge may subject the student to discipline.

- Bullying-Harassment and/or Aggressive Behavior towards any school employee, student or school visitor. Bullying as defined in State law means overt, repeated acts or gestures, including verbal or written communications transmitted, physical acts committed, or any other behaviors committed by a student or group of students against another student with the intent to harass, ridicule, humiliate, intimidate, or harm the other student. This type of behavior is a form of harassment, although it needs not be based on any of the legally protected characteristics, such as sex, race, color, national origin, marital status, or disability. It would include, but not be limited to, such behaviors as stalking, intimidating, menacing, coercion name-calling, taunting, making threats, and hazing. (**Bullying; Harassment; Physical Aggression**)

Any student who believes s/he has been or is currently the victim of bullying should immediately report the situation to the building principal or assistant principal, or the Superintendent. The student may also report concerns to a teacher or counselor who will be responsible for notifying the appropriate administrator or Board official. Complaints against the building principal should be filed with the Superintendent. Complaints against the Superintendent should be filed with the Board President.

Every student is encouraged, and every staff member is required to report any situation that they believe to be bullying behavior directed toward a student. Reports may be made to those identified above.

#### **ENFORCEMENT OF BEHAVIOR STANDARDS**

The standards will be enforced by school administrators, teachers, instructional assistants, bus drivers, or any other adult authorized by the school to supervise students.

The objectives of the enforcement of these standards are:

- To protect the physical safety of all persons and prevent damage to property;
- To maintain an environment in which the educational objectives of the school can be achieved;
- To enforce and instill the core values of the School Corporation and its school community.

The nature and extent of any discipline utilized to enforce student behavior standards will be determined by:

- The nature and extent of any potential or actual injury, property damage, or disruption;
- The student's prior disciplinary history and the relative success of any prior corrective efforts;
- The willingness and ability of the student and the student's parents to participate in any corrective action;
- The interest of other students in the school in a school environment free from behavior that violates the school's behavior standards;
- Any other aggravating or mitigating factor or circumstance that should be considered.

**DISCIPLINE** It is important to remember that the school's rules apply going to and from school, at school, on school property, at school-sponsored events, and on school transportation. In some cases, a student can be suspended from school transportation for infractions of school bus rules. The Board has also extended the authority for school administrators to impose discipline for unlawful activity by students that occurs on or off school property if the activity interferes with school purposes or the educational function of the school. This authority applies to unlawful activity that may occur on weekends, holidays, and other school breaks including summer recess.

Ultimately, it is the Principal's responsibility to keep things orderly. In all cases, the school shall attempt to make discipline prompt and equitable and to have the punishment match the severity of the incident.

## **INFORMAL AND FORMAL DISCIPLINE**

**Informal Disciplinary Measures** The superintendent, principal, any administrative personnel, or any teacher of the school district shall be authorized to take reasonable action in connection with student misbehavior. Reasonable action may include, but are not limited to:

- Assigning students alternative work;
- Counseling with a student or group of students;
- Meeting with a parent/guardian or group of parents;
- Rearranging class schedules;
- Requiring a student to remain after regular school hours for discussion with the teacher;
- Restricting extracurricular activities;
- Detention: Students may be detained before or after school for a disciplinary measure. This includes students transported by school bus. A reasonable attempt shall be made to contact the parent or guardian. All students shall be given advance written notice of detentions with the responsibility of informing their parent or guardian of the detention. Elementary and middle school students shall serve the detention the day following the offense or at a date determined as appropriate by the teacher. High school students shall serve the detention on the day assigned by administration.

**Formal Disciplinary Measures** Formal discipline removes the student from school. It includes suspension for up to ten (10) school days and expulsion for the remainder of a semester or longer.

- **Gross Disobedience and Misconduct:** The School Board of Trustees defines gross disobedience or misconduct to include any behavior which is of such egregious nature as to constitute, on its face, gross disobedience or misconduct. Gross disobedience or misconduct also is any conduct, behavior, or activity, as defined by the School Board of Trustees in its policies, which causes, or may reasonably cause school authorities to forecast substantial injury or disruption or material interference with school-related activities or the rights of other students or school personnel or risk of the same. Gross disobedience or misconduct may occur on school grounds, on a school bus or at a school activity or activity reasonably related to the school. It may also occur in a situation other than on school grounds or at a school-related activity, provided, however, that direct relationship exists between the conduct of the student and school's educational function.
- **Referral to Office:** The teacher, as soon as possible, will report in writing to the principal's duly authorized agent, the circumstances leading to the removal of the student from class.
- **Dismissal Pending Parent Conference** (Exclusion from school pending parent conference.): Parent/guardian shall be notified of the dismissal. An immediate effort shall be made to contact the parent/guardian by telephone on the day the dismissal is issued to notify the parent/guardian of the dismissal and to schedule a conference with the principal/teacher before the student is reinstated. The telephone call shall be confirmed in writing. Any days that the student is absent shall be unexcused absences. If a parent/guardian has not scheduled a conference within one day of the dismissal, the Corporation may initiate suspension procedures. A parent conference does not negate the punishment.
- **Suspension:** Suspension is a temporary exclusion of a student from school, from riding the school bus, or from a class or classes, for a period of time not to exceed 10 consecutive school days for safety reasons. In the case of a suspension at all levels,

appropriate school personnel must have contact with parent/guardian. If an emergency day(s) occurs during the suspension causing the district to cancel school, the suspension days will change to reflect the days the school was not in session. Suspension days are counted for the days schools are in session.

- **Expulsion:** The term "expulsion" means disciplinary action taken by the Superintendent, Principal, or Assistant Principal whereby a student:
  1. Is separated from school attendance and related activities for a period more than 10 school days.
  2. Is separated for the balance of the then current semester, current year and/or up to two calendar years.

At the discretion of the Superintendent, such student may be permitted to complete required examinations in order to receive credit for courses taken in the then current semester or current year.

## **OTHER DEFINITIONS OF RULES AND REGULATIONS**

**PERSONAL COMMUNICATION DEVICES:** It is the intention of the School Board of Trustees to provide a safe and secure learning environment for the students in its schools and to limit the possession and use of the electronic signaling and cellular radio telecommunication devices (specifically cellular phones) which might adversely affect student welfare and safety and the educational environment.

During the school day, electronic signaling and cellular radio telecommunication devices must be stored out of sight in the "off" mode or unable to transmit or receive communication. Modes of operation such as silent vibrating or text messaging are considered unacceptable. Use of electronic signaling and cellular radio telecommunication devices is limited to lunch time, after school hours and in emergency situations where a teacher or administrator approves the use of the device.

The use of cell phones or electronic devices with cameras is prohibited in locker rooms, classrooms, bathrooms and or swimming pools. School administration assumes no responsibility for devices that are damaged, lost or stolen.

A student shall not use electronic signaling or cellular radio telecommunication devices for inappropriate, illegal, or disruptive activities at any time on school property or at a school event. This prohibition includes the act of sexting. Sexting shall be defined as the act of sending sexually explicit photos or messages electronically, primarily via cell phones and/or the internet (Please see pages 27, 38, 39 of this handbook for more information on the act of sexting and the disciplinary consequences for engaging in this conduct.).

Any student found to be in violation of this Policy shall be disciplined consistent with the Board's general disciplinary policies and procedures. Disciplinary measures may include such measures as verbal warnings, confiscation of the communications device by an administrator, counseling, withholding of privileges, detention, suspension, and/or expulsion. Pursuant to the Criminal Code, an electronic signaling or cellular radio telecommunication device which is used or possessed in violation of this Policy or the Indiana Criminal Code, or which is evidence of such an offense, may be seized by an administrator and delivered to the appropriate law enforcement agency.

Legal Reference: IC 20-33-8-8; IC 20-33-8-12; IC 35-31.5-2-110

### **REFERRAL OF HABITUAL TRUANTS:**

Chronic truants and their parent/guardian will be referred to the Monroe County Probation Office for prosecution under the Indiana statutes. As defined by the *Indiana School Code*, a habitual truant is a student who has been absent without a valid cause from school for 10 or more of the previous 180 regular attendance days.

Legal Reference: IC 20-33-2-11

**SEARCHES:** Public school students do possess a clearly established constitutional right to be free from unreasonable searches and seizures. (1) However, school officials may search students when they have "reasonable suspicion in light of all circumstances" to do so. (2) That

is, there must be reasonable grounds to believe that the search will reveal a violation of school rules or produce evidence of unlawful activity. The issue of police involvement should be determined by the nature of the time involved (e.g., an illegal weapon) or the extent of the situation. Involving law enforcement authorities requires a higher standard of suspicion; that is, there must be probable cause to search. There is no expectation of privacy for students' lockers, locker contents and auto vehicles/vehicle drivers on school property. The principal/designee may search these at any time.

Legal Reference: IC 20-33-8-32

**SECLUSION AND PHYSICAL RESTRAINT:** The School Board of Trustees bears the responsibility of protecting the safety, health, and welfare of the students, staff, and property of the School District and maintaining a safe and orderly environment for learning. Therefore, it may be necessary at times to physically restrain or physically remove a student into an isolated time out setting when the student's conduct affects the well-being of the students. It is the policy of this district to implement isolated time out and physical restraint procedures by trained staff as a means of maintaining a safe and orderly learning environment to the extent such procedures are necessary to preserve the safety of the students, staff or others. Neither isolated time out nor physical restraint procedures shall be used as a form of punishment when administering discipline to an individual student.

Legal Reference: IC 20-20-40-5; IC 20-20-40-13

**UNEXCUSED ABSENCE:** The term "unexcused absence" means any absence that does not meet the terms found in the *Indiana School Code* or with the policies of the school district for absence for valid cause. For such absences that are declared unexcused by appropriate school officials, the student shall receive a grade of zero for all missed work during the unexcused absentee period. Please refer to examples of unexcused absences under Article 13.

**VALID CAUSE FOR ABSENCE:** "Valid cause" for absence shall be authorized for religious holidays, illness, death in the immediate family, verifiable medical or dental appointments, court appearances, pre-approved college visits, and pre-approved family vacations.

## ARTICLE 4

### EXAMPLES/DEFINITIONS OF DISCIPLINARY INFRACTIONS

The following are examples but are not the only acts for which disciplinary actions are warranted, nor do they in any way limit this policy as is provided under the Guidelines for Determining Penalties in Article 5.

- **Academic Dishonesty/Plagiarism:** The willful act of obtaining, using, giving, or attempting to obtain, use, or give information in a fraudulent manner or any other deliberate violation of an academic rule. For example, the act of willfully taking the ideas, writing, etc., from another and passing them off as one's own.
- **Alcohol:** Liquids containing any intoxicating agent including, but not limited to, ethanol.
- **Arson:** The willful burning or destruction, attempt to burn or destroy, or articulated plans or threats to burn or destroy any District property through the use of fire, an explosive device, or any other combustion-type weapon capable of property destruction.
- **Assault and Battery:** Any unlawful touching of another, which is without justification or excuse. The two offenses differ from each other in that battery requires physical contact of some sort (bodily injury or offensive touching), whereas assault is committed without physical contact.
- **Bullying:** The repeated use of physical conduct, verbal, social-relational, or electronic or written communications intended to psychologically injure, harass, humiliate, coerce, or intimidate another person.

- **Cell Phone Violation:** Use of electronic or telecommunication devices, which include, but are not limited to, pagers and cellular telephones. Electronic signaling and cellular radio telecommunication devices must be stored out of sight in the “off” mode or unable to transmit or receive communication.
- **Disrespect:** To call derogatory names, dishonor, or in other manner abuse verbally or in writing any member of the school staff or student body.
- **Disruption:** Any act, attempt, or articulated plan or threat that interferes with or disturbs the educational process or setting.
- **Dress Code Violation:** The manner of dress not acceptable by the School Board of Trustees for students as outlined in the Uniform Standard of Dress for each school.
- **Excessive Tardiness and/or Late Arrival:** The act of lateness to school, class, homeroom, or any other part of the student's schedule.
- **Failure to Serve a Detention:** The act of not serving an assigned detention.
- **False Alarms:** The activation or attempting to activate a fire alarm or sprinkler system or making or attempting to make a false report, either written or oral, regarding a fire, bombing, or other catastrophe.
- **False Informing:** The act of reporting incidents or making accusations or giving testimony to school personnel, which would affect the welfare of others or interferes with the educational process that are known to be untrue or reasonably should have been known to be untrue at the time they were made.
- **Fighting/Physical Aggression:** Aggressive, hostile bodily contact with students and/or adults.
- **Fireworks or Explosives:** Possession, use, sale, or attempted use or sale of fireworks explosives, or items capable of, or intended to, produce combustion, or concussion damage.
- **Forgery:** The act of falsely using, in writing, the name of another person, or falsifying times, dates, grades, addresses, or other data on school forms.
- **Gang Activity:** A gang is an organized group of two or more persons, some of whom may be students, whose purpose, at least in part, is to exhibit or display intimidation, or threatening behavior toward others; to inflict physical injury or violence on any person (assault); to commit vandalism, extortion, or theft; to promote gang presence through display of gang symbols, graffiti or colors; to commit illegal acts; to violate school rules regarding gangs or solicitation of other students to further gang goals or activities; or to engage in any other course or pattern of criminal activity or the attempt to engage in any of the above conduct.
- **Harassment:** Any speech or action that creates a hostile, intimidating, or offensive learning environment.
- **Hazing:** Hazing includes the performance of any act by a student for the purpose of induction or admission into any group, organization, or society associated or connected with the school district if the act is not sanctioned or authorized by the school district.
- **Horseplay:** A rough or boisterous act that may reasonably lead to property damage and/or personal injury.
- **Inciting Others to Violence or Disobedience:** Encourage or attempt to encourage others to demonstrate or protest which disrupts or may reasonably lead to disruption of the educational process, through written or spoken words, or actions.
- **Indecency in Behavior or Appearance:** The act of offending against commonly recognized standards of health, safety, or propriety (including but not limited to necking, petting, fondling, and passionate kissing).
- **Insubordination:** The willful failure to respond or carry out a reasonable request by authorized school personnel at an overt level.
- **Misrepresentation (Identity theft):** The act of false identification of a student related to any school activities.
- **Obscenity/Unacceptable Language:** Conduct or language which is socially inappropriate due to the maturity level of the students, including but not limited to

material that is pornographic, pervasively lewd and vulgar, or contains indecent or vulgar language.

- **Physical Attack:** Causing or attempting to cause physical injury, including sexual assault, to any student or other person on or off school property, which includes school sponsored events.
- **Sexual Assault:** The term is commonly identified as “rape” and involves threatened force, attempts at or actual sexual contact, bodily harm, or threats of bodily harm.
- **Sexual Harassment:** The act of sexual harassment, whether verbal, non-verbal, or physical.
- **Sexual Misconduct (including sexting):** Willingly engaging in a sexual act on or near school property, including at any activity under school sponsorship. Incidents of sexting may also apply as sexual misconduct.
- **Sexting:** is the act of creating, sending or receiving sexually explicit images or audio and/or video messages electronically, via cell phone, computer, internet or other electronic device with or without consent of the individual who is subject of the images or messages. Sexting shall also include possessing or storing such images and messages on such electronic devices or in an electronic storage site on the internet, with or without the consent of the individual who is subject of the photograph.
- **Shakedown and/or Strong Arm:** Extorting or attempting to extort money or other property of value by force, intimidation, coercion, or illegal means.
- **Theft:** Taking or attempting to take the property of another without consent; the possession of stolen property having knowledge or should have had knowledge that the property was stolen; exerting and/or retaining unauthorized control over the property of another with intent to permanently deprive.
- **Threatening/Harassing/Intimidating Acts:** The use of aggressive or assertive words, either written or oral, or actions intended to threaten, injure, provoke, incite, coerce, intimidate, or harass another person, or damage District property or property of another.
- **Truancy:** The act of unauthorized absences for any portion of the day from school, class, study hall, or any other part of the school day. Unauthorized absences are cumulative by the number of incidents or by unauthorized absences in an individual class.
- **Unauthorized Area:** The act of entering, attempting to enter, being in or about any school building or property (with or without force), or in specifically restricted areas of a school building or property at unauthorized times or without the specific authorization of the school's personnel. This may include any rooms, vehicles, and personal property in or on school property.
- **Unlawful Drugs and Behavior Altering Substances/Look-Alikes and Drug Paraphernalia:** Possession, use, or sale, or attempted use or sale of any controlled substance, cannabis (including medical marijuana), alcohol, or look-a-like on District property or at a school sponsored event. This includes any device used in or with the consumption of unlawful drugs and behavior altering substances/look-alikes.
- **Use/Possession of Tobacco (including smoking paraphernalia, and E-cigarettes):** Exercise of control or consumption of cigarettes, e-cigarettes, cigars, pipes, or smoking tobacco in any other form, including smokeless or "chewing" tobacco.
- **Vandalism:** Destroying, damaging, or attempting or threatening, either written or oral, to destroy or damage District property or property at a school sponsored event.
- **Weapon/Look-Alike:** The act of possessing, using, or threatening to use any weapon. The term “weapon” means possession, use, control, or transfer of any object which may be used to cause bodily harm, including but not limited to knives, guns, firearms, rifles, shotguns, brass knuckles, billy clubs, mace, pepper spray, or look-alike thereof. Such items as baseball bats, bottles, locks, pencils, and others may be considered weapons if used or attempted to be used to cause bodily harm.

## ARTICLE 5

### GUIDELINES FOR DETERMINING CONSEQUENCES

The School Board of Trustees has approved the following guidelines for determining the length of penalty time for various infractions. Any violation of federal, state, or local law will be promptly reported to the appropriate law enforcement authorities.

- These examples are not the only acts or conditions for which disciplinary actions are warranted, nor do they in any way limit this policy.
- Subsequent cases of the same offense or cumulative offenses may result in more severe disciplinary action.
- Physical attack upon any person may be grounds for expulsion from school.
- Expulsion may be levied on any student who is found to be carrying a weapon to, from or within the Richland Bean Blossom Community School Corporation or to, from or in attendance at any school sponsored activity.
- Any student who has initiated, or taken part in any act of vandalism or arson as described in this policy handbook may be expelled. Further, it shall be the policy of this School Board of Trustees to seek to recover damages from the parent/guardian of any minor, or from any person who has initiated, or taken part in any act of vandalism as described in this policy.
- These guidelines apply to all school sponsored activities.
- In order to facilitate education and safety in schools and allow a safe learning environment for all, the District has developed the following discipline level system. The structure of this level system serves as a guide only and the list of offenses contained therein is not exclusive. Authorized district personnel, in their discretion, have the authority to increase the level of discipline or decrease the level of discipline from any guideline based on individual circumstances.

The School Board of Trustees has determined that a student may be suspended or expelled from school for any act or behavior that is of such a nature as to constitute gross disobedience or misconduct. Such gross disobedience or misconduct includes, but is not limited to, any conduct, behavior, or activity that causes, or may reasonably cause, school authorities to forecast substantial injury or disruption or material interference with school-related activities or the rights of others in addition to the examples listed below.

Gross disobedience or misconduct may occur on school grounds, on a school bus, or at a school activity or involve activity reasonably related to school. It may also occur in a situation other than on school grounds or at a school-related activity, provided that a reasonable relationship exists between the conduct of the student and a potential impact on the school, its processes, or student environment.

**DISCIPLINE GUIDELINES**

**LEVEL I BEHAVIOR OFFENSES**

	Elementary	Junior High	High School
Theft	<p>First Offense: Up to 10 days out-of- school suspension.</p> <p>Parent/guardian notified and may lead to a referral to the School Board of Trustees for expulsion.</p>	<p>First Offense: Up to 10 days out-of-school suspension.</p> <p>Parent/guardian notified and may lead to a referral to the Board of Education for expulsion.</p>	<p>First Offense: Up to 10 days out-of- school suspension.</p> <p>Parent/guardian notified and may lead to a referral to the School Board of Trustees for expulsion.</p>
Academic Dishonesty/ Plagiarism	<p>First Offense: Warning. Zero for assignment and parent/guardian notified.</p> <p>Second Offense: Detention up to 30 minutes and zero for assignment.</p> <p>Third Offense: Dismissal pending parent conference. Zero for assignment.</p>	<p>First Offense: Counseling regarding academic integrity and possible reassignment of work in a new form.</p> <p>Second Offense: No reassignment of work and no opportunity for extra credit. Possible zero for assignment.</p> <p>Third Offense: See Level II</p>	<p>First Offense: Counseling regarding academic integrity and possible reassignment of work in a new form.</p> <p>Second Offense: No reassignment of work and no opportunity for extra credit. Possible zero for assignment.</p> <p>Third Offense: See Level II</p> <p>Repeated Offenses: See Level III</p>
Disrespect	<p>First Offense: Dismissal pending parent conference.</p> <p>Second Offense: Up to three days out- of- school suspension.</p> <p>Repeated Offenses: Third and subsequent violations may lead to suspension of up to five school days.</p>	<p>Level II</p>	<p>Level II</p>



Disruption	<p>First Offense: Conference with classroom teacher and/or appropriate administrator and parent/guardian contacted by teacher and/or administrator.</p> <p>Second Offense: 30 minute detention and zero for disturbing class. Parent/guardian notified.</p> <p>Third Offense: 30 minute detention. Parent conference required.</p> <p>Fourth Offense: Dismissal pending parent conference.</p> <p>Repeated Offenses: Fifth and subsequent violations will result in up to 10 days out-of-school suspension.</p>	<p>First Offense: Conference with classroom teacher and/or appropriate administrator either before or after school and parent/guardian contacted by teacher</p> <p>Second Offense: 45 minute detention and zero for disturbing class. Parent/guardian notified by administration.</p> <p>Third Offense: 45 minute detention and zero for disturbing class. Parent conference required.</p> <p>Fourth Offense: Dismissal pending parent conference and zero for missed classes.</p> <p>Repeated Offenses: Fifth and subsequent violations will result in up to 10 days out- of-school suspension.</p>	<p>First Offense: Conference and 30 minute detention; parent/guardian notified by teacher.</p> <p>Second Offense: Conference and Thursday School detention; zero for the class; parent/guardian notified by administration</p> <p>Third Offense: Conference and assigned to Intervention Program; zero for the class; parent/guardian notified by administration</p> <p>Fourth Offense: Up to five days out- of-school suspension.</p> <p>Repeated Offenses: Fifth and subsequent violations will result in student being dropped from class with an F, up to a 10 day out-of-school suspension and/or recommendation for expulsion.</p>
Disruption in Assigned Detention	<p>First Offense: Dismissal pending parent conference.</p> <p>Second Offense: Up to three days out- of-school suspension.</p> <p>Repeated Offenses: Third and subsequent violations may lead up to five days out-of-school suspension.</p>	<p>First Offense: Dismissal pending parent conference.</p> <p>Second Offense: Up to five days out-of-school suspension.</p> <p>Repeated Offenses: Third and subsequent violations may lead up to 10 days out-of-school suspension.</p>	<p>First Offense: Dismissal pending parent conference.</p> <p>Second Offense: Up to five days out- of-school suspension.</p> <p>Repeated Offenses: Third and subsequent violations may lead up to 10 days out-of-school suspension.</p>

Dress Code Violation	<p>First Offense: Warning notification</p> <p>Second Offense: Phone call to parent.</p> <p>Third Offense: Dismissal pending parent conference.</p> <p>Fourth Offense: Dismissal pending parent conference.</p> <p>Fifth Offense: One-day suspension from school.</p> <p>Sixth Offense: Up to three days out-of-school suspension.</p> <p>Repeated Violations: Up to three days out-of-school suspension.</p>	<p>First Offense: Warning and phone call to parent</p> <p>Second Offense: Dismissal pending parent conference</p> <p>Third Offense: Thursday School detention</p> <p>Fourth Offense: Assignment to In-School Suspension for one day</p> <p>Fifth Offense: One-day suspension from school</p> <p>Repeated Violations: Three days out-of-school suspension.</p>	<p>First Offense: Warning; required to be compliant before returning to class</p> <p>Second Offense: Required to be compliant before returning to class; 30 min detention</p> <p>Third Offense: Thursday School detention</p> <p>Fourth Offense: Assignment to In-School Suspension for one day</p> <p>Fifth Offense: Up to three days out-of-school suspension</p> <p>Repeated Violations: Three days out-of-school suspension.</p>
Failure to Serve Detention	Students who fail to serve a detention will receive a dismissal pending parent conference. If the detention is still not served and/or the issue not resolved at the parent conference, the student may be suspended one day.	Students who fail to serve a detention will receive a dismissal pending parent conference. If the detention is still not served and/or the issue not resolved at the parent conference, the student may be suspended one day.	Students who fail to serve a detention will receive a Thursday School detention. If the Thursday School detention is not served and/or the issue not resolved, the student may be suspended one day.
Fighting/Physical Aggression	<p>First Offense: Dismissal pending parent conference. Depending on severity of the behavior, up to three days out-of-school suspension.</p> <p>Second Offense: Up to five days out-of-school suspension.</p> <p>Repeated Offenses: Up to 10 days out-of-school suspension and</p>	Level II	Level II

	may lead to a referral to the School Board of Trustees for expulsion.		
Misrepresentation (Identity Theft)	<p>First Offense: Detention. Parent/guardian notified.</p> <p>Second Offense: Dismissal pending parent conference.</p> <p>Repeated Offenses: Third and subsequent violations may lead up to five days out-of-school suspension.</p>	<p>First Offense: Dismissal pending parent conference.</p> <p>Second Offense: Up to five days out-of-school suspension.</p> <p>Repeated Offenses: Third and subsequent violations may lead up to 10 days out-of-school suspension.</p>	<p>First Offense: Up to five days out-of-school suspension.</p> <p>Repeated Offenses: Second and subsequent violations may lead up to 10 days out-of-school suspension.</p>
Unlawful Activity	<p>First Offense: Warning. Second Offense: Dismissal pending parent conference.</p> <p>Repeated Offenses: Third and subsequent violations may lead up to three days out-of-school suspension.</p>	<p>First Offense: Up to 10 days out-of-school suspension and parent conference.</p> <p>Repeated Offenses: Second and subsequent violations may lead up to ten days out-of-school suspension and possible request for expulsion.</p>	<p>First Offense: Up to 10 days out-of-school suspension. Parent/guardian notified and may lead to a request for expulsion.</p> <p>Repeated Offenses: Second and subsequent violations may lead up to 10 days out-of-school suspension and request for expulsion.</p>
Hazing	<p>First Offense: Up to 10 day out-of-school suspension</p> <p>Second Offense: Second and subsequent violations may lead up to 10 days out-of-school suspension. Parent/guardian notified and may lead to a referral to the School Board of Trustees for expulsion.</p>	Level II	Level II

Horseplay	<p>First Offense: Dismissal pending parent conference.</p> <p>Second Offense: Up to three days out- of-school suspension.</p> <p>Repeated Offenses: Third and subsequent violations may lead up to 10 days out-of-school suspension.</p>	<p>First Offense: Dismissal pending parent conference.</p> <p>Second Offense: Up to five days out-of-school suspension.</p> <p>Repeated Offenses: Third and subsequent violations may lead up to 10 days out-of-school suspension.</p>	<p>First Offense: One day suspension and dismissal pending a parent conference.</p> <p>Second Offense: Up to five days out- of-school suspension.</p> <p>Repeated Offenses: Third and subsequent violations may lead up to 10 days out-of-school suspension and/or expulsion.</p>
Indecency in Behavior or Appearance	<p>First Offense: Dismissal pending parent conference.</p> <p>Second Offense: Up to three days out- of-school suspension.</p> <p>Repeated Offenses: Third and subsequent violations may lead up to 10 days out-of-school suspension.</p>	<p>First Offense: Dismissal pending parent conference.</p> <p>Second Offense: Up to five days out-of-school suspension.</p> <p>Repeated Offenses: Third and subsequent violations may lead up to 10 days out-of-school suspension.</p>	<p>First Offense: One day suspension and dismissal pending a parent conference.</p> <p>Second Offense: Up to five days out- of-school suspension.</p> <p>Repeated Offenses: Third and subsequent violations may lead up to 10 days out-of-school suspension and/or expulsion.</p>
Insubordination	<p>First Offense: Dismissal pending parent conference.</p> <p>Second Offense: Up to three days out- of-school suspension.</p> <p>Repeated Offenses: Third and subsequent violations may lead up to five days out-of-school suspension.</p>	Level II	Level II

<p>Unauthorized Area</p>	<p>First Offense: Warning. Second Offense: Detention. Parent/guardian notified.</p> <p>Third Offense: Dismissal pending parent conference.</p> <p>Repeated Offenses: Fourth and subsequent violations may lead up to three days out-of- school suspension.</p>	<p>First Offense: Warning</p> <p>Second Offense: Detention. Parent/guardian notified.</p> <p>Third Offense: Dismissal pending parent conference.</p> <p>Repeated Offenses: Fourth and subsequent violations may lead up to five days out-of- school suspension.</p>	<p>First Offense: Dismissal pending parent conference.</p> <p>Second Offense: Up to five days out- of-school suspension.</p> <p>Repeated Offenses: Third and subsequent violations may lead up to 10 days out-of-school suspension.</p>
<p>Misrepresentation (False Informing)</p>	<p>First Offense: Dismissal pending parent conference.</p> <p>Second Offense: Up to three days out- of- school suspension.</p> <p>Repeated Offenses: Third and subsequent violations may lead up to five days out-of- school suspension.</p>	<p>First Offense: Up to 10 days out-of- school suspension.</p> <p>Second Offense: Second and subsequent violations may lead up to 10 days out-of-school suspension and/or expulsion.</p>	<p>First Offense: Up to 10 days out-of- school suspension.</p> <p>Second Offense: Second and subsequent violations may lead up to 10 days out-of-school suspension and/or expulsion.</p>
<p>Obscenity (Unacceptable Language/ Profanity)</p>	<p>First Offense: Dismissal pending parent conference.</p> <p>Second Offense: Up to three days out- of- school suspension.</p> <p>Repeated Offenses: Third and subsequent violations may lead up to 10 days out-of-school suspension.</p>	<p>First Offense: Dismissal pending parent conference.</p> <p>Second Offense: Up to five days out-of- school suspension.</p> <p>Repeated Offenses: Third and subsequent violations may lead up to 10 days out-of- school suspension.</p>	<p>First Offense: Dismissal pending parent conference.</p> <p>Second Offense: Up to five days out- of- school suspension.</p> <p>Repeated Offenses: Third and subsequent violations may lead up to 10 days out-of- school suspension.</p>

Cell Phone Violation	<p>First Offense: Device is confiscated and held until the conclusion of the day.</p> <p>Second and Repeated Offenses: Device will be confiscated and made available to parent/guardian upon notification of suspension. Suspension is up to 10 days out of school and/or expulsion.</p>	<p>First Offense: Device is confiscated and held until the conclusion of the class or end of the day.</p> <p>Second and Repeated Offenses: Device will be confiscated and made available to parent/guardian upon notification of suspension. Suspension is up to 10 days out of school and/or expulsion.</p>	<p>First Offense: Device is confiscated and parent/guardian must pick up phone from office</p> <p>Second and Repeated Offenses: Device will be confiscated and made available to parent/guardian upon notification of suspension. Suspension is up to 10 days out of school and/or expulsion.</p>
Computer/ Technology Violation	<p>First Offense: Up to three days suspension.</p> <p>Second Offense: Up to 5 days suspension.</p>	<p>First Offense: Up to 5 days suspension.</p> <p>Second Offense: Up to 10 days suspension.</p>	<p>First Offense: Up to 5 days suspension.</p> <p>Second Offense: Up to 10 days suspension.</p>
Truancy	<p>First Offense: Warning. Parent/guardian notified.</p> <p>Second Offense: Up to 30 minute detention. Parent/Guardian notified.</p> <p>Third Offense: Dismissal pending parent conference.</p> <p>Repeated Offenses: Fourth and subsequent violations may lead to referral to truancy office and/or the Monroe County Probation Office.</p>	<p>First Offense: Warning. Parent/guardian notified.</p> <p>Second Offense: 45 minute detention. Parent conference required.</p> <p>Third Offense: Dismissal pending parent conference</p> <p>Repeated Offenses: Fourth and subsequent violations may lead to referral to truancy office and/or the Monroe County Probation Office.</p>	<p>First Offense: Detention issued. Zero for missed class. Parent/ guardian notified by teacher.</p> <p>Repeated Offenses: Excessive unexcused absences (10 for first semester and five for all following semesters) may lead to dismissal pending parent conference, up to 10 days out-of-school suspension and referral to truancy officer.</p>

Tardiness (Excessive and Late Arrivals)	<p>First Offense: Warning. Parent/guardian notified.</p> <p>Second Offense: Dismissal pending parent conference.</p> <p>Subsequent Offenses: Up to 30 minute detention and parent conference.</p>	<p>First Offense: Warning. Parent/guardian notified.</p> <p>Second Offense: Up to 45 minute detention.</p> <p>Third Offense: Thursday School</p> <p>Fourth Offense: In School Suspension for one (1) day. Parent/guardian conference.</p> <p>Fifth and Subsequent Offense : In School Suspension for one (1) day</p>	<p>First Offense: (4th) Up to 30 minute detention with classroom teacher.</p> <p>Second Offense: (5th) Warning.</p> <p>Third Offense: (6th) two, 30 min. detentions</p> <p>Fourth Offense: (7th) Thursday School</p> <p>Repeated Offenses: (8th) and subsequent violations may lead up to 10 days out-of- school suspension and driver's license revocation.</p>
Use/Possession of Tobacco, Smoking Paraphernalia, and E-cigarettes	<p>First Offense: Warning and parent/ guardian notified.</p> <p>Second Offense: Second and subsequent violations may lead to 10 days out of-school suspension.</p>	<p>First Offense: Up to three days out of school suspension.</p> <p>Second Offense: Second and subsequent violations may lead to 10 days out of-school suspension.</p>	<p>First Offense: Up to three days out of school suspension.</p> <p>Second Offense: Second and subsequent violations may lead to 10 days out of-school suspension.</p>

## LEVEL II BEHAVIOR OFFENSES

Inciting Others to Violence or Disobedience	<p>First Offense: Up to 10 days out-of- school suspension.</p> <p>Second Offense: Recommended for expulsion.</p>	<p>First Offense: Up to 10 days out-of- school suspension.</p> <p>Second Offense: Recommended for expulsion.</p>	<p>First Offense: Up to 10 days out-of- school suspension.</p> <p>Second offense: Recommended for expulsion.</p>
---	--	--	--

Bullying	<p>First Offense: Dismissal pending parent conference. Depending on severity of the behavior, up to three days out-of-school suspension.</p> <p>Second Offense: Up to five days out-of- school suspension.</p> <p>Repeated Offenses: Up to 10 days out- of-school suspension and may lead to a referral to the School Board of Trustees for expulsion.</p>	<p>First Offense: Up to 10 days out-of- school suspension.</p> <p>Second Offense: Second and subsequent violations may lead up to 10 days out-of-school suspension and/or expulsion.</p>	<p>First Offense: Up to 10 days out-of-school suspension.</p> <p>Second Offense: Second and subsequent violations may lead up to 10 days out-of-school suspension and/or expulsion.</p>
Disrespect	Level I	<p>First Offense: Up to 10 days out-of-school suspension.</p> <p>Second Offense: Second and subsequent violations may lead to suspension of up to 10 days out-of-school suspension and/or expulsion.</p>	<p>First Offense: Up to 10 days out-of-school suspension.</p> <p>Second Offense: Second and subsequent violations may lead up to 10 days out-of-school suspension and/or expulsion.</p>
Fighting/Physical Aggression	Level I	<p>First Offense: Up to 10 days out-of- school suspension.</p> <p>Second Offense: Second and subsequent violations may lead to suspension of up to 10 days out-of-school suspension and/or expulsion.</p>	<p>First Offense: Up to 10 days out-of- school suspension.</p> <p>Second Offense: Second and subsequent violations may lead to suspension of up to 10 days out-of-school suspension and/or expulsion.</p>
Hazing	Level I	<p>First Offense: Up to 10 days out-of- school suspension. Parent/guardian notified and may lead to a referral to the School Board of Trustees for expulsion.</p>	<p>First Offense: Up to 10 days out-of- school suspension. Parent/guardian notified and may lead to a referral to the School Board of Trustees for expulsion.</p>



Insubordination	Level 1	First Offense: Up to 10 days out-of-school suspension.  Second Offense: Second and subsequent violations may lead to suspension of up to 10 days out-of-school suspension and/or expulsion.	First Offense: Up to 10 days out-of-school suspension.  Second Offense: Second and subsequent violations may lead up to 10 days out-of-school suspension and/or expulsion.
Sexual Misconduct, Assault, & Harassment	First Offense: Dismissal pending parent conference.  Second Offense: Up to three days out-of-school suspension.  Repeated Offenses: Third and subsequent violations may lead to up to 10 days out-of-school suspension.	First Offense: Up to 10 days out-of-school suspension and/or expulsion.  Second Offense: Second and subsequent violations may lead up to 10 days out-of-school suspension and/or expulsion.	First Offense: Up to 10 days out-of-school suspension and/or expulsion.  Second Offense: Second and subsequent violations may lead up to 10 days out-of-school suspension and/or expulsion.
Threatening, Harassing or Intimidating Acts	See Page 19, Level I	First Offense: Up to 10 days out-of-school suspension.  Second Offense: Second and subsequent violations may lead up to 10 days out-of-school suspension and/or expulsion.	First Offense: Up to 10 days out-of-school suspension.  Second Offense: Second and subsequent violations may lead up to 10 days out-of-school suspension and/or expulsion.

### LEVEL III BEHAVIOR OFFENSES

The following infractions are examples constituting unlawful activity that may lead to referral to the Superintendent's Office for possible expulsion.

- Assault and battery, attempted physical attack, or physical attack.
- Attempted arson or arson. ICC 35-43-1-1
- Attempted or false alarms which interfere with the educational process (fire alarms, bomb threats) or false reports.
- Attempted arson or arson.
- Attempted or possession, use, or sale of fireworks or explosives. ICC 35-47.5-5-2
- Attempted or shakedown and/or strong arm.
- Attempted theft or theft.
- Attempted or use/possession or unauthorized sale or distribution of: alcohol ICC 7.1-5-7-7
- Unlawful drugs/look-alikes ICC 35-48-4-.6

- Behavior altering substances/look-alikes ICC 35-48-4-11
- Drug paraphernalia ICC 35-48-4-8.3
- Material containing obscenity or similar contraband.
- Destruction/Defacement of Property
- Consensual sex.
- \*Gangs or unsanctioned organization insignias and/or activities.
- Repeated violation of the *Code for Student Conduct* (fighting, Threatening and intimidating acts, and trespassing while on suspension and/or expulsion, etc.)
- Sexting (see definition below)
- \*\*Sexual Assault.
- \*\*\*Possession or use of weapons/look-alikes. IC 20-33-8-16

### **Sexting:**

Students who are found creating, possessing, or sending explicit photos or messages electronically, including audio, video, and image media, primarily via cell phones and or the internet at school or at a school-sponsored activity, or students who are found creating, possessing, or sending sexually explicit photos or messages of another student regardless of where such act occurs, will be subject to disciplinary action up to and including suspension from school for 10 days and referral to the School Board of Trustees for expulsion proceedings. Additionally, the local police authorities will be contacted for criminal prosecution. ICC 35-45-4-6

FIRST OFFENSE: ELEMENTARY, JUNIOR HIGH, AND HIGH SCHOOL: 10 DAYS OUT-OF-SCHOOL SUSPENSION AND REFERRAL TO THE CORPORATION EXAMINER FOR EXPULSION.

\*First offense of passive display of insignias denoting gang membership and/or any group not sanctioned by school officials within the school may result in up to 10 days out-of-school suspension and referral to the corporation hearing examiner for expulsion.

\*\*Sexual Assault – The term is commonly identified as “rape” and involves threatened force, attempts at or actual sexual contact, bodily harm or threats of bodily harm, except that these factors, however, are not issues for reported victims under 14 years of age. By law, persons under 14 years of age cannot make a determination of whether the act was sexually illegal in nature. All incidents will be immediately reported to police, regardless of offense, location or time.

\*\*\*In compliance with state law, the School Corporation may expel any student who possesses a deadly or dangerous weapon in a weapon-free school zone or commits either arson or rape in a School Corporation building or on School Corporation property, including school buses and other school transportation. It will make no difference whether or not the weapon belongs to someone else, unless the student can provide convincing evidence that the weapon was placed in the student’s possession without his/her knowledge. If it can be confirmed that a weapon belonged to a student other than the one who possessed the weapon, that student shall also be subject to the same disciplinary action. A weapon includes conventional objects like guns, pellet guns, knives, or club type implements. It may also include any toy that is presented as a real weapon or reacted to as a real weapon. Criminal charges may be filed for this violation. Possession of a weapon may subject a student to expulsion. It will make no difference whether or not the weapon belongs to someone else, unless the student can provide convincing evidence that the weapon was placed in the student’s possession without his/her knowledge. If it can be confirmed that a weapon belonged to a student other than the one who possessed the weapon, that student shall also be subject to the same disciplinary action. A deadly or dangerous weapon is defined as:

- Loaded or unloaded firearm which is defined as any weapon that is capable of or designed to or that may readily be converted to expel a projectile by means of an explosion or
- A weapon, device, taser or electronic stun weapon, equipment, chemical substance, or other material that in the manner it is used, or could ordinarily be used, or is intended to be used, is readily capable of causing serious bodily injury.

**Procedures for Unlawful Drugs or Behavior Altering Substances/Look-a-Likes**

The Board, at its discretion, may, for any student expelled for the sale, distribution, use, possession, or under the influence of any unlawful drugs, behavior altering substances, or look-alikes, decrease the student's expulsion period if the student participates in evaluation, counseling, and treatment at a program or clinic approved by the school district, provided that the student may return to school only at the end of his or her expulsion period, if it is determined by the clinic that the student is drug free.

**ARTICLE 6**

**STUDENT SEARCHES AND CONTROLLED SUBSTANCES**

Search of a student and his/her possessions, including motor vehicles, may be conducted at any time the student is under the jurisdiction of the Board of School Trustees, if there is a reasonable suspicion that the student is in violation of law or school rules. A search may also be conducted to protect the safety of others. All searches may be conducted with or without a student's consent.

Students are provided lockers, desks, and other equipment in which to store materials. It should be clearly understood that this equipment is the property of the school and may be searched at any time if there is reasonable suspicion that a student has violated the law or school rules. Locks are to prevent theft, not to prevent searches.

Anything that is found in the course of a search that may be evidence of a violation of school rules or the law may be taken and held or turned over to the police. The school reserves the right not to return items, which have been confiscated.

**USE OF DOGS** The School Board authorizes the use of specially trained dogs to detect the presence of drugs and devices such as bombs on school property. The dog may be allowed to examine school property such as lockers, motor vehicles or students and items in their possession, but any search of a student's person will be based upon individualized reasonable suspicion in addition to any information resulting from the dog's examination.

**USE OF BREATH-TEST INSTRUMENTS** The Principal may arrange for a breath test for blood-alcohol to be conducted on a student whenever s/he has individualized reasonable suspicion to believe that a student has consumed an alcoholic beverage. The student will be taken to a private administrative or instructional area on school property with at least one other member of the teaching or administrative staff present as a witness to the test. The purpose of the test is to determine whether or not the student has consumed an alcoholic beverage. The amount of consumption is not relevant, except where the student may need medical attention. If the result indicates a violation of school rules as described in this handbook, the student will be disciplined in accordance with disciplinary procedures described in this handbook. If a student refuses to take the test, s/he will be advised that such refusal is a violation of school rules and will subject the student to disciplinary action. The student will then be given a second opportunity to take the test. In all cases dealing with unlawful drugs, behavior altering substances, or look-alikes, the student will be suspended for 10 school days, an expulsion hearing scheduled, and the student will be turned over to the police. The Board, at its discretion, may, for any student expelled for the sale, distribution, use, possession or under the influence of any unlawful drugs, behavior altering substances or look-alikes, decrease the student's expulsion period if the student participates in evaluation, counseling and/or treatment at a program or clinic approved by the school district provided that the

student may only return to school at the end of his or her expulsion period, if it is determined by the program or clinic that the student is drug free.

## ARTICLE 7

### PROCEDURES GOVERNING STUDENT SUSPENSIONS AND EXPULSIONS

The purpose of these procedures shall be to assure compliance with the *School Code of Indiana* and provide for the fair and equitable treatment of all suspension cases in the Richland-Bean Blossom Community School Corporation.

#### PROCEDURES GOVERNING STUDENT SUSPENSIONS

- **Explanation of Due Process:** Due process requires, in connection with a suspension of up to 10 school days, that the student be given immediate oral or written notice of the charges against him or her, and if the student denies them, an explanation of the evidence the authorities have, and an opportunity to present his/her version. Generally, notice and hearing should precede the student's removal from school. The hearing may immediately follow the misconduct:
  1. If prior notice and hearing are not feasible, and
  2. Where the student's presence endangers persons or property or threatens disruption of the academic process, thus justifying immediate removal from school. Nonetheless, the necessary notice and hearing should follow as soon as practicable.
- **Principals and Preschool Director are authorized to suspend students.**
  1. The Superintendent of Schools shall be notified of any and all suspensions. Report of suspensions shall be in writing, stating complete details such as description of conduct and communication with parent/guardian. The report shall be received by the Superintendent as quickly as practicable.
  2. Parents or guardians of suspended students shall be notified of any and every suspension and shall be informed of the reasons for the suspension and of their right to review same. Formal review hearings will be held upon request of either the said parents/guardians or students.
  3. Students suspended from school will be allowed to make up missed work due to the suspension, but grades achieved will be at a reduced letter grade. Students suspended for five or fewer days will be allowed the number of days equal to the number of days suspended. Students suspended for more than five days will be allowed a maximum of five days. Students and/or parents should request homework by checking with teachers and/or the preferred Classroom Management System during the suspension rather than waiting until the student returns to school.
- **Formal Review Procedures: (RBBCSC Board Policy 5610 and 2461)**
  1. The Hearing Examiner: The hearing officer is appointed by the Superintendent.
  2. Statement of Reasons: As soon as practicable, a statement of reasons for the suspension and the rules and regulations violated by the student's conduct shall be sent to the student and his/her parent/guardian. If a formal review hearing is requested by the parents/guardians or student, the hearing officer shall establish a date, time, and place of the review and a statement of the procedure to be followed shall be given to the student and his/her parent/guardian.
  3. The Review Hearing Procedures may be summarized as follows:
  4. Shall be held at a time and location set by the school administration. In no case shall this hearing be held later than 10 school days following initial suspension.

5. The school administration shall proceed first and the student may then respond.
  6. All witnesses shall be subject to inquiry by both parties.
  7. No more than five witnesses may be called by either party without the permission of the Hearing Officer.
  8. Either party may record the proceedings at his/her own expense.
  9. The review hearing shall be held in executive session at the request of either party.
  10. The rules of evidence shall not apply to review proceedings.
- **Report of Hearing Officer:**
    1. A written report shall be issued by the hearing officer to the student, his/her parent/guardian, and the Superintendent as soon as practicable after the review hearing. This report shall be sent by certified mail and shall include:
      - Student's name;
      - Reason and date of suspension;
      - Those present at hearing;
      - Witnesses;
      - Brief account of evidence; and
      - The hearing officer's recommendation regarding guilt and any appropriate disciplinary action.
      - The suspension begins on the first school day after the student is sent home.
  - **In the event that suspension is disallowed:**
  - The student's record shall be expunged of all notations or remarks regarding the matter.
  - The student's absence shall be excused.
  - All educational opportunities missed by the student shall, to the extent possible, be afforded him/her, including the making up of any test.

#### **PROCEDURES GOVERNING STUDENT EXPULSIONS**

- Expulsion can only be given by the Superintendent. An expulsion may not last for more than one year. (RBBCSC Board policy 5610) Legal Standard: IC 20-33-8-26.
- At the time of initial suspension by the superintendent or principal, the suspending official should know whether, in his/her opinion, the behavior justifies expulsion. If, in his/her opinion, it does justify expulsion, the report to the parent/guardian of the suspension, including a statement of the reasons for the suspension, should also inform of a request for an expulsion hearing.
- Expulsion shall take place only after the parents/guardians have been requested to appear at a meeting with a hearing officer appointed by the School Board of Trustees to discuss their child's behavior. Such request shall be made by certified mail and shall state the time, place, and purpose of hearing.
- Expulsion Review Hearing:
  1. Shall be held at a time and location to be set by the school administration. In no case shall this be held later than 10 school days following initial suspension.
  2. The school administration shall proceed first and the student may then respond.
  3. All witnesses shall be subject to inquiry by both parties.
  4. No more than five witnesses may be called by either party without the permission of the Hearing Officer.
  5. Either party may record the proceedings at his/her own expense.
  6. The review proceeding shall be held in executive session at the request of either party.
  7. The rules of evidence shall not apply to review proceedings.
  8. After the hearing, the hearing officer shall make a written report containing a summary of the evidence heard at the meeting and make his/her recommendation.

9. Parent/guardian receives a copy via certified mail of the hearing officer's report and witness statements, along with the hearing officer's recommendation regarding guilt and any appropriate action.
  10. The Superintendent/designee reserves the right to extend additional education services on an individual basis as it deems necessary.
- Appeal of Expulsion: The student or his/her parents may appeal the Expulsion Examiner's decision only to the Monroe Circuit Court.
  - Extension of an Expulsion: For those students under 16, an expulsion during the second semester of the school year may extend to summer school and/or to the first semester of the next school year. An expulsion that takes effect more than three (3) weeks before the beginning of the second semester or that will remain in effect into the first semester of the next school year shall be reviewed by the Expulsion Examiner to determine if there has been newly discovered evidence or a change in the student's circumstances since the expulsion meeting. If so, the Expulsion Examiner may recommend to the Superintendent that the student be readmitted for the second semester or at the beginning of the new school year.
  - Waiver of Rights: The student and his/her parents may waive any of the rights described in this section of the handbook if the waiver is submitted, in writing, and signed by both student and parents. The signatures should be witnessed. The waiver must be made with knowledge of the due process procedure described in the student/parent handbook and the consequences of the waiver.

## **ARTICLE 8**

### **SUSPENSION OR EXPULSION OF STUDENTS WITH DISABILITIES**

- Students with disabilities will be disciplined in accordance with the State and Federal law and the Richland Bean Blossom Community School Corporation policy in a manner which takes into account the student's disability and special education placement.
- As a result of gross disobedience or misconduct, a student who is eligible for special education services ordinarily may be suspended or placed in an appropriate interim alternative educational setting or another setting by school personnel for up to ten (10) *consecutive* school days without constituting a change in placement. The school is not required to provide services to a student with a disability during any of the first ten (10) cumulative instructional days of removal in a school year, for violating a code of student conduct, if services are not provided to a nondisabled student who has been similarly removed. However, suspension or placement in an alternative setting for ten (10) *cumulative* school days may cause a change in placement for some students. The IEP team shall determine whether the student's removal of 10 or more cumulative school days constitutes a change of placement as outlined in Article 7.
- A change of placement occurs when a student has been removed for more than ten (10) consecutive instructional days in the same school year or cumulative instructional days in the same school year if the removals constitute a pattern that was determined to result in a change of placement. The school must notify the student's parent and provide the parent with the Notice of Procedural Safeguards when a decision is made to make a removal that constitutes a change of placement. Additionally, the school must convene a case conference to determine whether the student's behavior is a manifestation of the student's disability.
- If the IEP Team decides that the offense is a direct result of the student's disability, the student's case conference committee must either: conduct a functional behavioral assessment, unless the school had conducted an FBA before the behavior that resulted in the change of placement occurred, and implement a behavioral intervention plan for the student; Or, if a behavioral intervention plan already has been developed, review the behavioral intervention plan and modify it, as necessary, to address the behavior; and return the student to the placement from which the

student was removed, unless the parent and the school agree to a change of placement as part of the modification of the behavioral intervention plan.

- If a student carries a weapon to or at school, on school premises, or to or at a school function; knowingly possesses or uses illegal drugs, or sells or solicits the sale of a controlled substance while at school, on school premises, or at a school function; or has inflicted serious bodily injury upon another person while at school, on school premises, or at a school function, the Principal or Principal's designee may place the student in an appropriate interim alternative educational setting for not more than forty-five (45) instructional days without regard to whether the behavior is determined to be a manifestation of the student's disability. The school must notify the student's parent and provide the parent with the notice of Procedural Safeguards. A manifestation determination conference must be convened. The case conference committee determines the interim alternative educational setting and appropriate services.
- If it is decided by the case conference committee that the offense is not a manifestation of the student's disability, regular district disciplinary procedures will be followed. The case conference committee will convene to determine services that will be provided to the student, if the disciplinary action results in expulsion, or removal from school to determine services that will be provided during the time that the student is expelled from school.
- The Board has the authority to expel a student who has a disability provided that the IEP Team has convened a manifestation determination conference and determined the misconduct was not a manifestation of the student's disability. The case conference committee will convene to determine services that will be provided during the time that the student is expelled from school.

## ARTICLE 9

### EXTRACURRICULAR ACTIVITIES

All extracurricular activities are privileged activities that occur outside of normal school hours and are not included as a part of a School Board of Trustees accredited curricular offering. All activities may be subject to the eligibility policy as determined by the principal.

**Grades 9-12:** To participate in extracurricular activities, all students must minimally meet the academic standards of the Indiana High School Association Rule 18.

**IHSAA RULE 18 – SCHOLARSHIP PHILOSOPHY:** Realizing that the age group served by high school represents an interval in human development that can be turbulent and complex, the IHSAA is concerned with educating the "whole person." Therefore, the primary focus of any Indiana Secondary School should be to provide educational opportunities for its students in accordance with the requirements set forth by the Indiana Department of Education. This academic training should progress toward an adequate education and ultimately in earning a high school diploma. Participation in interschool programs is a privilege for which reasonable standards should be established and enforced for the educational and personal welfare of the students who participate. If students cannot successfully carry and pass a normal minimum load of formal classroom work and simultaneously undertake the extra demands upon time and energy required by interschool participation, they should postpone their commitment to interschool programs and concentrate time and effort on achieving in the classroom. On the basis of these premises, minimum academic achievement requirements have been established by the IHSAA. Hopefully, the minimum academic eligibility standards adopted will:

a. promote higher educational standards; b. upgrade student academic performance; c. counter public criticism of schools for low expectations and low student achievement; and d. enable schools to use athletic participation as a motivator for better classroom performance and achievement.

**RULE 18-1 Minimum Course Enrollment and Grades for Participation:** To be eligible scholastically, students must have received passing grades and earned credit at the end of their last Grading Period in School in at least Seventy percent (70%) of the maximum number of full credit subjects (or the equivalent) that a student can take and must be currently Enrolled in at least Seventy percent (70%) of the maximum number of full credit subjects (or the equivalent) that a student can take.

- For purposes of this rule, a student must have been Enrolled in a minimum of Four (4) full credit courses (or the equivalent) during the last Grading Period, and must be Enrolled in a minimum of Four (4) full credit subjects (or the equivalent) during the current Grading Period.
- If grades reported at an Eligibility Certification Date include both Grading Period grades and semester grades, then semester grades take precedence for eligibility purposes.
- A student may use up to Two (2) semesters of the state-required physical education course for eligibility purposes, with each semester's course counting as One (1) full credit.
- Physical education credit earned by participation on an athletic team, may not count toward academic eligibility.
- When the block Four scheduling program is used, students must be currently Enrolled in and passing Three (3) courses.
- Class periods must meet Indiana Department of Education standards for awarding credit and minutes in class. For purposes of this rule, One (1) full credit subject requires a minimum total of Two Hundred Fifty (250) minutes of instruction per week for One (1) semester.
- In the event a School establishes minimum academic requirements which are greater than the IHSAA academic requirements, the IHSAA will consider those higher academic requirements to constitute the IHSAA academic requirements at such School, and will require that a student at that School meet those greater academic requirements before that student is eligible scholastically under this rule.

### **Maximum Classes Must Pass**

**18-1.1 Amount of Credit:** The amount of credit given for any subject shall be as authorized by the Department of Education. NOTE: With such approval, Advanced Physical Education may earn a maximum of One (1) credit, per semester.

**18-1.2 Multi-Credit Subjects:** Subjects for which Two (2) or more credits per semester are earned toward graduation shall be considered as an equivalent number of required subjects.

**18-1.3 Vocational and Special Education School Credits:** Students attending state approved vocational or special education schools may transfer such grades and credits earned to their home School for the purpose of establishing eligibility.

**18-1.4 Partial Credit Subjects:** A combination of 2, 3, or 4 partial-credit subject grades may be substituted for 1 or 2 full-credit subject deficiencies.

**18-1.5 Transfer Students:** Transfer students must meet the requirements of this rule. However, if a transfer student is coming from a school with a different academic schedule that cannot be accommodated in his/her new School, and the transfer student is certified to be academically eligible by the school from which he/she is transferring, said transfer student shall have full academic eligibility in their new School until the transfer student can Enroll, complete and receive credit in the maximum number of full credit subjects that a student can take at the new School. However, during this interim period the transfer student must receive passing grades at the new School in at least Seventy percent (70%) of the classes in which the student is Enrolled (semester grades take precedence) and meet all other eligibility rules.

**18-1.6 Semester Ineligibility:** Students who are ineligible scholastically at the end of a Grading Period or semester, are ineligible for the following Grading Period.

**18-2 Certification Dates:** Each School will establish consistent Grading Periods within the school year. The principal shall set the Eligibility Certification Dates annually on the



membership page/form. Each Eligibility Certification Date must occur no later than noon of the tenth school day following the end of each Grading Period. The principal shall certify the grades of each student on the Eligibility Certification Date.

**Grades 6-8:** To participate in extracurricular activities, a student must be enrolled full time and passing all subjects. Eligibility will be reviewed every 4 1/2 weeks. A student receiving a failing grade in any subject will be ineligible until the next eligibility check. If the sole reason for a student being declared ineligible is missed work due to an excused absence, the student should be given a reasonable amount of time to make up the work before being declared ineligible.

**Grades 3-5** Any student receiving an office discipline referral resulting in an overnight dismissal or suspension may not be allowed to participate in the extra-curricular activity during that time. Student must also be making academic progress towards meeting designated standards. This requirement will begin on the first day of practice and end after the last game or meet. All parents and students are required to sign-off on the permission slip prior to the first practice.

The information gathered through the building-wide eligibility check shall be given to the school's leadership team for analysis. It shall be up to the leadership team to provide feedback to the general staff for the improvement of curriculum and instruction.

## **ARTICLE 10**

### **EXTRACURRICULAR CODE OF CONDUCT FOR OFF-CAMPUS/NON-SCHOOL RELATED OFFENSES**

**STATEMENT OF POLICY** All extracurricular participants in Grades 6-12 are representatives of their school and community. They act as leaders and may be looked up to by other students and younger age groups. The safety and health of each participant should be safeguarded by proper conduct by all students. For these reasons, we expect Grades 6-12 extracurricular participants to maintain high standards of conduct during the school year and the extracurricular season. The participant's conduct in and out of school shall be such as to bring no discredit to the student, his/her parents, the school, the team or organization. Students who participate in extracurricular activities should be ambassadors of good will in all areas of athletic competition and other extracurricular activities and should represent the Richland Bean Blossom Community School Corporation in a positive manner.

**STANDARDS OF CONDUCT** As a result of these expectations, and because extracurricular activities are considered a privilege and not a student right, the following code of conduct shall apply to all extracurricular participants regardless of the sport or activity during the school and/or the extracurricular season. Grades 6-12 extracurricular participants are expected to refrain from involvement in these Level III offenses as listed below:

- Assault and battery, or attempted physical attack or physical attack
- Attempted arson or arson
- Attempted or false reports and false alarms, such as fire alarms, bomb threats
- Attempted or inciting others to violence Attempted possession, use or sale of explosives
- Attempted or shakedown and/or strong arm Attempted theft or theft
- Attempted or use/possession or unauthorized sale or distribution of alcohol, unlawful drugs, look-alikes, behavior altering substances, drug paraphernalia, or material containing obscenity or similar contraband.
- Attempted vandalism or vandalism
- Possession or use of weapons/look-a-likes
- Sexting

DISCIPLINE Violations of any of the above standards may lead to suspension from extracurricular participation for a period of time up to 180 school days, dependent upon the severity of the violation.

If any extracurricular participant is dropped for disciplinary action from a team or activity, he/she may not try out for another team or activity during the time of the extracurricular suspension.

### **DISCIPLINE PROCEDURE**

- Decisions as to the application of the extracurricular code pertaining to violations of such will be decided by the principal or designee in consultation with the coach, sponsor, or adviser based upon a preponderance of evidence. 2. Parent/guardian and student must be notified in writing before any disciplinary action.
- The disposition of the case, the nature of the discipline, and decisions as to the length of suspension or dismissal, if any, will be contingent upon the seriousness of the violation and the circumstances involved. Infractions of the extracurricular code will be dealt with in an individual and consistent manner.
- Decisions as to infractions of the extracurricular code will be rendered within 15 school days of either the alleged citations, or the date upon which school officials become aware of the alleged violation (this time may be extended by either party for just cause).
- A student who has admitted to or has been found in violation of the extracurricular code may be suspended from competition, participation and/or practice in extracurricular activities for a period of time up to 180 school days, depending upon the severity of the violation.
- If a parent or student wishes to appeal a ruling of a violation of the extracurricular code, he or she must submit a written request to the building principal's office. The request shall be filed within 10 school days of the determination of violation. The request must be signed by the student and student's parent or guardian.
- When a student who is a member of an extracurricular organization has been arrested or charged with a crime, the principal or designee, in consultation with the coach, sponsor, or adviser, will determine if the conduct which led to the arrest or charge falls within the extracurricular code of conduct. If a determination is made that the conduct is covered, the investigation and disposition of the matter may proceed before resolution of criminal proceedings. Procedure may then revert to No. 1 of this Discipline Procedure to ensure due process.
- The time limits set forth in this section may be extended by the Superintendent.

## **ARTICLE 11**

### **SCHOOL BUS RULES AND REGULATIONS**

Passengers on the Richland Bean Blossom Community School Corporation buses, including transportation to any school related activity, are expected to behave as they would in a classroom. The bus is considered an extension of the classroom and school community. Misconduct on a bus will not be tolerated as it may endanger the safety and well-being of others. Inappropriate student behavior will be identified and processed by the administrator in charge. Buses are equipped with video and audio systems which may record internal and external activities.

**TRANSPORTATION TO AND FROM SCHOOL (K-12):** Students will ride only assigned school buses and will board and depart from the bus at assigned bus stops. Students will not be permitted to ride unassigned buses for any reason other than an emergency, except as approved by the Principal.

**Prior to Boarding (on the road and at school)** Each student shall:

- Be 5 minutes early to your designated loading zone;

- Stay off the road at all times while walking to and waiting for the bus;
- Line up single file off the roadway to enter;
- Wait until the bus is completely stopped before moving forward to enter;
- Go immediately to a seat and be seated.

It is the parents' responsibility to inform the bus driver when their child will not be boarding the bus. The bus will not wait.

**During the Trip** Each student shall:

- Remain seated while the bus is in motion;
- Keep head, hands, arms, and legs inside the bus at all times;
- Not litter in the bus or throw anything from the bus;
- Keep books, packages, coats, and all other objects out of the aisle;
- Be courteous to the driver and to other bus riders;
- Not eat or play games, cards, etc.;
- Not tamper with the bus or any of its equipment.

**Departing the Bus** Each student shall:

- Remain seated until the bus has stopped;
- Cross the road, when necessary, at least ten (10) feet in front of the bus, but only after the driver signals that it is safe;
- Be alert to a possible danger signal from the driver.

The driver will not discharge students at places other than their regular stop at home or at school unless s/he has proper authorization from school officials. A student who becomes a behavior problem on the bus shall be disciplined in accordance with the Student Discipline Code and may be deprived of the privilege of riding on the bus. The bus is considered an extension of the classroom.

**DETENTION OF BUS STUDENTS:** Bus students may be held for detention before or after school as a discipline measure for misbehavior in school. However, such detention will not occur on the same day as the precipitating offense.

**STUDENT RULES:** Passengers must obey the following rules when riding a school bus. A student who breaks any of the rules will face disciplinary action and may lose bus riding privileges.

- Be courteous and use no profane language.
- Cooperate with the bus driver.
- Do not be destructive.
- Do not eat, drink, or smoke on the bus.
- Do not possess or use any drug or alcoholic beverage on the bus.
- Do not throw any object out the windows.
- Keep hands, feet, and head inside the bus.
- Keep the bus clean.
- Observe the same conduct as in a classroom.
- Stay in seat. The bus driver or a school official shall assign seats.

**BUS VANDALISM:** Vandalism to a school bus is to be considered a violation of school policy and a criminal offense. A student found guilty of vandalizing any portion of a school bus will find that he/she or the parents/guardians will be required to pay for the damages. If payment is not made once the amount of vandalism has been determined, the criminal matter will be prosecuted.

**REPORTING OF DISCIPLINE MATTERS:** A school bus driver shall, when a student causes an undesirable situation on a bus, make a verbal report of the incident to the building principal or to the principal's designee. The verbal report shall be followed by a written report to the building principal or to the principal's designee. It is to be further understood that final

decisions on the disciplinary problems, suspensions or expulsions shall rest with the school district or its designated representative.

**BUS SUSPENSION/EXPULSION:** The term "bus suspension" means disciplinary action taken whereby a student is denied bus transportation to and from school for up to 10 days. The term "bus expulsion" means disciplinary action taken whereby a student is denied bus transportation to and from school for more than 10 days. A hearing officer appointed by the Superintendent will hear all expulsions.

## ARTICLE 12

### ATTENDANCE

Regular daily attendance is an important factor in a child's success in school. A child who has poor attendance gets behind in school work, becomes frustrated, develops a poor attitude toward school, and is more likely to drop out. Encouragement and the expectation that a child will attend school daily, starting with the first day of kindergarten and continuing throughout his/her school career, teaches children that school is important.

#### **THE FOLLOWING REASONS FOR ABSENCES ARE VALID/EXCUSED:**

- Authorized religious holidays.
- Illness: absences of more than three consecutive and/or six non-consecutive days may require medical verification specifying date(s) student was medically unable to attend.
- Death in the immediate family: spouse, child, parent, brother, sister, grandparent, in-laws, guardian
- Medical or dental appointment verified on a medical form specifying date(s) and time of service. A reasonable travel time will be allowed (these absences are valid only if every attempt has been made to make appointments outside school time).
- Court appearances with subpoena or other legal document.
- Pre-approved college visits.
- Serving with the Civil Air Patrol
- Page or honoree in the Indiana General Assembly
- Helper/worker at Polls on the date of an election
- Exhibiting or participating in the Indiana State Fair

Family vacations that are pre-approved according to district policy: all necessary arrangements for the absence must be completed three school days in advance of the absence; all work missed should be made up and grade credit shall be given for this work.

**Absences will not be approved during standardized tests or final exams.** Upon returning from an excused absence, all work missed should be made up, and grade credit shall be given for this work.

#### **THE FOLLOWING ARE EXAMPLES OF UNEXCUSED ABSENCES/TARDIES:**

- Failure of parent or guardian to call in for an excused absence. Parent or guardian must notify (phone call or note) the school within 48 hours of the student's return, otherwise the absence is unexcused.
- Any situation in which the student leaves school without an excused dismissal.
- Babysitting.
- Birthday or other celebrations.
- Family trips or vacations not pre-approved.
- Employment.
- Hunting, fishing, and attendance at sporting events that are not school sponsored.
- Missing the school bus.
- Oversleeping.
- Shopping.

- College visits not approved in advance.

Upon returning from an unexcused absence, all work missed is expected to be made up, but grade credit may be given at a reduced grade. Students shall receive a zero for work completed by the class during the unexcused absence.

## **ARTICLE 13**

### **SEXUAL ABUSE, ASSAULT, & HARASSMENT**

The school corporation believes that every individual deserves to be able to come to school without fear of demeaning remarks or actions. The harassment of other students or members of the staff, or any other individuals is not permitted. This includes any speech or action that creates a hostile, intimidating, or offensive learning environment. It is illegal and against the Richland Bean Blossom Community School Corporation School Board of Trustees policy (5517) for any employee, student, or other person, male or female, to sexually harass an employee or student while that employee or student is on school property or engaging in school activities or school business, or as a result of the employment or educational relationship of that person

Conduct constituting harassment may take different forms, including but not limited to the following:

#### **SEXUAL HARRASSMENT:**

##### **Verbal:**

- The making of written or verbal sexual innuendos, suggestive comments, jokes of a sexual nature, sexual propositions, and other verbal or physical conduct of a sexual nature, as a condition of an employee's continued employment, or a student's academic status or threats to a fellow student, staff member, or other person associated with the School Corporation.

##### **Nonverbal:**

- Causing the placement of sexually suggestive objects, pictures, or graphic commentaries in the school environment or the making of sexually suggestive or insulting gestures, sounds, leering, whistling, and the like to a fellow student, staff member, or other person associated with the School Corporation.
- Initiating conduct that has the purpose or effect of substantially interfering with an employee's professional performance or a student's academic performance, or creating an intimidating, hostile, or offensive working or educational environment by such conduct. This prohibition includes the act of sexting. Sexting shall be defined as the act of sending sexually explicit photos or messages electronically, primarily via cell phones and/or internet (Please see pages 27, 38, 39 of this Handbook for more information on the act of sexting and the disciplinary consequences for engaging in this conduct).

##### **Physical Contact:**

- Threatening or causing unwanted touching, contact, or attempts at same, including patting, pinching, pushing the body, or coerced sexual intercourse, with a fellow student, staff member, or other person associated with the School Corporation. An employee engaging in sexual harassment will be subject to discipline, up to and including termination (RBBCSC AG 8462). A student engaging in sexual harassment will be subject to discipline, up to and including expulsion.

#### **GENDER/ETHNIC/RELIGIOUS/DISABILITY HARRASSMENT:**

**Verbal:**

- Written or verbal innuendos, comments, jokes, insults, threats, or disparaging remarks concerning a person's gender, national origin, religious beliefs, etc. toward a fellow student, staff member, or other person associated with the School Corporation.
- Conducting a "campaign of silence" toward a fellow student, staff member, or other person associated with the School Corporation by refusing to have any form of social interaction with the person.

**Nonverbal:**

- Placing objects, pictures, or graphic commentaries in the school environment or making insulting or threatening gestures toward a fellow student, staff member, or other person associated with the School Corporation.

**Physical Contact:**

- Any intimidating or disparaging action such as hitting, hissing, or spitting on a fellow student, staff member, or other person associated with the School Corporation.
- Any student who believes that s/he is the victim of any of the above actions or has observed such actions taken by another student, staff member, or other person associated with the School Corporation should make contact with one of two or three persons selected by each building principal with whom the students would most likely be comfortable in discussing a matter of this kind.
- The student may make contact either by a written report or by telephone or personal visit. During this contact, the reporting student should provide the name of the person(s) whom s/he believes to be responsible for the harassment and the nature of the harassing incident(s). A written summary of each such report is to be prepared promptly on Form 5517 F1 and a copy forwarded to the Building Principal.
- Each report received by a designated person shall be investigated in a timely and confidential manner. While a charge is under investigation, no information is to be released to anyone who is not involved with the investigation, except as may be required by law or in the context of a legal or administrative proceeding. No one involved is to discuss the subject outside of the investigation.
- The purpose of this provision is to:
  1. Protect the confidentiality of the student who files a complaint;
  2. Encourage the reporting of any incidents of sexual or other forms of harassment;
  3. protect the reputation of any party wrongfully charged with harassment.

The Superintendent is authorized to promulgate rules and regulations implementing this policy.

**REPORTING OF SEXUAL HARRASSMENT**

- If a student believes that he or she has been sexually harassed, the student or parent of the student should report the alleged act immediately to the principal or other administrator, or to the Superintendent. Any employee who receives a complaint of sexual harassment shall report the complaint to the Superintendent or designee.
- There are no express time limits for initiating complaints under this Policy; however, every effort should be made to file such complaints as soon as possible, while facts are known and potential witnesses are available.
- All levels of administrators have a special responsibility for implementation of this Policy. If behavior is observed which violates this Policy, the person observing such behavior shall bring the matter to the attention of the Superintendent. In the event that the Superintendent is the employee whose observed behavior violates this Policy, the person observing such behavior shall bring the matter to the attention of the President of the School Board of Trustees.

- If a student or parent complains of sexual harassment, or if a responsible employee observes the harassment of a student, that employee shall explain to the student, or parent, the avenues for informal and formal resolution of the complaint, including a description of the complaint handling procedures outlined in this section.

## **INVESTIGATION OF SEXUAL HARRASSMENT COMPLAINT**

- The Superintendent (or the Board President, if appropriate) shall undertake an investigation of all complaints of sexual harassment or shall appoint an administrator or other qualified person to conduct the investigation. No complaint or identity of a complainant will be disclosed except when necessary to fully investigate the complaint and after notification to the complainant.
- The investigator shall file a written report of his/her findings with the Superintendent (or the School Board of Trustees, if appropriate). The complainant shall be notified of the findings of the investigation.
- The Superintendent (or the School Board of Trustees, if appropriate) shall review the report and initiate any necessary disciplinary or remedial action as promptly as possible after receiving the report.
- This Policy and implementing Rules and Regulations shall be discussed with students at appropriate intervals during their enrollment in the School Corporation.

Legal Reference: Title IX of the Education Amendment of 1972 (20 USC Section 1681 et. seq.); Title VII of the *Civil Rights Act of 1964*; 42 USC Section 2000e et. seq.; 29 CFR Section 1604.11(A)

**Sexual Abuse:** The term includes unwanted intentional fondling or touching, either directly or through clothing, of intimate body parts of any person, or any part of the body of a child under 14 years of age, for the purpose of sexual gratification or arousal of the victim or the accused. Immediate disposition is at the discretion of school authorities (e.g., clearing corridors, sending students to office, securing the building). Incidents of the following nature will be reported to police without unreasonable delay including the offense location or time:

- Where force or threatened force or bodily harm is involved.
- Where there is a victim who is unable to understand or consent.
- Where the victim is less than 14 years of age (consent is not an issue).
- Where there is a second or subsequent complaint by the same victim regardless of age.
- Where a weapon is displayed.

**Sexual Assault** (ICC 35-42-4-1): The term is commonly identified as “rape” and involves threatened force, attempts at or actual sexual contact, bodily harm or threats of bodily harm, except that these factors, however, are not issues for reported victims under 14 years of age. By law, persons under 14 years of age cannot make a determination of whether the act was sexually illegal in nature. All incidents will be immediately reported to police, regardless of offense, location, or time. The term is Child Molesting when victim is under 14 years of age. ICC 35-42-4-3

## **ARTICLE 14**

### **STAFF ETHICS**

- An educator in the performance of professional duties shall be accountable for using the current scientific knowledge available concerning his/her profession.
- An educator shall recognize basic dignities of all individuals with whom he/she interacts in the performance of professional duties.
- An educator in the performance of professional duties shall exercise due care to protect the mental and physical safety of students, colleagues and subordinates for whom he/she is responsible.

- An educator in the performance of professional duties shall be accountable for maintaining his/her integrity and shall avoid accepting anything of substantial value offered by another which is known to be or which may appear to be for the purpose of influencing judgment or the performance of duties.
- An educator in the performance of professional duties shall accurately represent his/her professional qualifications.
- An educator in the performance of professional duties shall be responsible to present any subject matter in a fair and accurate manner.
- An educator in the performance of professional duties shall extend to students the opportunity for individual action in pursuit of learning and shall take steps to ensure that the students shall have access to varying points of view unless there is just cause to act otherwise.
- An educator while performing professional duties shall take steps to ensure that his/her actions or that of another on his/her behalf do not result in the advancement of private economic interests. Private economic interests shall not be construed as including fair remuneration for professional services.
- An educator in the performance of professional duties shall keep in confidence such information as he/she may secure unless disclosure serves professional purposes or is required by law.
- An educator shall not use his/her professional position or property, or intentionally permit another person to use an educator's professional position or public property for which the educator is responsible, for partisan, political, or sectarian religious purposes.
- An educator in the performance of professional duties shall direct persons to carry out only professional functions for which they are qualified, except assignments of short duration in emergency conditions.
- Responsibility for acceptable conduct and dress will rest primarily with the employee as a professional individual. However, the administrative supervisor may require acceptable conduct and/or dress on the part of the employee.
- No employee of the district shall, at any time, date a pupil of the district.

## **ARTICLE 15**

### **ACCEPTABLE USE POLICY FOR ELECTRONIC RESOURCES FOR STUDENTS AND STAFF**

All Richland-Bean Blossom (RBBCSC) students and staff are responsible for their actions and activities involving the school corporation's computers, electronic devices, network and Internet services, and for their computer files, passwords, and accounts. These rules provide general guidance concerning the use of school computers and other electronic devices and provide examples of prohibited uses. The rules and guidelines detail acceptable use of electronic information resources under which students, staff, and all members of the RBBCSC community, herein referred to as "users," will be held accountable. The rules do not attempt to describe every possible prohibited activity. Students, parents, and school staff who have questions about whether a particular activity is prohibited are encouraged to contact a building administrator. These rules apply to all school computers, all school-provided electronic devices wherever used, all uses of school servers, and Internet access and networks regardless of how they are accessed.

#### **Acceptable Use**

- School computers, network and Internet services, and electronic resources are provided for educational purposes and research consistent with RBBCSC's educational mission, curriculum, and instructional goals.



- Users must comply with all school board policies, the student handbook, and school rules and expectations concerning conduct and communication when using school computers or school-issued electronic resources, whether on or off school property.
- Students also must comply with all specific instructions from school staff.

**Prohibited Uses** Unacceptable uses of school electronic resources include, but are not limited to, the following:

- **Accessing or Communicating Inappropriate Materials** – Users may not access, submit, post, publish, forward, download, scan, or display defamatory, abusive, obscene, vulgar, sexually explicit, sexually suggestive, threatening, discriminatory, harassing, bullying, and/or illegal materials or messages.
- **Illegal Activities** – Users may not use the school corporation’s computers, electronic devices, networks, or Internet services for any illegal activity or in violation of any board policy/procedure or school rules. RBBCSC and its employees and agents assume no responsibility for illegal activities of students while using school computers or school-issued electronic resources.
- **Violating Copyrights or Software Licenses** – Downloading, copying, duplicating, and distributing software, music, sound files, movies, images, or other copyrighted materials without the specific written permission of the copyright owner is prohibited, except when the use falls within the Fair Use Doctrine of the United States Copyright Law (Title 17, USC) and content is cited appropriately.
- **Plagiarism** – Users may not represent as their own work any materials obtained on the Internet (ie: term papers, articles, music, etc). When using other sources, credit must be given to the copyright holder.
- **Use for Non-School-Related Purposes** - School corporation’s computers, electronic devices, and network and Internet services are provided for purposes related to educational programs, school operations, and performance of job responsibilities. Incidental personal use of school devices is permitted as long as such use: 1) does not interfere with the user’s responsibilities and performance; 2) does not interfere with system operations or other system users; and 3) does not violate this policy and the accompanying rules or any other board policy, procedure, or school rules. “Incidental personal use” is defined as use by an individual for occasional personal communications.
- **Misuse of Passwords/Unauthorized Access** – Users may not share passwords, use other users’ passwords, access or use other users’ accounts, or attempt to circumvent network security systems.
- **Malicious Use/Vandalism** – Users may not engage in any malicious use, disruption, or harm to the school corporation’s computers, electronic devices, or network and Internet services, including but not limited to hacking activities and the creation/uploading of computer viruses.
- **Avoiding School Filters** – Users may not attempt to or use any software, utilities, or other means to access Internet sites or content blocked by the school filters. All users must use their own login credentials, and not those belonging to any other student or staff member.
- **Unauthorized Access to Blogs/Social Networking Sites, Etc.** – Users may not access blogs, social networking sites, etc. prohibited by building administration or the RBBCSC Technology Department. Teachers and students using authorized social networking sites for educational projects or activities shall follow the age requirements and legal requirements that govern the use of social networking sites in addition to the guidelines established in this policy.
- **Wasting System Resources** - Users shall not use the network in such a way that would waste system resources or disrupt the use of the network by others. This includes but is not limited to excessive printing, file storage, online games, and video/audio streaming not directly related to educational projects as determined by the supervising instructor or building administrator.

- **Unauthorized Equipment** - Users may not attach unauthorized equipment, including personal laptops, tablets, and handheld devices, to the corporation network without permission from the RBBCSC Technology Department.

**Compensation for Losses, Costs, and/or Damages** As technology has become more mobile many electronic devices owned by the Richland-Bean Blossom Corporation and used by staff members are transported outside both the direct physical control and locations controlled by the Richland-Bean Blossom Community School Corporation. It is in this outside environment that responsibility is shared by both the Richland-Bean Blossom Community School Corporation and the individual staff member who chooses to take an electronic device off school grounds. In the event that an electronic device is lost, stolen, or damaged, the individual student or staff member may be responsible for the total replacement cost per the market value of the device. In addition all users (students and staff) may be responsible for compensating the school corporation for any losses, costs, or damages incurred for violations of board policies/procedures and school rules. The school corporation assumes no responsibility for any unauthorized charges or costs incurred by users while using school corporation computers, devices, or the school network.

**Staff and Student Uses of Social Media or Social Networking Websites** Richland-Bean Blossom Community School Corporation respects the right of employees to use social media networking sites, personal websites, blogs, tweets, and other forms of electronic communication. It is important that school employees' personal or professional use of these sites does not damage the reputation of the school, its staff, students, or their families. Employees should exercise care in setting appropriate boundaries between their personal and public online behavior, understanding what is private in the digital world. Such online behavior always has the possibility of becoming public, even without knowledge or consent. Richland-Bean Blossom Community School Corporation asks all employees to carefully review the privacy settings on any social media and networking sites they use (ie: Facebook, Twitter, Flickr, LinkedIn, etc.) and exercise care and good judgment when posting school content and information. In addition school employees should adhere to the following policies, which are consistent with the school's workplace standards on harassment, student relationships, conduct, professional communication, and confidentiality:

- An employee should not make statements that would violate any of the school's policies, including its policies concerning discrimination, harassment, content, and confidentiality.
- All school employees must uphold Richland-Bean Blossom Community School Corporation's value of respect for the individual and avoid making defamatory statements concerning the school, its employees, its students, or their families.
- An employee may not disclose any confidential school information or confidential information obtained during the course of his/her employment concerning any individuals or organizations, including staff, students, and/or their families.
- All sites established or maintained by Richland-Bean Blossom Community School Corporation employees that can be identified, or could reasonably be construed as a Richland-Bean Blossom Community School Corporation site, are deemed the property of the Richland-Bean Blossom Community School Corporation.
- At no time may a student(s) name(s) or other identifying information be matched with a student's picture or likeness without express written permission of the parent or guardian.
- When establishing a social networking site that represents Richland-Bean Blossom Community School Corporation, all school employees must follow the Richland-Bean Blossom Community School Corporation prescribed naming convention.
- School employees who create sites to be used by students may not include any resources that students are forbidden to access at school.
- All websites/social networking sites created or maintained by school employees are the direct responsibility of that employee and should be kept up-to-date and

continually monitored and appropriately edited in a timely fashion by the sponsoring employee.

- Richland-Bean Blossom Community School Corporation will provide employees a set of guidelines designed to aid in the creation, appropriate use, monitoring, and interactions on social websites and when dealing with electronic communications.
- Any Richland-Bean Blossom Community School Corporation employee upon departure from Richland-Bean Blossom Community School Corporation must release to Richland-Bean Blossom Community School Corporation access and control of any website/social networking site established as a Richland-Bean Blossom Community School Corporation site.

**Student Security** Users may not reveal personal information, including a home address and phone number, about themselves or another individual on any unsecured electronic medium, such as web sites, blogs, podcasts, videos, wikis, or social networking sites. If users encounter dangerous or inappropriate information or messages, they shall notify the school administration immediately.

Staff may post student pictures on corporation/school/newspaper/classroom “public” websites, unless opted out by parents/guardians. Students’ grades, test results, or identifying pictures may be stored only on corporation-approved secure sites that require a username and password for authorized individuals to access.

Richland-Bean Blossom Community School Corporation staff must maintain the confidentiality of student data in accordance with the Family Education Rights and Privacy Act (FERPA).

All Richland-Bean Blossom Community Schools are closed campuses. RBBCSC retains all rights concerning any recording and/or publishing of any student’s or staff member’s work(s) or image(s). Students must obtain permission from a RBBCSC staff member to publish a photograph or video of any school- related activity. It is best practice and common courtesy to ask permission before recording an individual or groups.

The use of cameras on any type of electronic device is strictly prohibited in locker rooms and restrooms.

Students may be issued a school email address to improve student communication and collaboration on school projects. Email shall be used only for educational purposes that directly relates to a school project or assignment.

**Technology Privacy** All computers, telephone systems, voicemail systems, electronic mail, and electronic communication systems are the corporation’s property. The corporation retains the right to access and review all electronic and voice mail, computer files, databases, and any other electronic transmissions contained in or used in conjunction with the corporation’s computer system, telephone system, electronic mail system, and voice mail system. Students and staff should have no expectation that any information contained on such systems is confidential or private.

### **System Security**

Any user who identifies a security problem must notify his/her teacher or building administrator immediately. The user shall not demonstrate the problem to others or access unauthorized material. Staff shall immediately report any potential security breaches to the RBBCSC Technology Department.

Staff shall change their passwords to all systems at the beginning of every school year.

**Personal Devices** All users are prohibited from using privately-owned electronic devices in school settings unless explicitly authorized by the building principal or RBBCSC corporation administration. BYOD will no longer be permitted effective after the 2015-2016 school year.

### **Additional Rules for Laptops, iPads, or other Electronic Devices Issued to Students or Staff**

- Electronic devices loaned or leased to students or staff shall be used only for educational purposes that directly relate to a school project or assignment, unless otherwise explicitly authorized by building administration.
- Users are responsible for the proper care of electronic devices at all times, whether on or off school property, including costs associated with repairing or replacing the device.
- Users must report a lost or stolen device to the building administration immediately. If a device is stolen, a report also should be made immediately with the school safety officer and/or local police.
- The policy and rules apply to the use of the electronic device at any time or place, on or off school property. Students are responsible for obeying any additional rules concerning care of devices issued by school staff.
- Violation of policies or rules governing the use of electronic devices or any careless use of the device may result in a student's device being confiscated and/or a student only being allowed to use the device under the direct supervision of school staff. The student will also be subject to disciplinary action for any violations of Board policies/procedures or school rules.
- Parents are responsible for supervising their child's use of the device when not in school.
- The device configuration shall not be altered in any way by users; this includes software, hardware and accessories such as cases. No software applications shall be installed, removed, or altered on the device unless permission is explicitly given by the teacher or building administrator.
- The device is to be used only by the student or staff member to whom it is issued. The person to whom the device is issued will be responsible for any activity or action performed on the device.
- Devices issued to staff are linked to the position of the staff member. If a staff member is unable to be present for his/her job duties for more than 6 weeks; the device must be turned into administration so the staff member fulfilling that position may employ the technology.
- Interns and students teachers will not be issued a school device. It is the responsibility of the university to provide the intern or student teacher with the necessary technology for their placement.
- The device must be returned in acceptable working order by the last day of each school year, upon withdrawal or exit date from the school corporation, and whenever requested by school staff.

**Terms of Use** RBBCSC reserves the right to deny, revoke, or suspend specific user privileges and/or take other disciplinary action, including suspension or expulsion from school, for violations of this policy. Additionally, all handbook regulations apply to the use of the RBBCSC network, Internet, and electronic resources.

Students have no expectation of confidentiality or privacy with respect to any usage of a school-issued electronic device, regardless of whether that use is for school or personal purposes. RBBCSC may, without notice or consent, supervise access, view, monitor, and record use of these devices at any time or any reason related to the operation of the school. By use of these devices, students agree and consent to such access, monitoring, and recording of their use.

**Disclaimer** – RBBCSC, its employees and agents, make no warranties of any kind, neither expressed nor implied, concerning the network, Internet access, and electronic resources it is providing. Furthermore, RBBCSC is not responsible for:

- The accuracy, nature, quality, or privacy of information stored on local servers or devices or information gathered through Internet access.
- Any damages suffered by a user (whether the cause is accidental or not) including but not limited to, loss of data, delays or interruptions in service, and the infection of viruses or other malware on personal computers or other devices.

- Unauthorized financial obligations resulting from the use of RBBCSC electronic resources.

## ARTICLE 16

### DEVICE POLICY FOR STUDENTS AND STAFF

**Receiving Your Device** Devices will be distributed each fall during the first week of school. Parents and/or students must sign and return the Device Policy Sign-off and Student Pledge document before the device can be issued to the student. This document will need to be signed during student registration or during new student enrollment.

**Training** Students will be trained on how to use the device by their homeroom teacher. Training documents will be available online for students to refer to when needed.

**Return** Student devices and accessories (charger and case) will be collected at the end of each school year for maintenance over summer vacation. Students will retain their original device and case each year while enrolled at RBBCSC for the lifecycle of the device. Any student who transfers out of RBBCSC will be required to return their device and accessories. If a device and accessories are not returned, the parent/guardian will be held responsible for payment in full. If payment is not received the parent/guardian will be turned over to a collection agency.

**Taking Care of Your Device** Students are responsible for the general care of the device which they have been issued by the school. Devices that are broken or fail to work properly must be reported to your classroom teacher(s), office staff or an administrator. If a loaner device is needed, one may be issued to the student until their device can be repaired or replaced.

#### General Precautions

- No food or drink is allowed next to your device while it is in use.
- Cords, cables, and removable storage devices must be inserted carefully into the device.
- Students should never carry their device while the screen is open unless directed to do so by a teacher.
- Devices should be shut down when not in use to conserve battery life.
- Devices should never be shoved into a locker or wedged into a book bag as this may break the screen.
- Do not expose your device to extreme temperature or direct sunlight for extended periods of time. Extreme heat or cold may cause damage to the device.
- Always bring your device to room temperature prior to turning it on.

**Carrying the Device** The protective shell of the device will only provide basic protection from everyday use. It is not designed to prevent damage from drops or abusive handling. Carrying the device in the school issued case is required when not in use. Protective cases are the property of RBBCSC and may not be personalized, altered or customized in any way (including but not limited to; stickers, embroidery, markers, paint, ink etc...).

#### Screen Care

The device screen can be damaged if subjected to rough treatment. The screens are particularly sensitive to damage from excessive pressure on the screen.

- Do not lean on top of the device.
- Do not place anything near the device that could put pressure on the screen.
- Do not place anything in the carrying case that will press against the cover.

- Do not poke the screen.
- Do not place anything on the keyboard before closing the lid (e.g. pens, pencils, notebooks).
- Clean the screen with a soft, dry, anti-static, or micro-fiber cloth. Do not use window cleaner or any type of liquid or water on the device. You can purchase individually packaged pre-moistened eyeglass lens cleaning tissues to clean the screen. These are very convenient and relatively inexpensive.

### **Using Your Device**

**At School:** The device is intended for use at school each and every day. In addition to teacher expectations for device use, school messages, announcements, calendars, academic handbooks, student handbooks and schedules will be accessed using the device. Students must be responsible for bringing their working device to all classes, unless specifically advised not to do so by their teacher.

**At Home:** All students are required to take their device home each night throughout the school year for charging. Devices **must be brought to school each day in a fully charged condition**. Students need to charge their devices each evening and bring them ready for use daily. Repeat violations of this policy will result in referral to administration and possible disciplinary action.

It is recommended that students not carry the AC Adapter power cord (charger) to school. If fully charged at home, the battery will last throughout the day.

**Sound:** Sound must be muted at all times unless permission is obtained from the teacher for instructional purposes. (Students are encouraged to bring earbuds or headphones.)

**Printing:** *At School:* Printing functionality may be available on a limited basis at school and subject to classroom requirements. Teaching strategies will facilitate digital copies of assignments.

**State Standardized Assessments:** Devices will be used for the administration of state standardized assessments. It is the expectation that students are prepared by fully charging their device the night before assessment days. It is the responsibility of the student to inform the Technology Management Services of devices not functioning properly. Failure to comply with these expectations may result in disciplinary action at the discretion of the building administration.

**Managing Your Files and Saving Your Work:** Students may save documents to their Google Drive, or they may save to an external memory device such as a mini SD card or USB flash drive. Saving to Google Drive will make the file accessible from any computer with internet access. Students using Google Drive to work on their documents will not need to save their work, as Drive will save each keystroke as the work is being completed. It will be the responsibility of the student to maintain the integrity of their files and keep proper backups. Students will be trained on proper file management procedures.

**Personalizing the Device: It is important to note that the device students have been issued are the property of the Richland-Bean Blossom Community School Corporation. Devices must remain free of any decorative writing, drawing, stickers, paint, tape, or labels that are not the property of RBBCSC. Spot checks for compliance will be done by administration or RBBCSC Technicians at any time.**

Students may add appropriate music, photos, and videos to their device. Personalized media are subject to inspection and must follow the Richland- Bean Blossom Community School Corporation acceptable use policy.

### **Software on Devices**

**Originally Installed Software:** Device software for Chromebooks is delivered via the Chrome Web Store. These are web-based applications that do not require installation space on a hard drive. Some applications, such as Google Drive, are available for offline use. The software originally installed on the device must remain on the device in usable condition and be easily accessible at all times.

All devices are supplied with the latest build of Google Chrome Operating System (OS), and many other applications useful in an educational environment. The Chrome OS will automatically install updates when the computer is shutdown and restarted.

From time to time the school may add software applications for use in a particular course. This process will be automatic with virtually no impact on students. Applications that are no longer needed will automatically be removed by the school as well.

**Virus Protection:** Virus protection is unnecessary on the device due to the unique nature of its design.

**Additional Software:** Students are unable to install additional software on their device other than what has been approved by RBBCSC.

**Inspection:** Students may be selected at random to provide their device for inspection. The purpose for inspection will be to check for proper care and maintenance as well as inappropriate material being carried into the school.

**Procedure for Restoring the Chrome OS:** If technical difficulties occur, technical support staff will use the “5-minute” rule. If the problem cannot be fixed in 5 minutes, the device will be restored to factory defaults. In a One-to-One environment it is impossible for support staff to maintain a working environment for all if too much time is spent fixing every glitch that may arise. Restoring the Chrome OS will restore the device to the state in which the user originally received it. All student created files saved to the Cloud or Google Drive will be intact after the operating system is restored. All files saved on the device that have been synced to Google Drive will be intact. However, all other data (music, photos, documents) *stored on internal memory that has NOT been synced* will not be restored unless the student requests that an attempt be made to salvage it.

### **Protecting & Storing Your Device**

**Device Identification:** Devices will be labeled in the manner specified by the school. Devices can be identified in the following ways:

- Record of serial number and RBBCSC asset tag
- Individual's Google Account username

*Under no circumstances are students to modify, remove, or destroy identification labels.*

**Storing Your Device:** When students are not monitoring their device, they should be stored in their lockers *with the lock securely fastened*. Nothing should be placed on top of the device when stored in the locker. Students need to take their device home with them every night. The device should be charged fully each night at the student's home. Devices should *never* be stored in an unattended vehicle.

**Storing Devices at Extracurricular Events:** Students are responsible for securely storing their device during extracurricular events.

**Devices Left in Unsupervised / Unsecured Areas:** Under no circumstances should a device be stored in unsupervised areas. Unsupervised areas include the school grounds and campus, the cafeteria, unlocked classrooms, library, locker rooms, dressing rooms, hallways, bathrooms, extra-curricular bus, in a car, or any other entity that is not securely locked or in which there is not supervision.

Unsupervised devices will be confiscated by staff and taken to the Principal's office. Disciplinary action will be taken for leaving a device in an unsupervised location.

## Repairing or Replacing Your Device

### Devices Undergoing Repair:

- Loaner devices may be issued to students when they leave their device for repair at their school's assigned Tech Office.
- If repair is needed due to malicious damage, the school may refuse to provide a loaner device.
- Repaired devices will end up with the original factory image as first received. It is important that students keep their school data synced to cloud drives so documents and class projects will not be lost. Personal information that cannot be replaced should be kept at home on an external storage device.
- Students and parents will be charged for device damage that is a result of misuse or abusive handling. Parents will be billed for parts and labor and may be charged for the current market value of a device that has also been damaged due to intentional misuse or abuse.

**Device Technical Support:** It is the responsibility of each student to request technical support if their device is not working properly. Each building provides technical support on designated days during lunch (see building schedule) in order to assist students with the following items, but not limited to:

- Password Identification
- User account support
- Coordination of warranty repair
- Distribution of loaner devices
- Hardware maintenance and repair
- Operating System or software configuration support
- Restoring device to factory default
- System software updates

## Technology Acceptable Use

### General Guidelines

- Students will have access to forms of media and communication which is in support of education and research and in support of educational goals and objectives at RBBCSC. Access to media and communication beyond these specific uses will not be supported or allowed.
- Students are responsible for the ethical and educational use of the technology resources of the RBBCSC.
- Access to the RBBCSC technology resources is a **privilege** and not a right. Each employee, student, and/or parent will be required to follow the rules of the Corporation's Acceptable Use Policy. Violations of these rules will result in the loss of privileges as well as other disciplinary action as defined by the Corporation's Acceptable Use Policy, Plan of Discipline, or other policies.
- Recognizing that it is impossible to define every instance of acceptable and unacceptable use, it will be at the discretion of the network administrator and/or school administration to use judgment as to what is acceptable in any undefined instances that may arise.
- Transmission of any material that is in violation of any federal or state law is prohibited. This includes, but is not limited to the following: confidential information, copyrighted material, threatening or obscene material, and computer viruses.
- Any attempt to alter data, the configuration of a computer, or the files of another user, without the consent of the individual, school administrator, or technology administrator, will be considered an act of vandalism and subject to disciplinary action in accordance with the school discipline policy.
- All users of the Corporation's technology resources and/or school network must sign the Corporation's Acceptable Use Policy and abide by the rules defined in the



Corporation's Acceptable Use Policy. This is in addition to the rules and policies that this document (RBBCSC Device Policy) contains.

- Students have no expectation of confidentiality or privacy with respect to any usage of a school-issued electronic device, regardless of whether that use is for school or personal purposes. RBBCSC may, without notice or consent, supervise access, view, monitor, and record use of these devices at any time or any reason related to the operation of the school. By use of these devices, students agree and consent to such access, monitoring, and recording of their use.

### **Privacy and Safety**

- Do not go into any social networking streams other than those set up by your teacher or mandated in other distance education courses.
- Do not open, use, or change computer files that do not belong to you.
- Do not reveal your full name, phone number, home address, social security number, credit card numbers, passwords, or passwords of other people.
- Remember that network storage is not guaranteed to be private or confidential. Corporation Administration reserves the right to inspect your files at any time and will take the necessary steps if files are in violation of the Corporation's Acceptable Use Policy.
- If you inadvertently access a website that contains obscene, pornographic, or otherwise offensive material, notify a teacher or the principal immediately so that such sites can be blocked from further access. This is not merely a request. It is a responsibility.

### **Legal Propriety**

- All students and staff must comply with trademark and copyright laws, and all license agreements. Ignorance of the law is not immunity. If you are unsure, ask the network administrator if you are in compliance with the law.
- Plagiarism is a violation of the RBBCSC discipline code. Give credit to all sources used, whether quoted or summarized. This includes all forms of media on the Internet, such as graphics, movies, music, and text.

### **Email**

- Students are assigned an email address by the school corporation to use for academic purposes. This email access will be through a Google Gmail system managed by the RBBCSC. The interface is heavily monitored by corporation network administrators and is subject to filtering of inappropriate content.
- Always use appropriate language.
- Do not transmit language/material that is profane, obscene, abusive, or offensive to others.
- Do not send mass emails, chain letters, or spam.
- Private chatting during class without permission is not permitted.
- Email is subject to inspection at any time by school administration.
- Students will only be able to communicate with other RBBCSC students and faculty.

### **Consequences**

- The student or staff member whose name a system account and/or computer hardware is issued will be responsible at all times for its appropriate use. Non-compliance with the policies of the Device Policy Handbook or the Corporation's Acceptable Use Policy will result in disciplinary action as outlined by the student handbook and/or other school policies for the user unless there is proof that another is responsible.
- Electronic mail, network usage, and all stored files shall not be considered confidential and may be monitored at any time by the network administrator or other school administrators to ensure appropriate use. The Corporation cooperates fully with local, state, or federal officials in any investigation concerning or relating to violations of computer crime laws.

## ARTICLE 17

### BULLYING

*Bullying is defined as an overt, unwanted, repeated acts or gestures, including verbal or written communications transmitted in any manner (including digitally or electronically), physical acts committed, aggression or any other behaviors that are committed by a student or group of students against another student with the intent to harass, ridicule, humiliate, intimidate or harm the targeted student and create for that targeted student an objectively hostile school environment. IC 20-33-8-13.5 RBBCSC Board Policy 5517.01*

These behaviors must be eliminated so that students may learn in a healthy, safe, unthreatening environment. The Corporation supports early identification of students with bullying tendencies and early intervention efforts to assist students in correcting such behavior.

The school principal or designee shall be immediately notified of any student whose actions indicate that he or she exhibits bullying behavior or, in the opinion of a teacher or other school personnel, has demonstrated a tendency for such behavior. The individual reporting the student to the principal or designee shall articulate in writing the reason(s) why he or she believes this student to have exhibited bullying behavior or why he or she believes that the student has a tendency for such behavior. After determining whether the student's actions warrant discipline and enforcing any such discipline, the parent(s) or legal guardian(s) shall be contacted within a reasonable time for the purpose of scheduling a meeting with (or without) the student, the principal or designee or other school officials to discuss the student's exhibition of bullying behavior or his or her tendencies to exhibit such behavior. At this meeting, school officials and the parents or legal guardians shall develop a plan as to how to help the student correct the bullying behavior or prevent the student from exhibiting such behavior in the future.

Options that school personnel and the parent(s) or guardians may consider are:

- Referring the student to the school's counselors. The administrative team shall have the duty to monitor this student, review any non-school interventions for the student, and consider necessary school based interventions including referral for an evaluation to determine special education eligibility. If the student is currently a student with a disability, the student's IEP team shall assume the functions of the administrative team; or
- Participation in a district program that might assist a student with these types of behavioral problems:

**Elementary** C.L.A.S.S. (Connected Learning Assures Student Success) Counseling with social worker Group counseling Peer Mediation, and/or School Resource Officer

**Junior High** C.L.A.S.S. (Connected Learning Assures Student Success) Boys Town Model Peer Mediation Alternative Program Placement Counseling (Guidance Counselor, Social Worker, Psychologist) School Resource Officer

**High School** Intervention/Resource Program Peer Mediation Alternative Program Placement Counseling (Guidance Counselor, Social Worker, Psychologist) School Resource Officer

- Or participation in these community based programs: Boys and Girls Club, local physicians' clinics, YMCA, Big Brothers and Big Sisters, Boys and Girls Scouts.

If after utilizing one or more of the above options, the student continues to exhibit such behavior, the student may be subjected to a higher level of discipline, if circumstances warrant it. Also, the school personnel shall notify the parent(s)/guardian(s) of the student's continued bullying behavior. The school personnel and parent(s)/guardian(s) shall meet again with school personnel to discuss other intervention mechanisms that may be implemented. Any student who engages in bullying may be subject to discipline up to and including expulsion from school. Qualified school personnel may use their discretion to suspend or expel a student for the commission of any act or behavior that constitutes gross misconduct or disobedience at any time. Bullying, teen dating violence, intimidation, and harassment are not acceptable in any form and will not be tolerated at school or any school-related activity. The School District will take disciplinary action against any student who participates in such conduct or who retaliates against someone for reporting incidents of bullying, teen dating violence, intimidation, or harassment.

**Definitions relating to the above statement:**

- Bullying – See definition in Article 4 under *Bullying*
- Teen Dating Violence occurs whenever a middle school or high school student uses or threatens to use physical, mental, or emotional abuse to control an individual in the dating relationship or uses or threatens to use sexual violence in the dating relationship.
- Intimidation – See definition of *Threatening and Intimidating Acts*, Article 4.
- Harassment – the act of systematic and/or continued unwanted and annoying actions of one party or a group, including threats and demands (see *Bullying* and *Sexual Harassment* definitions, Article 4).

**ARTICLE 18**

**UNIFORM STANDARD OF DRESS**

Richland Bean Blossom Community Schools respects students' rights to express themselves in the way they dress. All students who attend RBBCSC are also expected to respect the school community by dressing appropriately for a K-12 educational environment. Student attire should facilitate participation in learning as well as the health and safety of students and the adults that supervise them. This policy is intended to provide guidance for students, staff, and parents.

For general guidance, any fashion (dress, accessories, or hairstyle) that disrupts or interferes with the educational process or presents a safety risk will not be permitted.

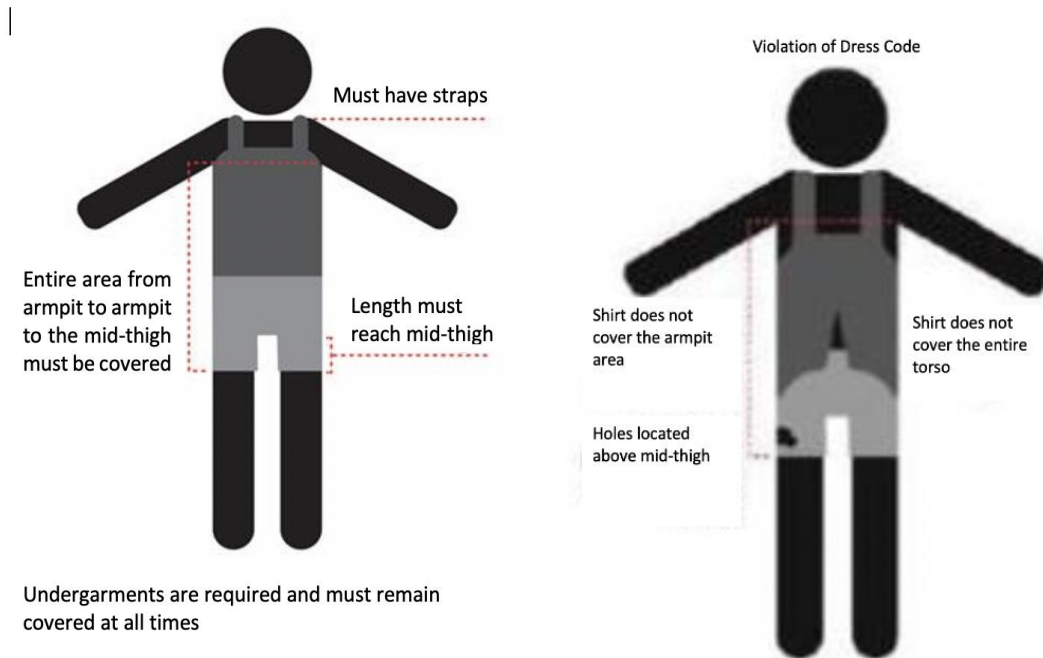
- Clothes must be worn as intended by the manufacturer. Appropriate undergarments are required and must be covered at all times. Undershirts intended to be worn as undergarments are not to be worn without appropriate outerwear.
- Pants and shorts may not be worn below the hipbone. Shorts and skirts must be at least mid-thigh in length. Pants/jeans that contain holes must not show skin above mid-thigh. Pants that are a tight, stretch design (leggings, jeggings, tights; spandex) must not be see-through.
- All shirts and blouses must cover the entire torso area (chest, cleavage, armpits, waist, and back) and maintain coverage whether a student is standing or sitting. Sleeveless shirts must have straps that are a minimum of 2 inches wide.
- Footwear must be worn at all times.

**Prohibited from school:**

- Clothes that portray weapons, drugs, alcohol, tobacco, gangs, sexual content, racial, sexist, or prejudicial symbols, put-downs, or any other that may promote an environment of hostility.
- Pajamas; except on days designated by the school.
- Shoes with built-in wheels or house slippers.
- Wearing hats or hoods; except on days designated by the school.
- Sunglasses – unless prescribed by a physician.
- Jewelry that presents a danger will not be permitted: spiked bracelets, spiked rings, sharp objects, chains longer than 12” or dangling freely, etc.

The administration of each school reserves the right to determine what constitutes appropriate dress. If a student has selected a manner of appearance that is beyond mere freedom of expression and disrupts the educational process or presents a risk to themselves or others, they may be asked to change or be removed from the educational setting.

Appropriate Dress Code



**TITLE VI, IX, 504 GRIEVANCE FORM**

Building \_\_\_\_\_ Date \_\_\_\_\_ Time \_\_\_\_\_

Step 1- Statement of Grievance

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Signed - Grievant

Reported to: \_\_\_\_\_ Principal or Supervisor

Disposition \_\_\_\_\_  
\_\_\_\_\_

Signed \_\_\_\_\_ Date \_\_\_\_\_

Grievance Satisfactorily Settled:

Yes \_\_\_\_\_ No \_\_\_\_\_

If not, referred to Superintendent or Coordinator of Titles VI and IX and 504

Signed \_\_\_\_\_ Date \_\_\_\_\_

Step 2 \_\_\_\_\_ Disposition \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Grievance Satisfactorily Settled: Yes \_\_\_\_\_ No \_\_\_\_\_

If not, referred to the Board of School Trustees.

Signed \_\_\_\_\_ Date \_\_\_\_\_

Step 3 \_\_\_\_\_ Disposition \_\_\_\_\_

Grievance Satisfactorily Settled:

Yes \_\_\_\_\_ No \_\_\_\_\_

Step 4 \_\_\_\_\_ Appealed to:

\_\_\_\_\_

Signed \_\_\_\_\_ Date \_\_\_\_\_

**NOTICE OF NONDISCRIMINATION AND GRIEVANCE PROCEDURES FOR  
TITLE II, TITLE VI, TITLE VII, AND TITLE IX, SECTION 504, AGE ACT, AND ADA**

**Nondiscrimination**

The School Board declares it to be the policy of this Corporation to provide an equal opportunity for all students, regardless of race, color, creed, age, disability, religion, gender, ancestry, national origin, place of residence within the boundaries of the Corporation, or social or economic background, to learn through the curriculum offered in this Corporation.

**Complaint Procedure**

**Section I**

If any person believes that the Richland-Bean Blossom Community School Corporation or any of the Corporation's staff has inadequately applied the principles and/or regulations of (1) Title II, Title VI, and Title VII of the Civil Rights Act of 1964, (2) Title IX of the Education Amendment Act of 1972, (3) Section 504 of the Rehabilitation Act of 1973, (4) The Age Act, and (5) The Americans with Disabilities Act, s/he may bring forward a complaint, which shall be referred to as a grievance, to the Corporation's Civil Rights Coordinator.

---

---

---

**Section II**

The person who believes s/he has a valid basis for grievance shall discuss the grievance informally and on a verbal basis with the Corporation's Civil Rights Coordinator, who shall in turn investigate the complaint and reply with an answer to the complainant. S/He may initiate formal procedures according to the following steps:

**Step 1**

A written statement of the grievance signed by the complainant shall be submitted to the Corporation's Civil Rights Coordinator within five (5) business days of receipt of answers to the informal complaint. The Coordinator shall further investigate the matters of grievance and reply in writing to the complainant within five (5) business days.

**Step 2**

If the complainant wishes to appeal the decision of the Corporation's Civil Rights Coordinator, s/he may submit a signed statement of appeal to the Superintendent of Schools within five (5) business days after receipt of the Coordinator's response. The Superintendent shall meet with all parties involved, formulate a conclusion, and respond in writing to the complainant within ten (10) business days.

**Step 3**

If the complainant remains unsatisfied, s/he may appeal through a signed written statement to the School Board within five (5) business days of his/her receipt of the Superintendent's response in step two. In an attempt to resolve the grievance, the School Board shall meet with the concerned parties and their representative within twenty (20) business days of the receipt of such an appeal. A copy of the Board's disposition of the appeal shall be sent to each concerned party within ten (10) business days of this meeting.

**Step 4**

If at this point the grievance has not been satisfactorily settled, further appeal may be made to the U.S. Department of Education, Office of Civil Rights, 401 South State, Room 700, Chicago, Illinois 60605-1202.

Inquiries concerning the nondiscriminatory policy may be directed to Director, Office for Civil Rights, Department of Education, Washington, D.C. 20201.

The Corporation's Coordinator, on request, will provide a copy of the Corporation's grievance procedure and investigate all complaints in accordance with this procedure. A copy of each of the Acts and the regulations, on which this notice is based, may be found in the Corporation Coordinator's office.

Richland-Bean Blossom CSC  
Student Handbook

**MEMORANDUM TO PARENTS REGARDING  
SCHOOL BOARD POLICY ON DRUG-FREE SCHOOLS**

In accordance with Federal Law, the School Board prohibits the use, possession, concealment, or distribution of drugs by students on school grounds, in school or school-approved vehicles, or at any school-related event. Drugs include any alcoholic beverage, anabolic steroid, dangerous controlled substance as defined by State statute or substance that could be considered a "look-a-like" controlled substance. Compliance with this policy is mandatory for all students. Any student who violates this policy will be subject to disciplinary action, in accordance with due process and as specified in the student handbooks, up to and including expulsion from school. When required by State law, the Corporation will also notify law enforcement officials.

The Corporation is concerned about any student who is a victim of alcohol or drug abuse and will facilitate the process by which s/he receives help through programs and services available in the community. Students and their parents should contact the school principal or counseling office whenever such help is needed.

### **NOTIFICATION TO PARENTS REGARDING STUDENT RECORDS**

Each student's records will be kept in a confidential file located at the student's school office. The information in a student's record file will be available for review only by the parents or legal guardian of a student, adult student (eighteen (18) years of age or older), and those authorized by Federal law and Corporation regulations.

A parent or adult student has the right to:

- A. inspect and review the student's education records within forty-five (45) days after receipt of the request. The school has a form, which can be used to submit a request. The Custodian of Records will notify the parent or adult student of the time and place where the records can be inspected.
- B. request amendments if the parent or adult student believes the record is inaccurate, misleading, or otherwise in violation of the student's rights. The school has a form, which may be used to identify which information in the record that the parent or adult student believes is inaccurate or misleading and to specify why it is inaccurate or misleading.
- C. consent to disclosures of personally identifiable information contained in the student's education records, except to those disclosures allowed by the law. The school's administrative guideline 8330 describes those exceptions and is available upon request.
- D. challenge Corporation noncompliance with a parent's request to amend the records through a hearing. If the Custodian of Records decides not to amend the record, the parent or eligible student will be so notified and provided the opportunity for a hearing. Additional information concerning the hearing will be provided when notified of the opportunity for a hearing.
- E. file a complaint with the U.S. Department of Education, 600 Independence Avenue, Washington, D.C. 20202.
- F. obtain a copy of the Corporation's policy and administrative guideline on student records (#8330).

The Corporation has established the following information about each student as "directory information":

**(REFER TO POLICY 8330 FOR THE INFORMATION THE CORPORATION HAS DEFINED AS DIRECTORY INFORMATION.)**

Each year the Corporation will provide public notice to students and their parents of its intent to make available, upon request, certain information known as "directory information". The Board designates as student "directory information": a student's name; address; telephone number; date and place of birth; photograph; major field of study; participation in officially-recognized activities and sports; height and weight, if a member of an athletic team; dates of attendance; date of graduation; awards received; honor rolls; scholarships; telephone numbers only for inclusion in school or PTO directories. The Corporation will make the above information available upon a legitimate request unless a parent, guardian, or eligible student notifies the School in writing within ten (10) days (**refer to policy 8330**) from the date of this notification that s/he will not permit distribution of any or all such information.



## **NOTIFICATION TO PARENTS FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)**

The Family Educational Rights and Privacy Act (FERPA) affords parents and students who are 18 years of age or older ("eligible students") certain rights with respect to the student's education records. These rights are:

1. The right to inspect and review the student's education records within 45 days after the day the school receives a request for access.

Parents or eligible students should submit to the school principal a written request that identifies the records they wish to inspect. The school official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

2. The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA.

Parents or eligible students who wish to ask the school to amend a record should write the school principal, clearly identify the part of the record they want changed, and specify why it should be changed. If the school decides not to amend the record as requested by the parent or eligible student, the school will notify the parent or eligible student of the decision and of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

3. The right to provide written consent before the school discloses personally identifiable information (PII) from the student's education records, except to the extent that FERPA authorizes disclosure without consent.

One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the school as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel) or a person serving on the school board. A school official also may include a volunteer or contractor outside of the school who performs an institutional service or function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of PII from education records, such as an attorney, auditor, medical consultant, insurance company, or therapist; a parent or student volunteering to serve on an official committee, such as a disciplinary or grievance committee; or a parent, student, or other volunteer assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

Upon request, the school discloses education records without consent to officials of another school district in which a student seeks or intends to enroll, or is already enrolled if the disclosure is for purposes of the student's enrollment or transfer.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the school to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, DC 20202

## **NOTIFICATION TO PARENTS CONCERNING PEST CONTROL AND THE USE OF PESTICIDES**

Dear Parent:

The School Corporation is committed to providing a safe environment for students. 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 pose a hazard to children. Therefore, pest control practices may involve a variety of chemical and non-chemical methods that are designed to control pests effectively while minimizing potential pesticide exposure.

The Corporation will:

- A. annually inform parents and staff members of the Corporation's pest control policy at the time of student registration by a separate memorandum or as a provision in the staff and/or student handbook;
- B. provide the name and phone number of the person to contact for information regarding pest control. That person is Jerry Taylor, Director of Maintenance (876-7100);
- C. establish a registry of parents and staff members who want to receive advance notice of all pesticide use and provide such notice. Parents who want to be placed on the registry should contact the Office of the Superintendent;
- D. provide notice of planned pesticide applications to parents and employees who have requested advance notice;
- E. maintain written record for ninety (90) days of any pesticide applications.

The Corporation will provide notice to those in the registry at least two (2) school days prior to the date and time the pesticide application is to occur unless an emergency is declared. The notice will include the date and time of the pesticide is to be applied and the telephone number to contact for more information.

In case of emergency pesticide applications, because of immediate threat to the public health, the school shall give written notice as soon as possible.

The Corporation shall normally use outside contractors who are certified to apply pesticides. The Corporation shall provide for training of school employees to become certified pest control applicators if they do apply pesticides. The Corporation subject to budgetary constraints of the Corporation may provide financial support of such training.

Operations Policy 8432