

**NHJ UNITED
SCHOOL
CORPORATION
HANDBOOK
2024-2025**



STUDENT/PARENT CORPORATION HANDBOOK

NINEVEH-HENSLEY-JACKSON UNITED SCHOOL CORPORATION

**802 S. Indian Creek Drive
Trafalgar, IN 46181
Telephone: (317) 878-2100
Fax: (317) 878-2109**

INDIAN CREEK SENIOR HIGH SCHOOL

**803 W. Indian Creek Dr.
Trafalgar, IN 46181
Telephone: (317) 878-2110
Fax: (317) 878-2119**

INDIAN CREEK MIDDLE SCHOOL

**801 W. Indian Creek Dr.
Trafalgar, IN 46181
Telephone: (317) 878-2130
Fax: (317) 878-2139**

INDIAN CREEK INTERMEDIATE SCHOOL

**1000 S. Indian Creek Dr.
Trafalgar, IN 46181
Telephone: (317) 878-2160
Fax: (317) 878-2169**

INDIAN CREEK ELEMENTARY SCHOOL

**1002 S. Indian Creek Dr.
Trafalgar, IN 46181
Telephone: (317) 878-2150
Fax: (317) 878-2159**

NHJ MAINTENANCE & TRANSPORTATION BUILDING

**1094 W. Indian Creek Dr.
Trafalgar, IN 46181
Telephone: (317) 878-2180**

DIRECTORY OF PERSONNEL AND ELECTED OFFICIALS

BOARD OF TRUSTEES

President	Mr. Thomas Burgett
Vice President	Mr. Ed Harvey
Secretary	Mrs. Amy Woodrum
Member	Mr. Greg Waltz
Member	Ms. Judy Misiniec

CORPORATION OFFICE

Superintendent of Schools	Dr. Matt Prusiecki
Assistant Superintendent	Mrs. Andrea Perry
Corporation Treasurer	Mr. Jacob Heuchan
Deputy Treasurer	Mrs. Terri Ellington
Payroll/Benefits Assistant	Mrs. Katie Dillman
Board/Admin. Secretary	Mrs. Heidi Baca
Communications Director	Mrs. Kate Taylor

FACILITIES

Director of Facilities	Mr. Jared Sneed
Maintenance Assistant	Mr. Jake Moran
Maintenance Assistant	Mr. Chad Key
Maintenance Tech.	Mr. Todd Doty

TRANSPORTATION

Director of Transportation	Mr. Sean Zachery
Mechanic	Mr. Donnie Overstreet
Mechanic	Mr. Jon Scott
Maint.& Transp. Coord.	Mrs. Donna Richards

TECHNOLOGY

Director of Technology	Mr. Andrew Summers
Operations Manager	Mr. John Long
Systems Administrator	Mr. Michael Clark

FOOD SERVICE

Director of Food Services	Mrs. Beth Frisbee
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Tier 1 Technician

Mr. Reid Blakley

Tier 1 Technician

TBD

HEALTH & WELLNESS

Health & Wellness Director	Mrs. Jill Lawalin, RN
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ATHLETICS

Athletic Director	Mr. Derek Perry
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SPECIAL EDUCATION

Special Education Director	Ms. Paige Prough
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HOMELESS LIASION

Mrs. Andrea Perry

INDOOR AIR QUALITY

HIGH ABILITY COORD.

Mrs. Andrea Perry

IAQ Coordinator

Mr. Jared Sneed

TITLE I COORD.

Mr. Eric Long

ADA COORD.

Mr. Sean Zachery

SECTION 504/TITLE IX COORD.

Mrs. Andrea Perry

REGULARLY SCHEDULED BOARD MEETINGS

Regular school board meetings are held on the second Tuesday of each month. Periodically, special meetings become necessary. When special meetings are scheduled, a notice of such will be posted at the corporation office. Patrons wanting to appear before the school board should call the corporation office to be placed on the agenda.

POLICY NOTIFICATION STATEMENT

It is the policy of Nineveh-Hensley-Jackson United School Corporation not to discriminate on the basis of race, color, religion, sex, national origin, limited English proficiency, age, or handicap in its programs or employment policies, as required by the Indiana Civil Right Act (IC 22-9.1), Title VI and VII (Civil Rights Act of 1964), the Equal Pay Act of 1973, Title IX (Educational Amendments), and Section 504 (Rehabilitation Act of 1973). Grievance or discrimination complaints should be directed in writing to the Assistant Superintendent of Schools, 802 S. Indian Creek Drive, Trafalgar, IN 46181.

AHERA ANNUAL NOTIFICATION

Under the Asbestos Hazard Emergency Response Act (AHERA) of 1986, Nineveh-Hensley-Jackson United School Corporation is required to annually notify all school building employees, building occupants, or their legal guardians of the availability and location of the Asbestos Management Plans and of any post-response action activities, including periodic re-inspections and surveillance activities that are planned or in progress.

In the past year, the AHERA-related activities have been the periodic/6-month surveillances to maintain current information on the condition of materials in our buildings, and to ensure that these materials remain in good condition. This inspection was performed and is on file, and as required, the three-year inspection was performed and is on file. In the coming year the planned activities include routine maintenance and the periodic inspections as required.

The Middle and Intermediate schools have been found to have no asbestos containing materials. The AHERA management plans are available for public review at the Superintendent's office. This notice satisfies the annual notification requirements for Nineveh-Hensley-Jackson United School Corporation under the AHERA standards.

ANTI-HARASSMENT (Refer to Board Policy 1662)

FERPA NOTIFICATION OF RIGHTS

The Family Education Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) affords parents/guardians certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age of 18 ("eligible student"). Parent/guardian or eligible student has the right

1. Inspect and review their student's education record within 45 days of the day the school corporation receives a request for access. Parent/Guardian or eligible student should submit to the school principal a written request that identifies the record(s) they wish to inspect. The principal will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.
2. Request the amendment of the student's education record that the parent/guardian or eligible student believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights. Parent/Guardian or eligible student may ask Nineveh-Hensley-Jackson United School Corporation to amend a record that they believe is inaccurate, misleading, or otherwise in violation of the student's privacy rights. They should write the school principal, and clearly identify the part of the record they want changed and specify why it is inaccurate or misleading. If the school corporation decides not to amend the record as requested by the parent/guardian or eligible student, the school corporation will notify them of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent/guardian or eligible student when notified of the right to a hearing.

3. Consent to disclosures of personally-identifiable information contained in 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 interest. A school official is a person employed by the school corporation as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on a school board; a person or company with whom the school corporation has contracted to perform a special task (such as an attorney, auditor, committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her task). A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request, the school corporation discloses educational records without consent to officials of another school corporation in which a student seeks or intends to enroll.
4. Challenge Board compliance with a parent/guardian or eligible student's request to amend the records through a hearing.
5. File a complaint of Corporation noncompliance with the U.S. Department of Education concerning alleged failures by the school corporation to comply with the requirement of FERPA. The name and address of the office that administers FERPA is Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, SW, Washington, D.C. 20202-5920.
6. Obtain a copy of the Corporation's policy and administrative guidelines on student records.

The student's directory information as designated by the School Board includes a student's name; address; telephone number; photograph; date and place of birth; major field of study, participation in officially recognized activities and sports; height and weight if member of an athletic team; dates of attendance; date of graduation; awards received; listing on an honor roll; or scholarships. Annually, a parent/guardian or eligible student may send a signed and dated written request that limits or prohibits disclosure of directory information.

The Superintendent is required to give recruiting representatives of the U.S. Armed Services and the Indiana Air, Army National Guard and service academies of the armed forces of the United States or an institution of higher education access to the high school campus and student directory information when requested to do so. At the end of a high school student's sophomore year, the parent/guardian or eligible student may send a signed and dated written request that information not be released to the military recruiting representatives.

MENINGOCOCCAL DISEASE

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

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

PARENTS RIGHT TO KNOW TITLE I NOTICE

In accordance with the Elementary and Secondary Education Act, Section 1111(h)(6) PARENTS' RIGHT TO KNOW, this is a notification from Nineveh-Hensley-Jackson United School Corporation to every parent of a student in a Title I school that you have the right to request and receive information in a timely manner regarding the professional qualifications of your student's classroom teachers. This information regarding the professional qualifications of your student's classroom teachers shall include the following:

- If the teacher has met state qualification and licensing criteria for the grade level and subject areas taught;
- If the teacher is teaching under emergency or temporary status in which Indiana qualifications and licensing criteria are waived;
- The teacher's baccalaureate degree major, graduate certification, and field of discipline; and
- Whether the student is provided services by paraprofessionals, and if so, their qualifications.

If at any time your student has been taught for 4 or more consecutive weeks by a teacher that is not highly qualified, you will be notified by the school of this information. If you have questions or concerns, please feel free to contact the school principal.

SECTION 504 OF THE REHABILITATION ACT OF 1973 PARENT NOTIFICATION

Section 504 of the Rehabilitation Act of 1973 prohibits discrimination against persons with a disability in any program receiving federal financial assistance. In order to fulfill obligations under Section 504, the Nineveh-Hensley-Jackson United School Corporation has the responsibility to avoid discrimination in policies and practices regarding its personnel and students. No discrimination against any person with a disability should knowingly be permitted in any of the programs and practices of the school system.

Nineveh-Hensley-Jackson has the responsibilities under Section 504, which include the obligations to identify, evaluate, and, if the student is determined to be eligible under Section 504, to afford access to appropriate educational services.

If the parent or guardian disagrees with the determination made by the professional staff of the school district, he/she has a right to a hearing with an impartial hearing officer.

The Family Educational Rights and Privacy Act (FERPA) also specifies rights related to educational records. This Act gives the parent or guardian the right to: 1) inspect and review his/her child's educational records; 2) make copies of these records; 3) receive a list of the individuals having access to those records; 4) ask for an explanation of any item in the records; 5) ask for an amendment to any report on the grounds that it is inaccurate, misleading, or violates the child's rights; and 6) a hearing on the issue if the school refuses to make the amendment.

If there are questions, please feel free to contact the Section 504 Coordinator for Nineveh-Hensley-Jackson United School Corporation, Assistant Superintendent, 802 S. Indian Creek Dr., Trafalgar, IN 46181, (317) 878- 2100 or a 504 Liaison:

Ashley Wilcoxon	ICES and ICIS Assistant Principal	(317) 878-2150 or (317) 878-2160
Lindsey Crouch	ICMS Counselor	(317) 878-2130
Amber Burton	ICHS Counselor	(317) 878-2110
Dawn Meadows	ICHS Counselor	

SECTION 504 OF THE REHABILITATION ACT OF 1973 COMPLIANCE PLAN

The **Compliance Plan** serves students, parents, and employees, applicants for employment, patrons, and programs within the Nineveh-Hensley-Jackson United School Corporation, hereinafter referred to as Nineveh-Hensley-Jackson.

1. Nineveh-Hensley-Jackson assures students, parents, employees, applicants for employment, and patrons that it will not discriminate against any individual.
2. The Section 504 Compliance Corporation Coordinator is as follows: Mr. Andrew Cline and the school's 504 appointed liaison.
3. Parents are provided procedural safeguards, which are included in the "Notice of Disabled or Who Are Believed To Be Disabled."
4. An impartial due process hearing and review (appeal) are provided upon request. Procedures are detailed in the "Notice of Parent/Student Rights In Identification, Evaluation, and Placement of Individuals Who Are Disabled or Who Are Believed To Be Disabled."
5. Notice to students, parents, employees, and general public of non-discrimination assurances and parent/student rights in identification, evaluation, and placement will be disseminated annually in the following manner:
 - a. Public service announcement in local newspapers;
 - b. Announcement in local school systems; and,
 - c. Posted notice in each public school building.Additionally, the notice will be included in the professional handbook and disseminated to each principal for inclusion in each student/parent handbook.

6. Nineveh-Hensley-Jackson has established the following local grievance procedure to resolve complaints of discrimination. *(These procedures parallel those outlined in The Family Educational Rights and Privacy Act [FERPA].)*
 - a. An alleged grievance under Section 504 must be filed in writing fully setting out the circumstances giving rise to such grievance.
 - b. Such claims must be made in writing and filed with the ADA Coordinator: Mr. Sean Zachery, 801 W. Indian Creek Drive, Trafalgar, IN 46181.
 - c. A hearing will be conducted according to the procedures outlined in the regulations implementing the Family Educational Rights and Privacy Act (FERPA).
 - d. The Section 504 Coordinator will appoint a hearing officer who will conduct the hearing within a reasonable time after the request was received.
 - e. The Section 504 Coordinator shall give the parent, student, employee, applicant, or patron reasonable advance notice of the date, time, and place of the hearing.
 - f. The hearing may be conducted by any individual, including an official of the local school district, who does not have a direct interest in the outcome of the hearing.
 - g. The local school district shall give the parent, student, employee, applicant, or patron full and fair opportunity to present evidence relevant to the issues raised. The grievant may, at their own expense, be assisted or represented by individuals of his or her choice, including an attorney.
 - h. The local school district shall make its decision in writing within fifteen (15) days after the hearing.
 - i. The decision must be based solely on the evidence presented at the hearing and shall include a summary of the evidence and reasons for the decision.
7. Nineveh-Hensley-Jackson will conduct an extensive annual "Child Find" campaign with the goal to locate and identify all Section 504 qualified individuals with disabilities (ages 0 to 21) who reside within the participating school districts.
8. Nineveh-Hensley-Jackson will inform all individuals with disabilities and their parents or guardians of the district's responsibilities and procedural safeguards under Section 504, as well as those under Title 511 Article 7 -- Special Education Regulations and the Individuals with Disabilities Improvement Education Act (IDEA).
9. Nineveh-Hensley-Jackson will seek to identify individuals with disabilities in our community that wish to receive access to our facilities, activities, programs, and services.
10. Nineveh-Hensley-Jackson will notify the community of our responsibilities according to the Americans with Disabilities Act (ADA) with regard to recruitment, advertisement, application, and employment.

TITLE II OF THE AMERICANS WITH DISABILITIES ACT (ADA)

In an Educational setting, the law requires that disabled students be educated along with non-disabled students to the maximum extent appropriate to the needs of the disabled students. This means that disabled students must be assigned to regular courses or classes if the student's needs can be met there. Also, decisions on academic placement must be based on an individual student's need.

Disabled students may be placed in a separate class or facility only if they cannot be educated satisfactorily in the regular educational setting with the use of supplementary aids or services. For example, students who are blind may be assisted by readers or may use Braille equipment or specially equipped computer equipment and remain in the regular classrooms. However, students with severe learning disabilities may be assigned to special education classes for part of the day.

The Individuals with Disabilities Education Act (IDEA) requires schools to develop, according to specific standards, an individualized education program (IEP) for each eligible student with disabilities. An IEP that meets the requirements of the IDEA also fulfills the requirements of Section 504 and Title II of the ADA for an appropriate education for a disabled student.

GENERAL INFORMATION AND CORPORATION RULES TO THE PARENT/GUARDIAN

Parent/Guardian, your son or daughter will spend a large part of his/her first eighteen (18) years in our schools. We hope that during this time your child will grow not only in academics but also in maturity. Growth in these areas will depend upon the successful combination of all these factors: the student's own initiative; the student's innate abilities; intelligent and diligent guidance from the school; your ultimate influence over your child; and the student's acceptance of greater responsibility as his/her maturity and freedom increases. We believe that the above ends can best be met if the parent/guardian, student, and the school cooperate with one another. This cooperation can be better implemented if we set forth what we believe are reasonable expectations from each other.

1. **What the parent should be able to expect from the school:**
 - a. That the school be operated in a businesslike manner, with both requirements and regulations being reasonable and understandable.
 - b. That the student's progress in studies be the primary priority of the school.
 - c. That parental inquiries, visits, and complaints receive prompt and courteous attention and the school's response to these inquiries reflect a constructive and helpful attitude.
 - d. That each teacher's grading be fair, impartial, and understandable.
 - e. That each teacher's assignments be definite and that a reasonable amount of assistance be given in class and individual help be provided when necessary.
 - f. That the school will do its best to maintain a wholesome school atmosphere and wholesome student behavior.
2. **What the school should be able to expect from the parent.**
 - a. That the student's attendance be regular and punctual.
 - b. That the parent encourages and promotes both good study habits and acceptable behavior in their child.
 - c. That the parental inquiries be first registered with the teacher, then the counselor, then the assistant principal (where applicable), and finally the principal.
 - d. That the parent demonstrates a positive attitude toward the school. A negative home climate towards school will too often damage the student's outlook and affect his/her behavior and success.
 - e. That the parent call the school for an appointment with the teacher, counselor, assistant principal (where applicable), or principal in the event of a serious problem or misunderstanding that has not been satisfactorily resolved between the child and the school.
3. **What the student should be able to expect from the school.**
 - a. That his/her voice be heard as long as he/she expresses himself/herself courteously.
 - b. That each teacher's grading and treatment of the student be fair and understandable.
 - c. That the correction of each student's behavior be fair and given with thought to the best interest of both the individual student and the total school.
 - d. The extra help in a subject, beyond what can be given during the class hour without depriving the group of the teacher's time, should be on the student's own initiative.
 - e. That the student's voice in student government be through the elected student council.
4. **What the school should be able to expect from the student.**
 - a. That the student's attendance be regular and punctual.
 - b. That the student exhibits reasonable behavior and not disrupts the normal learning processes.
 - c. That the student will make a reasonable attempt to complete assigned work.
 - d. That the student will deal with teachers and staff courteously.
 - e. That the student will dress in a reasonable manner, which will not draw attention to himself/herself.
 - f. That the student will become aware of rules and regulations as outlined in the student handbook.
 - g. That the student will be respectful of school property as well as others' personal property.
 - h. That the student will put forth a steady, wholehearted effort to learn on a regular basis.

ATTENDANCE (Refer to Board Policy 5200) *COMPULSORY ATTENDANCE (IC 20-33-2-7)*

WITHDRAWAL FROM SCHOOL (Refer to Board Policy 5130)

BULLYING (Refer to Board Policy 5517.01)

In Accordance with the provisions of IC 20-33-8-13.5, and the Nineveh-Hensley-Jackson United School Corporation Board Policy 5517.01, bullying is not permitted. Students who commit acts of bullying are subject to discipline including, but not limited to, suspension, expulsion, arrest and/or prosecution.

CHAIN OF COMMAND FOR RESOLVING DIFFERENCES

To resolve differences that may occur, parents/guardians and students will use the following chain of command when making contact with school officials. Those in the chain of command will direct the order to the proper level if it has not been followed.

FOR ACADEMIC ISSUES:

1. Teacher
2. Department Head/Counselor/Homeroom Teacher
3. Principal
4. Superintendent of Schools
5. School Board

FOR ATHLETIC ISSUES:

1. Coach
2. Athletic Director
3. Principal
4. Superintendent of Schools
5. School Board

Every effort will be made to return all telephone calls or answer requests within 48 hours from the time of initial contact.

CONCUSSIONS AND SUDDEN CARDIAC ARREST ACKNOWLEDGEMENT

IC 20-34-7 and IC 20-34-8 requires schools to distribute information sheets to inform and educate student athletes and their parents on the nature and risk of concussion, head injury and sudden cardiac arrest to student athletes, including the risks of continuing to play after concussion or head injury. These laws require that each year, before beginning practice for an Interscholastic sport, a student athlete and the student athlete's parents must be given an information sheet, and both must sign and return a form acknowledging receipt of the information to the student athlete's coach.

IC 20-34-7 states that an Interscholastic student athlete, in grades 5-12, who is suspected of sustaining a concussion or head injury in a practice or game, shall be removed from play at the time of injury and may not return to play until the student athlete has received a written clearance from a licensed health care provider trained in the evaluation and management of concussions and head injuries, and at least twenty-four hours have passed since the injury occurred.

IC 20-34-8 states that a student athlete who is suspected of experiencing symptoms of sudden cardiac arrest shall be removed from play and may not return to play until the coach has received verbal permission from a parent or legal guardian for the student athlete to return to play. Within twenty-four hours, this verbal permission must be replaced by a written statement from the parent or guardian.

Parents - please read the "Heads Up – Concussion in High School Sports – A Fact Sheet for Parents" and ensure that your student athlete has read "Heads Up – Concussion in High School Sports – A Fact Sheet for Athletes". These are available online at www.ihsaa.org or from the NHJ Athletic Department.

After reading these fact sheets, a parent or legal guardian and the student athlete must sign the "Concussion Acknowledgement and Signature Form for Parents and Student Athletes". Once signed, have your student athlete return this form to his/her coach.

EXTRACURRICULAR ACTIVITY POLICY

Definition: Extracurricular activity is any school-sponsored activity, athletic or otherwise, in which student participation represents the school competitively.

Part of the mission of Indiana schools, as mandated by the Indiana legislature, is to provide instruction and guidance regarding alcoholic beverages, tobacco and tobacco products, stimulants, and narcotics.

Courts have indicated that a concern for the health of students is sufficient grounds for regulating health-related, out-of-school behavior. Courts have further found that a goal of deterrence of the use or distribution of alcoholic beverages, tobacco and tobacco products, stimulants, narcotics, drugs, or controlled substances by students and/or athletes, serves as a "legitimate rational interest" and directly affects the discipline set forth at school.

As school representatives, we are concerned with conduct detrimental to good order and to the general health and welfare of our students. We believe that all students, especially those involved in extracurricular activities, can and must live by high standards in and out of school.

1. All students participating in extracurricular activities who are found to be using or distributing alcoholic beverages, tobacco or tobacco products, stimulants, narcotics, drugs, or controlled substances will be subject to the Code of Conduct for Athletes or any applicable rules and consequences contained in student handbooks. Furthermore, any student exhibiting behavior deemed detrimental to school purposes may be suspended from extracurricular activities.
2. This policy would be in effect year-round. If a student is suspended toward the end of the school year, any remaining disciplinary action would carry over to the next school year and subsequent participation based on the handbook guidelines and rules.
3. Confirmed violations would be communications from governmental agencies indicating probable cause which supports the filing of criminal information or a petition of delinquency on the grounds of possession, use, or transfer of narcotics, stimulants, drugs, controlled substances, tobacco or tobacco products, a voluntary admission of guilt by the student to an administrator, a finding by school officials based on direct observation by staff members and/or law enforcement personnel, or firsthand information by eyewitness testimony.
4. Any penalty imposed under this policy shall apply to any and all extracurricular activities in which the student is participating at the time such penalty is imposed and to any activity in which the student might choose to participate during the term of the penalty. In the event the student is not participating in an extracurricular activity at the time of the violation the penalty will apply to any subsequent extracurricular activity in which the student participates and shall remain in effect until successfully served.
5. At the discretion of the coach, the athlete may be required to attend practices and games during the suspension period.
6. There will be no carryover from school to school.

FIELD TRIP POLICY

It is the intent that students and teachers be allowed to make a reasonable number of field trips each year away from school and during the school day; however, the trips should be well planned in advance and the trip must be directly related to classroom projects of educational value.

The same proper and courteous behavior is expected on field trips, at after-school events, and on school buses as is expected at school. Dress rules will also be the same unless students are told otherwise.

TIME OF TRIP: If trips are taken during school time, they must be educational in nature. Field trips are a valuable method of teaching, but they should be well planned.

PERMISSION SLIPS: No student will be taken on a field trip unless the school has on file a signed permission slip from the parent or legal guardian. The slips inform parent/guardians of proposed trips off the school grounds and provide parent/guardian sanction of such ventures.

CHAPERONES: There must be a ratio of one (1) adult (teacher or parent) for each fifteen (15) students to serve as chaperones during the venture.

FACILITY SECURITY PROGRAM (Refer to Board Policy 7440)

STUDENT DISCIPLINE (Refer to Board Policy 5600)

Recognizing that the behavior of some students may be so disruptive that it interferes with school purposes or educational functions of the school corporation, school officials may find it necessary to remove a student from the school. In this event and in accordance with the provisions of IC 20-33-8-1, the board of school trustees authorizes administrators and staff members to take the following actions:

SECLUSION AND RESTRAINT POLICIES (Refer to Board Policy 5630.01)

SUSPENSION AND EXPULSION OF STUDENTS (Refer to Board Policy 5610)

DRIVER'S LICENSE LAW (Refer to Indiana Code 9-24-2-4)

GUIDANCE AND COUNSELING PROGRAM

The NHJ school-counseling program is an integral part of the total educational enterprise, addressing the needs of ALL students. The program is developmental by design, comprehensive in scope, and systematic in its implementation. ALL students can benefit from participation in school-counseling activities, which are designed to maximize each student's social-personal education and career development, enabling the student to more fully reach academic potential. The NHJ counseling program:

1. Assists all students in establishing educational goals;
2. Enables all students to draw benefit from the offerings of the instructional program of the schools;
3. Aids all students in identifying options and making choices in vocational and academic course areas;
4. Assists all students in career awareness and planning;
5. Helps integrate all the student's experience so that she/he can better relate school activity to life outside the school.

A program of guidance and/or counseling shall be offered to all students and shall be limited to the services of a professional staff of fully certified guidance personnel and other designated staff members.

IMMUNIZATION REQUIREMENTS FOR ATTENDANCE

IC 20-34-4 requires the immunization of all children enrolled in an Indiana school corporation. Your child will not be able to attend school unless the following is met:

1. A current immunization record on file with the school; or
2. A physician statement indicating the required immunizations have been delayed and a time schedule has been established for completion; or
3. A statement of objection for immunizations for:
 - a. Medical reasons as certified by a physician, or
 - b. Religious reasons as documented by parent/guardian

Required immunizations as mandated by IC 20-34-4 vary among the grade levels. See the following chart:

Required and Recommended School Immunizations, Indiana 2024-2025



Updated 1.30.2024

Grade	Required	Recommended
Pre-K	3 Hepatitis B 4 DTaP (Diphtheria, Tetanus and Pertussis) 3 Polio	1 Varicella (Chickenpox) 1 MMR (Measles, Mumps and Rubella) 2 Hepatitis A
K-5	3 Hepatitis B 5 DTaP 4 Polio	2 Varicella 2 MMR 2 Hepatitis A
6-11	3 Hepatitis B 5 DTaP 4 Polio 2 Varicella	2 MMR 2 Hepatitis A 1 MCV4 (Meningococcal) 1 Tdap (Tetanus, Diphtheria and Pertussis)
12	3 Hepatitis B 5 DTaP 4 Polio 2 Varicella	2 MMR 2 Hepatitis A 2 MCV4 1 Tdap

HepB: The minimum age for the third dose of Hepatitis B is 24 weeks of age.

DTaP: Four doses of DTaP/DTP/DT are acceptable if fourth dose was administered on or after the fourth birthday.

Polio*: Three doses of Polio are acceptable for all grade levels if the third dose was given on or after the fourth birthday and at least six months after the previous dose.

*For students in grades K-12, the final dose must be administered on or after the fourth birthday and be administered at least six months after the previous dose.

Varicella: Physician documentation of disease history, including month and year, is proof of immunity for children entering preschool through 12th grade. Parent report of disease history is not acceptable.

Tdap: There is no minimum interval from the last Td dose.

MCV4: Individuals who receive their first dose on or after their 16th birthday only need one dose of MCV4.

Hepatitis A: The minimum interval between first and second dose is six calendar months. Two doses are required for all grade levels.

For additional immunization information, visit: [in.gov/health/immunization](https://www.in.gov/health/immunization) or call **1 (800) 701-0704** during normal business hours.

INTERVIEWS WITH STUDENTS

All interviews with students, which will be conducted by persons other than the school faculty, and during school hours, must have prior approval of the principal. The principal shall use judgment as to whether approval must also be obtained from the parents/guardians. Such approval is advisable if legal questions or insurance adjustments are involved.

LEAVING SCHOOL GROUNDS

Students shall not leave the school grounds for any reason during school hours (8:00 a.m. to 3:20 p.m.) without written permission from the office. Whenever students are required to leave the school grounds, such as for agriculture class, projects, etc., they must have a written approval by parent/guardian on file in the office prior to the student leaving school. Students who have permission to leave shall follow each Indian Creek schools' sign-out and sign-in procedures. Violation of this rule may result in suspension from school.

NETWORK AND INTERNET USE POLICY

MISSION

The use of the district COMPUTER NETWORK and INTERNET ACCESS by students, staff, and community of the Nineveh-Hensley-Jackson United School Corporation is to promote educational excellence by facilitating resource sharing, access to information, and communication.

ACCEPTABLE USE

The purpose of the INTERNET use by Nineveh-Hensley-Jackson United School Corporation (NHJ) students, staff, and community is to assist in the exchange of information for the purposes of education and research. The INTERNET must be used in a positive manner to benefit children, family, education, business, and the community. NHJ does not accept responsibility for a user's participation in activities involving money.

Acceptable use of the Internet includes:

- Connecting into other organization's networks or computing resources must comply with the rules appropriate for that network or the host network.
- Transmitting of any material in violation of federal or state regulations is prohibited. This includes, but is not limited to the plagiarizing of materials, infringement upon copyrighted material, threatening or obscene material, or material protected by trade secrets.
- Using school Internet resources to access, upload, download, or distribute pornographic, obscene, or sexually explicit material is strictly prohibited.
- Using the school Internet requires permission of NHJ professional staff.
- Using the Internet requires supervision by NHJ professional staff.

PRIVILEGES

The use of the Internet is a privilege, not a right, and inappropriate use will result in a cancellation of those privileges. Individuals using Internet accounts must abide by the rules and regulations stated in this policy in order to receive the privilege of accessing the network. The system administrators:

- Will deem what is appropriate use and their decision is final.
- Will require a student and parent signed Acceptable Use Policy (AUP) agreement form.
- May close an account at any time as required.
- May deny, revoke, or suspend a student's account.

ETIQUETTE

All communications and information accessible via the network should be assumed to be private property (which includes but is not limited to copyrighted material.) Users accessing the NETWORK are expected to abide by the generally accepted rules of network etiquette but are not limited to the following:

- Be polite.
- Use appropriate language.
- Illegal activities are strictly forbidden

- Do not reveal your personal information such as address, phone numbers, credit card numbers, etc.
- Do not reveal the personal addresses or phone numbers of students, friends, colleagues, etc.
- Do not assume that electronic mail (e-mail) is private. System operators have access to all e-mail files.
- Do not use the network in such a way that you would disrupt the use of the network by other users.

SERVICE

NHJ makes no warranties of any kind, whether expressed or implied, for the service it is providing. We will not be responsible for any damages the user suffers, including loss of data resulting from delays, non-deliveries, mis-deliveries, or service interruptions caused by its own negligence or user errors or omissions. Use of any information obtained is at your own risk. NHJ specifically denies any responsibility for the accuracy or quality of information obtained through its services.

SECURITY

Security on any computer system is a high priority, especially when the system involves many users. If you feel you can identify a security problem:

- Notify the system administrator or the school technology office.
- Do not demonstrate the problem to other users.
- Do not use another individual's user credentials.
- Do not use another individual's materials, information, or files without permission from that individual.
- Do not attempt to log on to the system as a system administrator.
- Being identified as a security risk may eliminate your access.

CONTROVERSIAL MATERIAL

Users may encounter material which are controversial and which may be considered offensive or inappropriate to some users, parents, teachers, or administrators. On a global network it is impossible to control effectively the content of data. NHJ shall not be held responsible for the content of any material found on the Internet. It is the user's responsibility not to initiate access to inappropriate material.

VANDALISM AND HARASSMENT

Vandalism will result in the cancellation of privileges. Vandalism is defined as any malicious attempt to harm or destroy data of another user or another system or network. This includes, but is not limited to, the uploading or creation of computer viruses. Harassment will result in the cancellation of privileges. Harassment is defined as the persistent annoyance of another user or the interference of another user's work. Harassment includes, but is not limited to the sending of unwanted mail.

REVISION OF POLICY

The above-mentioned policies are subject to revision as determined by the NHJ Director of Technology, the Superintendent, and the School Board as necessary through the use of NEOLA Policies 7540, 7540.01, 7540.02, 7540.03 and 7540.04.

NHJ's Internet-related policies and procedures are available for review by all parents/guardians, school employees, and other community members at the school website, the office of the superintendent or the office of each building principal.

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.

PERSONAL COMMUNICATION DEVICES (Refer to Board Policy 5136)

Important Notice to Students and Parents Regarding Cell Phone Content and Display

- a. The Child Abuse/Neglect Law requires school personnel to report to law enforcement or child protective services whenever there is reason to believe that any person/student is involved with “child exploitation” or “child pornography” as defined by Indiana Criminal Statutes.
- b. It is “child exploitation,” a Class C felony under I.C. 35-42-4-4(b), for any person/student (1) to exhibit, photograph or create a digitalized image of any incident that includes “sexual conduct” by a child under the age of 18; or (2) to disseminate, exhibit to another person, or offer to so disseminate or exhibit, matter that depicts or describes “sexual conduct” by a child under the age of 18.
- c. It is “child pornography,” a Class D felony under I.C. 35-42-4-4(c), for any person/student to possess a photograph, motion picture, digitalized image, or any pictorial representation that depicts or describes “sexual conduct” by a child who the person knows is less than 16 years of age or who appears less than age 16.
- d. “Sexual conduct” is defined by I.C. 35-42-4-4(a) to include sexual intercourse, exhibition of the uncovered genitals intended to satisfy or arouse the sexual desires of any person, or any fondling or touching of a child by another person or of another person by a child intended to arouse or satisfy the sexual desires of the child or other person.
- e. The Indiana Sex Offender Registration Statute at I.C. 11-8-8-7 and the Sex Offender Registry Offense Statute at I.C. 35-42-4-11, as of May 2009, require persons convicted of or adjudicated as a juvenile delinquent for violating the Child Exploitation Statute at I.C. 35-42-4-4(b) to register as a sex offender.
- f. Because student cell phones have been found in a number of Indiana school districts to have contained evidence of “sexual conduct” as defined above, it is important for parents and students to be aware of the legal consequences should this occur in our school system.

PEST CONTROL AND USE OF PESTICIDES

NHJ is committed to providing a safe environment without pests and pesticides. Pesticides may pose a hazard to children; therefore, NHJ has established pest control practices involving a variety of chemical and non-chemical methods designed to control pests with minimum potential to pesticide exposure. It is our policy not to use any pest control chemicals while students occupy the buildings. If you need additional information, please contact the Director of Facilities, Jared Sneed, at (317) 878-2180.

PUBLICITY

All publicity concerning any phase of the school activities, which will appear in the newspaper, etc., must be cleared with the school’s administration. Publicity concerning the school corporation must be cleared through the superintendent.

STUDENT SERVICES

CAFETERIA

As a part of our wellness initiative, Nineveh-Hensley-Jackson United School Corporation makes available for purchase breakfast and lunch at all of our school cafeterias. Each student has a cafeteria account for prepayment of meals. Each student's account is set up with a unique ID. Prepayments may be made at yearly registration or at your child's school. Payments sent to school must be in an envelope with the student's name and amount enclosed. The school does not supply the envelope. Each school has a procedure for collecting cafeteria prepayments. Please contact the Cafeteria Manager if you have any questions about your child's cafeteria prepayment procedures or your child's account balance. Meal payments may now be made online by using your Infinite Campus Access Portal Account. Account balances are available online via your Infinite Campus Portal Account. Parents must have an Infinite Campus Parent Portal Access Form on file at a school in order to receive online access information.

MEAL CHARGES POLICY (Refer to Board Policy 8500)

BREAKFAST AND LUNCH PRICES

Breakfast and lunch prices shall be set for the current school year. A complete listing of these prices are available on the Corporation web site.

CAFETERIA REFUND SCHEDULE

- Cafeteria payments are NOT refunded for amounts less than \$10.00 unless requested in writing.
- Cafeteria money remaining in your child's account will be rolled to the next grade level.
- If a refund is applicable, the refund will be mailed by the end of the last month of school.

STATE ASSISTANCE

Indiana Code 20-33-5 provides state assistance for breakfast and lunch to families who apply and qualify. Each year before the start of school, applications are made available to every Nineveh-Hensley-Jackson United School Corporation registered household. Applications are available on the NHJ Corporation website, upon request, and at all of our school offices. A completed application must be returned to the Director of Food Service, 802 S. Indian Creek Drive, Trafalgar, IN 46181 for processing. Please call (317) 878- 2106 with any questions regarding your application. Apply before school starts or as soon as your situation warrants. Parents are responsible for all cafeteria charges made prior to an application's approval. Completing an application does not ensure approval. A letter of approval or denial will be mailed to the applicant's home address as soon as the application is processed.

HEALTH SERVICES

Our corporation nurses (or designee) provides school health services. These services include but are not limited to the following: first aid in the event of accidents or injuries; treatment of mild illnesses, limited dispensing of medications, first aid instruction classes, wellness classes, and as mandated by Indiana state law, immunizations compliance review, vision, and hearing testing.

FIRST AID

If a student becomes injured or has an accident during school hours, the nurse, teacher, principal, and/or clinic assistant, will administer first aid, if necessary. Depending on the severity, the parent/guardian may be notified. If the injury requires emergency room/physician care, all reasonable efforts will be made to contact the parent/guardian before transport to a hospital.

CLINIC (SICKROOM) VISITS

A clinic (sickroom) is available at each school for emergencies and/or mild illnesses. Students request a pass from the teacher to visit the clinic. The nurse or designee will then evaluate and care for the student.

Criteria for sending students home include, but are not limited to:

1. Temperature over 100.4 degrees.
2. Vomiting.
3. Communicable diseases such as head lice, scabies, chicken pox, or untreated ringworm, impetigo, or pink eye.

No student will be sent home without contacting the parent or guardian. Please keep your emergency contact information current and complete by contacting the school office when changes occur. The parent/guardian is responsible for arranging transportation from school for an ill child.

Criteria for returning students after illness or contagious disease:

1. Fever-free without Tylenol, etc. for 24 hours.
2. No recurrent vomiting or diarrhea for 24 hours.
3. For contagious conditions, on antibiotics for 24 hours.

MEDICATION POLICY

All Medications

1. Medications will not be given without the conditions below being met. The school nurse reserves the right to question and withhold the medication and/or dose if a written prescription from a physician does not accompany the medication.
2. All medications must be sent to school in its original container. MEDICATIONS IN PLASTIC BAGS, ENVELOPES, AND/OR OTHER CONTAINERS WILL NOT BE GIVEN.
3. The school does not supply ANY type of medication for administration to students.
4. All medications are stored in designated locked cabinets.
5. Medications will not be sent home with students. School personnel will destroy all medications not picked up by parent/guardian within one (1) week of school end.

Long-Term Prescription Medications

1. A parent permission and physician authorization form will need completed for any long-term prescription medication, e.g. medication that will be taken for entire school year. A physician order is also needed if a long-term medication is discontinued.
2. A prescription medication must be in its prescription bottle with the name of the medication, dose, and frequency.
3. Any medication designated as a controlled medication by the Federal/Indiana Controlled Substances Act must be brought to the school by the parent/guardian on a monthly or weekly schedule, whichever is more convenient. Students are NOT allowed to carry these medications to school. Please arrange for delivery of these medications during regular school hours.
4. If your child has an inhaler for use at school, the parent/guardian will need to complete an Asthma Action form at the beginning of each new school year.
5. A student may carry and self-administer emergency medications, i.e. epi-pens and asthma inhalers, upon the completion of the self-administration form. Both physician and parent must complete this form.

Short-Term Prescription Medications

1. Short-term prescriptions, i.e. antibiotics, must be in their original container and accompanied by a parent permission note.
2. Students are not allowed to carry these medications back home. Send only enough for the week with the student or ask your physician for medications that do not have to be given during the school day.

Over-the-Counter Medications

1. Over-the-counter medications, i.e. Tylenol, Advil, cough drops, and cough syrup, sent must be accompanied by a parent note. These medicines may only be given for one week unless a physician note also accompanies them. Medicines must be in their original container.
2. Any over-the-counter medication intended for the school year must have a physician note on file with the school nurse detailing reason for medication, dose, and frequency.
3. Aspirin, multi-vitamins, herbal, homeopathic, oils, and natural remedies will not be given during the school day.
4. The schools DO NOT provide medications such as Tylenol, Advil, etc.... for student use.

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 (Infinite Campus) 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 or state health emergency declarations. 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.

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 NHJ 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 BugKing Group

SAFETY DRILLS

FIRE DRILLS

Fire drills will be held once each month.

TORNADO & SEVERE WEATHER DRILL INSTRUCTIONS

Regularly scheduled tornado and severe weather drills will be held throughout the school year.

LOCKDOWN DRILLS

Lockdown drills will be practiced at least once each month.

SEVERE WEATHER/EMERGENCY CLOSINGS AND DELAYS

Every attempt will be made to keep school open in accordance with the adopted school corporation calendar; however, weather and road conditions, power failures, etc., may deem it necessary to close school, release students early from school, or detain students after school. It is very important that each child knows where he/she is to go and what he/she is to do. When the weather is questionable, tune to these **radio stations**:

Bloomington: SPIRIT95

95.1 FM; **Columbus:** WCSI 1010 AM or WKKG 101.5 FM; **Indianapolis:** WIBC 93.1 FM, **Martinsville:** WCBK 102.3 FM; or these **television stations:** **Indianapolis:** Direct TV WTIU WFIU, WISH TV, WRTV, WTHR, and FOX 59 for an announcement. The announcement of school closing for the day will be made by 7:00 a.m. If you have not seen or heard any announcement by 7:00 a.m., you can expect school to be open. You are requested not to call the schools, teachers, principals, bus drivers, and administrators. When weather becomes threatening, rely on the above radio and television stations for the necessary information.

SUMMER SCHOOL

Depending upon available funds, the Board of School Trustees may elect to authorize and make available summer school remediation opportunities, unless otherwise required by the Department of Education to do so. Announcements will be sent out by respective buildings in the spring regarding possible class offerings. Please contact your child's counselor or principal for further information.

TEXTBOOKS AND 1:1 DEVICES

Students are responsible for their textbooks and/or 1:1 devices and must return the materials the way they were originally issued. Parents are required to pay for lost or damaged books.

TOBACCO, ALCOHOL, AND DRUGS

Students found loitering in an area where smoking of tobacco or the use of alcoholic beverages or drugs has taken place in the school building or on school premises, may be deemed guilty of the use thereof and may be subject to the same disciplinary action, as if they themselves had actually partaken of the uses of tobacco, alcoholic beverages and/or drugs. The disciplinary action shall be left to the discretion of the particular school authority in charge of the students and/or area comprising such violation. Such disciplinary action shall depend, in part, upon the gravity of the offense and whether it is the first, second, or third time of the discovery of such offense.

POSSESSION/USE OF TOBACCO

Law and school policy prohibits the possession and/or use of tobacco products for students attending NHJ Schools. Student health is a primary consideration in our determination to eliminate discipline situations involving tobacco possession and/or use. In recognition of the impact of adult role modeling on students and the importance of preventing tobacco use, NHJ is a tobacco-free school environment for students, staff, and the community. There is to be no possession/use of tobacco, tobacco products, or look-alike products by students in the building or on school grounds. Violations will result in the following disciplinary actions according to the building level student handbooks.

POSSESSION/USE ALCOHOL AND DRUGS

1. The principal may recommend expulsion as provided under Indiana Code.
2. No student may provide, by sale or otherwise, any substance which she/he represents to be a narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage, stimulant, depressant, or intoxicant of any kind.
3. No student may possess or use any substance, which the student has reason to believe is, or which has been represented to her/him as a narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage, stimulant, depressant, or intoxicant of any kind.
4. Students are prohibited from possessing, using, transmitting, or being under the influence of caffeine-based pills, substances containing phenylpropanolamine (PPA) or stimulants of any kind, whether available with or without a prescription.
5. A parent/guardian must bring any substance, for which a student has a prescription or written permission from a parent allowing use, to the corporation nurse or clinic assistant for storage in the clinic area where the medication will be administered.

TRANSPORTATION – SCHOOL BUS RULES AND REGULATIONS

We believe all students can behave appropriately and safely while riding on a school bus. We will tolerate no student stopping drivers from doing their jobs or preventing other students from having safe transportation.

According to the laws of the State of Indiana a student is under the control and jurisdiction of the school authorities from the time he or she leaves home in the morning until he or she returns home in the afternoon. In the case of a student who rides in a school bus, this control must be delegated by the School Board through the Superintendent, to the principal of the local school and through him in turn, to the Bus Driver. School bus drivers are to have control of all transported students. The driver shall keep order and maintain discipline while students are on the bus. The driver shall treat all students in a civil manner. The driver shall see that no student is imposed upon or mistreated while in his/her charge and shall ensure the bus regulations are observed by all passengers.

No student in our corporation rides in any bus for any great length of time. It is not unreasonable to expect him or her to take the seat assigned and be reasonably quiet during the trip to and from school; thus relieving the driver of the necessity of watching the pupils instead of the road.

To help ensure the safety of all pupils while riding school buses of Nineveh-Hensley-Jackson United School Corporation, the following rules shall govern the conduct of students while riding school buses. Each bus driver has been delegated the authority and responsibility to enforce all rules:

1. Each pupil shall be assigned a seat in the bus by the driver and shall be expected to occupy it whenever he or she is riding the bus.
2. Students must remain seated until the bus stops to unload. There will be no moving about in the bus during the trip to and from school.
3. Loud or boisterous conduct, pushing, roughhousing, profane language, indecent conduct, teasing, or any unnecessary confusion is not allowed.
4. No windows or doors are to be opened except by permission of driver. Heads, arms, and hands must be kept inside the bus at all times.
5. No student will enter or leave the bus until it has come to a full stop and the door opened by the driver.
6. There will be no damaging or defacing of the school bus.
7. Smoking or drinking intoxicants on the bus is strictly prohibited.
8. Students should be waiting at their boarding station before the bus arrives.
9. Once students board the bus, he/she is not allowed off the bus until arrival at home or school without written permission from parent and principal.
10. The aisle of a school bus must be kept free of objects that could obstruct an emergency evacuation of the bus. Any large object that cannot be held on a student's lap or placed safely on the floor in the space under the seat immediately in front of the student is not permitted on the school bus.
11. Students are prohibited from bringing any potentially hazardous chemicals, animals, or breakable items on board the bus. No animals or insects, no object that could become a missile in an accident, and no flammable or hazardous chemical will be transported.
12. Drivers will report any serious infraction of the above rules or any other serious misconduct to the principal of the school the student attends.
13. Consistency in daily riding of the same bus is required for safety reasons, as well as for not overcrowding buses. For example, students need to consistently ride the same bus for their morning and afternoon routes.
14. Guest/friend riders will not be allowed to ride buses to/from school.
15. The School Board of Trustees, after proper review of the case, reserves the right to refuse to transport a student whose conduct is such that his/her actions interfere with the proper or safe operation of the bus. The duration of the suspension period from riding the school bus will depend on the seriousness of the offense and the number of prior cases of misconduct by the offending student.

Transportation on corporation owned buses is a privilege as long as the student follows the rules of the driver and the governing body. The compulsory attendance statute (IC 20-33-2) requires school attendance, and further (IC 20-33-2-27) requires that compulsory attendance is the responsibility of the parent. While transportation is provided as a service, it is not required. Transportation may therefore, be taken away from any student that refuses to follow the rules or direction of the driver and governing body.

The safety of all students while riding buses is of utmost importance to all of us. Let's all—school authorities, drivers, parents, and students cooperate so that no student will be injured while being transported to or from school.

ADVERTISING OUTSIDE ACTIVITIES

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

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.

VISITORS TO SCHOOL

We encourage visitation by parents/guardians and patrons to our schools, if it does not interfere with classroom procedure. Students are not to bring visitors to school or classes. Anyone visiting school must clear his or her visit through the school office in advance. Visitors are to park in designated areas and not in school bus areas or no parking zones.

WELLNESS POLICY (Refer to Policy 8510)

Civil Rights Nondiscrimination Statement:

In accordance with federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, this institution is prohibited from discriminating on the basis of race, color, national origin, sex (including gender identity and sexual orientation), disability, age, or reprisal or retaliation for prior civil rights activity.

Program information may be made available in languages other than English. Persons with disabilities who require alternative means of communication to obtain program information (e.g., Braille, large print, audiotape, American Sign Language), should contact the responsible state or local agency that administers the program or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339.

To file a program discrimination complaint, a Complainant should complete a Form AD-3027, USDA Program Discrimination Complaint Form which can be obtained online at: <https://www.usda.gov/sites/default/files/documents/ad-3027.pdf>, from any USDA office, by calling (866) 632-9992, or by writing a letter addressed to USDA. The letter must contain the complainant's name, address, telephone number, and a written description of the alleged discriminatory action in sufficient detail to inform the Assistant Secretary for Civil Rights (ASCR) about the nature and date of an alleged civil rights violation. The completed AD-3027 form or letter must be submitted to USDA by:

1. **mail:**
U.S. Department of Agriculture
Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW
Washington, D.C. 20250-9410; or
2. **fax:**
(833) 256-1665 or (202) 690-7442; or
3. **email:**
Program.Intake@usda.gov

This institution is an equal opportunity provider.