

# **NHJ UNITED SCHOOL CORPORATION HANDBOOK 2023-2024**



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

### CORPORATION OFFICE

Superintendent of Schools	Dr. Tim Edsell
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

### FACILITIES

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

### COMMUNICATIONS DIRECTOR

Mrs. Kate Taylor
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### TRANSPORTATION

Director of Transportation	Mr. John Walker
Mechanic	Mr. Donnie Overstreet
Maint.& Transp. Coord.	Mrs. Donna Richards

### TECHNOLOGY

Director of Technology	Mr. Andrew Summers
Operations Manager	Mrs. Beth Crousore
Network Administrator	Mr. Andrew Summers
Systems Administrator	Mr. Michael Clark
District Technician	TBD
Technology Integration	Miss Ali King

### FOOD SERVICE

Director of Food Services	Mrs. Beth Frisbee
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### 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 (Board Policy 1662)**

### **General Policy Statement**

It is the policy of the School Board to maintain an education and work environment that is free from all forms of unlawful harassment, including sexual harassment. This commitment applies to all School Corporation operations, programs, and activities. All students, administrators, teachers, staff, and all other school personnel share responsibility for avoiding, discouraging, and reporting any form of unlawful harassment. This policy applies to unlawful conduct occurring on school property or at another location if such conduct occurs during an activity sponsored by the Board.

The Board will vigorously enforce its prohibition against discriminatory harassment based on race, color, national origin, sex (including sexual orientation and gender identity), disability, age, religion, ancestry, or genetic information (collectively, "Protected Classes") that are protected by Federal civil rights laws (hereinafter referred to as "unlawful harassment") and encourages those within the Corporation community as well as Third Parties who feel aggrieved to seek assistance to rectify such problems.

The Board will investigate all allegations of harassment and, in those cases where unlawful harassment is substantiated, take immediate steps to end the harassment, prevent its reoccurrence, and remedy its effects.

Individuals who are found to have engaged in unlawful harassment will be subject to appropriate disciplinary action.

## Other Violations of the Anti-Harassment Policy

The Corporation also will take immediate steps to impose disciplinary action on individuals engaging in any of the following prohibited acts:

Retaliating against a person who has made a report or filed a complaint alleging unlawful harassment or who has participated as a witness in a harassment investigation.

Filing a malicious or knowingly false report or complaint of unlawful harassment.

Disregarding, failing to investigate adequately, or delaying investigation of allegations of unlawful harassment, when responsibility for reporting and/or investigating unlawful harassment charges comprises part of one's supervisory duties.

## Notice

Notice of the Board's policy on anti-harassment related to employment practices and the identity of the Corporation's Compliance Officers will be posted throughout the Corporation and published in any Corporation statement regarding the availability of employment, staff handbooks, and general information publications of the Corporation as required by Federal and State law and this policy.

## Definitions

Words used in this policy shall have those meanings defined herein; words not defined herein shall be construed according to their plain and ordinary meanings.

**Complainant** is the individual who alleges or is alleged to have been subjected to unlawful harassment, regardless of whether the person files a formal complaint or is pursuing an informal resolution to the alleged harassment.

**Respondent** is the individual who is alleged to have engaged in unlawful harassment, regardless of whether the Complainant files a formal complaint or is seeking an informal resolution to the alleged harassment.

**Corporation community** means students, Corporation employees (i.e., administrators and professional and classified staff), and Board members, agents, volunteers, contractors, or other persons subject to the control and supervision of the Board.

**Third Parties** include but are not limited to guests and/or visitors on Corporation property (e.g., visiting speakers, participants on opposing athletic teams, parents), vendors doing business with or seeking to do business with the Board, and other individuals who come in contact with members of the Corporation community at school-related events/activities (whether on or off Corporation property).

**Day(s):** Unless expressly stated otherwise, the term "day" or "days" as used in this policy means business day(s) (i.e., a day(s) that the Corporation office is open for normal operating hours, Monday – Friday, excluding State-recognized holidays).

## Sexual Harassment

For purposes of this policy and consistent with Title VII of the Civil Rights Act of 1964, "sexual harassment" is defined as:

Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature, when: Submission to such conduct is made either implicitly or explicitly a term or condition of an individual's employment.

Submission or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual.

Such conduct has the purpose or effect of interfering with the individual's work performance or of creating an intimidating, hostile, or offensive working environment.

Sexual harassment may involve the behavior of a person of any gender against a person of the same or another gender.

Sexual Harassment covered by Policy/AG 2266 - Nondiscrimination on the Basis of Sex in Education Programs or Activities, i.e., sexual harassment prohibited by Title IX, is not included in this policy. Allegations of such conduct shall be addressed solely by Policy 2266/AG 2266 - Nondiscrimination on the Basis of Sex in Education Programs or Activities.

Prohibited acts that constitute sexual harassment under this policy may take a variety of forms. Examples of the kinds of

conduct that may constitute sexual harassment include but are not limited to:  
Unwelcome sexual propositions, invitations, solicitations, and flirtations;

Unwanted physical and/or sexual contact;

Threats or insinuations that a person's employment, wages, promotion, or other conditions of employment may be adversely affected by not submitting to sexual advances;

Unwelcome verbal expressions, including graphic sexual commentaries about a person's body, dress, appearance, or sexual activities; the unwelcome use of sexually degrading language, profanity, jokes or innuendoes; unwelcome suggestive or insulting sounds or whistles; obscene telephone calls;

Sexually suggestive objects, pictures, graffiti, videos, posters, audio recordings or literature placed in the work environment that reasonably may embarrass or offend individuals;

Unwelcome and inappropriate touching, patting, or pinching; obscene gestures;

Asking or telling about sexual fantasies, sexual preferences, or sexual activities;

Speculation about a person's sexual activities or sexual history or remarks about one's own sexual activities or sexual history;

Giving unwelcome personal gifts, such as lingerie, that suggest the desire for a romantic relationship;

Leering or staring at someone in a sexual way, such as staring at a person's breasts, buttocks, or groin;

A pattern of conduct, which can be subtle in nature, that has sexual overtones and is intended to create or has the effect of creating discomfort and/or humiliation to another;

In the context of employees, consensual sexual relationships where such relationship leads to favoritism of a subordinate employee with whom the superior is sexually involved and where such favoritism adversely affects other employees or otherwise creates a hostile work environment;

Verbal, nonverbal or physical aggression, intimidation, or hostility based on sex or sex-stereotyping that does not involve conduct of a sexual nature.

Not all behavior with sexual connotations constitutes unlawful sexual harassment. Sex-based or gender-based conduct must be sufficiently severe, pervasive, and persistent that it adversely affects, limits, or denies an individual's employment or creates a hostile or abusive employment environment.

### **Race/Color Harassment**

Prohibited racial harassment occurs when unwelcome physical, verbal, or nonverbal conduct is based upon an individual's race or color and when the conduct has the purpose or effect of: interfering with the individual's work or educational performance; creating an intimidating, hostile, or offensive working or learning environment; or interfering with one's ability to participate in or benefit from a class or an educational program or activity. Such harassment may occur where conduct is directed at the characteristics of a person's race or color, such as racial slurs, nicknames implying stereotypes, epithets, and/or negative references regarding racial customs.

### **Religious (Creed) Harassment**

Prohibited religious harassment occurs when unwelcome physical, verbal, or nonverbal conduct is based upon an individual's religion or creed and when the conduct has the purpose or effect of: interfering with the individual's work or educational performance; creating an intimidating, hostile, or offensive working or learning environment; or interfering with one's ability to participate in or benefit from a class or an educational program or activity. Such harassment may occur where conduct is directed at the characteristics of a person's religious tradition, clothing, or surnames, and/or involves religious slurs.

### **National Origin/Ancestry Harassment**

Prohibited national origin/ancestry harassment occurs when unwelcome physical, verbal, or nonverbal conduct is based upon an individual's national origin or ancestry and when the conduct has the purpose or effect of: interfering with the individual's work or educational performance; creating an intimidating, hostile, or offensive working or learning environment; or interfering with one's ability to participate in or benefit from a class or an educational program or activity. Such harassment may occur where conduct is directed at the characteristics of a person's national origin or ancestry, such as negative comments

regarding customs, manner of speaking, language, surnames, or ethnic slurs.

### **Disability Harassment**

Prohibited disability harassment occurs when unwelcome physical, verbal, or nonverbal conduct is based upon an individual's disability and when the conduct has the purpose or effect of: interfering with the individual's work or educational performance; creating an intimidating, hostile, or offensive working or learning environment; or interfering with one's ability to participate in or benefit from a class or an educational program or activity. Such harassment may occur where conduct is directed at the characteristics of a person's disability, such as negative comments about speech patterns, movement, physical impairments or defects/appearances, or the like. Such harassment further may occur where conduct is directed at or pertains to a person's genetic information.

### **Corporation Compliance Officers**

The following individuals serve as the Corporation's Compliance Officers (also known as "Anti-Harassment Compliance Officer(s)") (hereinafter referred to as the "COs").

Assistant Superintendent  
802 S. Indian Creek Dr.  
Trafalgar, IN 46181  
317-878-2100

The names, titles, and contact information of these individuals will be published annually on the Corporation's website and on each individual school's website.

The COs are responsible for coordinating the Corporation's efforts to comply with applicable Federal and State laws and regulations, including the Corporation's duty to address in a prompt and equitable manner any inquiries or complaints regarding harassment on the basis of a protected class.

The COs will oversee the investigation of any complaints of harassment based on a protected class which may be filed pursuant to the Board's adopted internal complaint procedure (see below) and will attempt to resolve such complaints. The Board will provide for the prompt and equitable resolution of complaints alleging harassment based on a protected class.

### **Reports and Complaints of Unlawful Harassment and Retaliation**

Students and Corporation employees are required, and all other members of the Corporation community and Third Parties are encouraged, to promptly report incidents of harassment based on a protected class to an administrator, supervisor, or other Corporation official so that the Board may address the conduct before it becomes severe, pervasive, or persistent. Any teacher, administrator, supervisor, or other Corporation employee or official who receives such a complaint shall file it with the CO within two (2) business days.

Members of the Corporation community and Third Parties who believe they have been unlawfully harassed by another member of the Corporation community or a Third Party are entitled to utilize the Board's complaint process that is set forth below. Initiating a complaint, whether formally or informally, will not adversely affect the Complainant's employment or participation in educational or extra-curricular programs. While there are no time limits for initiating complaints of harassment under this policy, individuals should make every effort to file a complaint as soon as possible after the conduct occurs while the facts are known and potential witnesses are available.

The COs will be available during regular school/work hours to discuss concerns related to harassment on the basis of a protected class. The COs shall accept reports of unlawful harassment directly from any member of the Corporation community or a Third Party and such reports that initially are made to another Corporation employee. Upon receipt of a report of alleged harassment, the CO will contact the Complainant and begin either an informal or formal complaint process (depending on the Complainant's request and the nature of the alleged harassment) or designate a specific individual to conduct such a process.

The CO will provide a copy of this policy to the Complainant and Respondent. In the case of a formal complaint, the CO will prepare recommendations for the Superintendent or will oversee the preparation of such recommendations by a designee. All members of the Corporation community must report incidents of harassment based on a protected class that are reported to them to the CO within two (2) business days of learning of the incident/conduct.

Any Corporation employee who directly observes unlawful harassment is obligated, in accordance with this policy, to report such observations to a CO within two business (2) days. Additionally, any Corporation employee who observes an act of unlawful harassment is expected to intervene to stop the harassment unless circumstances make such an intervention

dangerous, in which case the staff member should immediately notify other Corporation employees and/or local law enforcement officials, as necessary, to stop the harassment. Thereafter, the CO or designee must contact the Complainant if age eighteen (18) or older or the Complainant's parents/guardians if the Complainant is under the age eighteen (18) within two (2) days to advise of the Board's intent to investigate the alleged harassment.

### **Investigation and Complaint Procedure (See Form 1662 F1)**

Except for Sexual Harassment that is covered by Policy 2266 - Nondiscrimination on the Basis of Sex in Education Program or Activities, any employee or other member of the Corporation community or Third Party (e.g., visitor to the Corporation) who alleges to have been subjected to unlawful harassment or retaliation may seek resolution of the complaint through the procedures described below. The formal complaint procedures involve an investigation of the individual's claims of harassment based on a protected class or retaliation and a process for rendering a decision regarding whether the charges are substantiated.

Due to the sensitivity surrounding complaints of unlawful harassment or retaliation, timelines are flexible for initiating the complaint process; however, individuals are encouraged to file a complaint within thirty (30) calendar days after the conduct occurs while the facts are known and potential witnesses are available.

Once the formal complaint process is begun, the investigation will be completed in a timely manner (ordinarily within fifteen (15) business days of the complaint being received).

The procedures set forth below are not intended to interfere with the rights of any individual to pursue a complaint of unlawful harassment or retaliation with the United States Department of Education, Office for Civil Rights ("OCR"), the Indiana Civil Rights Commission ("ICRC") or the Equal Employment Opportunity Commission ("EEOC"). The Chicago Office of the OCR can be reached at John C. Kluczynski Federal Building, 230 S. Dearborn Street, 37th Floor, Chicago, IL 60604; Telephone: 312-730-1560; FAX: 312-730-1576; TDD: 800-877-8339; Email: OCR.Chicago@ed.gov; Web: <http://www.ed.gov/ocr>.

### **Informal Complaint Procedure**

The goal of the informal complaint procedure is to stop inappropriate behavior promptly and facilitate resolution through informal means, if possible. The informal complaint procedure is provided as a less formal option for a Corporation employee, other member of the Corporation community or Third Party who alleges unlawful harassment or retaliation. This informal procedure is not required as a precursor to the filing of a formal complaint.

The informal process is available only in those circumstances where the Complainant and the Respondent mutually agree to participate in it.

The Complainant may proceed immediately to the formal complaint process, and individuals who seek resolution through the informal procedure may request that the informal process be terminated at any time to move to the formal complaint process.

All complaints involving a Corporation employee, any other adult member of the Corporation community, or a Third Party and a student will be formally investigated.

As an initial course of action, if a Complainant feels comfortable and safe in doing so, the individual should tell or otherwise inform the Respondent that the alleged harassing conduct is unwelcome and must stop. The Complainant should address the allegedly harassing conduct as soon after it occurs as possible. The COs are available to support and counsel individuals when taking this initial step or to intervene on behalf of the Complainant if requested to do so. A Complainant who is uncomfortable or unwilling to approach the Respondent directly about the allegedly inappropriate conduct may file an informal or a formal complaint.

In addition, with regard to certain types of unlawful harassment, such as sexual harassment, the CO may advise against the use of the informal complaint process.

A Complainant who alleges harassment based on a protected class or retaliation may make an informal complaint, either orally or in writing: 1) to a building administrator; 2) directly to one (1) of the COs; or 3) to the Superintendent or other Corporation-level employee.

All informal complaints must be reported to one (1) of the COs, who either will facilitate an informal resolution as described below or appoint another individual to facilitate an informal resolution.

The Corporation's informal complaint procedure is designed to provide the Complainant with a range of options aimed at bringing about a resolution of the Complainant's concerns. Depending upon the nature of the complaint and the wishes of the Complainant, informal resolution may involve but is not limited to one (1) or more of the following:



Advising the Complainant about how to communicate the unwelcome nature of the behavior to the Respondent.

Distributing a copy of Policy 1662 - Anti-Harassment to the individuals in the school building or office where the Respondent works or attends school.

If both parties agree, the CO may arrange and facilitate a meeting or mediation between the Complainant and the Respondent to work out a mutual resolution.

While there are no set time limits within which an informal complaint must be resolved, the CO or designee is directed to attempt to resolve all informal complaints within fifteen (15) business days of receiving the informal complaint.

If the Complainant is dissatisfied with the results of the informal complaint process, the Complainant may proceed to file a formal complaint. And, as stated above, either party may request that the informal process be terminated at any time to move to the formal complaint process.

### **Formal Complaint Procedure**

If a complaint is not resolved through the informal complaint process, one (1) of the parties has requested that the informal complaint process be terminated to move to the formal complaint process, the Complainant elects to file a formal complaint from the outset, or the CO determines the allegations are not appropriate for resolution through the informal process, the formal complaint process shall be implemented.

A Complainant may file a formal complaint, either orally or in writing, with a Principal, the CO, the Superintendent, or other Corporation official.

Due to the sensitivity surrounding complaints of unlawful harassment and retaliation, timelines are flexible for initiating the complaint process; however, individuals should make every effort to file a formal complaint within thirty (30) calendar days after the conduct occurs while the facts are known and potential witnesses are available.

If a Complainant informs a teacher, Principal, Superintendent, or other Corporation official, either orally or in writing, about any complaint of harassment or retaliation, that employee must report such information to the CO within two (2) business days.

Throughout the course of the process, the CO should keep the parties reasonably informed of the status of the investigation and the decision-making process.

All formal complaints must include the following information to the extent known: the identity of the Respondent; a detailed description of the facts upon which the complaint is based (i.e., when, where, and what occurred); a list of potential witnesses; and the resolution sought by the Complainant.

If the Complainant is unwilling or unable to provide a written statement including the information set forth above, the CO shall ask for such details in an oral interview. Thereafter, the CO will prepare a written summary of the oral interview and the Complainant will be asked to verify the accuracy of the reported charge by signing the document.

Upon receiving a formal complaint, the CO will consider whether any action should be taken in the investigatory phase to protect the Complainant from further harassment or retaliation, including but not limited to a change of work assignment or schedule for the Complainant and/or the Respondent. In making such a determination, the CO should consult the Complainant to assess whether the individual agrees with the proposed action. If the Complainant is unwilling to consent to the proposed change, the CO still may take whatever actions are deemed appropriate in consultation with the Superintendent.

Within two (2) business days of receiving the complaint, the CO or designee will initiate a formal investigation to determine whether the Complainant has been subjected to unlawful harassment or retaliation.

Simultaneously, the CO will inform the Respondent that a formal complaint has been received. The Respondent will be informed about the nature of the allegations and provided with a copy of any relevant policies and/or administrative guidelines, including Policy 1662 - Anti-Harassment. The Respondent also must be informed of the opportunity to submit a written response to the formal complaint within five (5) business days.

Although certain cases may require additional time, the CO or designee will attempt to complete an investigation into the allegations of harassment based on a protected class or retaliation within fifteen (15) business days of receiving the formal complaint.

The investigation will include:

interviews with the Complainant;

interviews with the Respondent;

interviews with any other witnesses who reasonably may be expected to have any information relevant to the allegations; and

consideration of any documentation or other information presented by the Complainant, Respondent, or any other witness that is reasonably believed to be relevant to the allegations.

At the conclusion of the investigation, the CO or designee shall prepare and deliver a written report to the Superintendent that summarizes the evidence gathered during the investigation and provides recommendations based on the evidence and the definition of unlawful harassment as provided in Board policy and State and Federal law as to whether the Respondent engaged in unlawful harassment of or retaliation toward the Complainant. The CO's recommendations must be based upon the totality of the circumstances, including the ages and maturity levels of those involved. In determining if unlawful harassment or retaliation occurred, a preponderance of evidence standard will be used.

Absent extenuating circumstances, within five (5) business days of receiving the report of the Compliance Officer/designee, the Superintendent either must issue a written decision regarding whether the complaint of harassment has been substantiated or request further investigation. A copy of the Superintendent's final decision will be delivered to both the Complainant and the Respondent.

If the Superintendent requests additional investigation, the Superintendent must specify the additional information that is to be gathered, and such additional investigation must be completed within five (5) business days. At the conclusion of the additional investigation, the Superintendent must issue a final written decision as described above.

If the Superintendent determines the Respondent engaged in harassment of or retaliation toward the Complainant, the Superintendent must identify what corrective action will be taken to stop, remedy, and prevent the recurrence of the harassment or retaliation. The corrective action should be reasonable, timely, age-appropriate, effective, and tailored to the specific situation.

The decision of the Superintendent shall be final.

The Board reserves the right to investigate and resolve a complaint or report of unlawful harassment or retaliation regardless of whether the Complainant pursues the complaint. The Board also reserves the right to have the formal complaint investigation conducted by an external person in accordance with this policy or in such other manner as deemed appropriate by the Board or its designee.

The parties may be represented, at their own cost, at any of the above-described interviews/meetings.

The right of a person to a prompt and equitable resolution of the complaint shall not be impaired by the person's pursuit of other remedies such as the filing of a complaint with the OCR, the ICRC or the EEOC, the filing of charges with local law enforcement, or the filing of a civil action in court. Use of this internal complaint process is not a prerequisite to the pursuit of other remedies.

### **Privacy/Confidentiality**

The Corporation will employ all reasonable efforts to protect the rights of the Complainant, the Respondent, and the witnesses as much as possible, consistent with the Corporation's legal obligations to investigate, take appropriate action, and to comply with any discovery or disclosure obligations.

All records generated under the terms of this policy and related administrative guidelines shall be maintained as confidential to the extent permitted by law. Confidentiality, however, cannot be guaranteed. Additionally, the Respondent must be provided the Complainant's identity.

During the course of a formal investigation, the CO or designee will instruct all members of the Corporation community and third parties who are interviewed about the importance of maintaining confidentiality. Any individual who is interviewed as part of a harassment investigation is expected not to disclose any information that is learned or provided during the course of the investigation.

## **Remedial Action and Monitoring**

If warranted, appropriate remedial action shall be determined and implemented on behalf of the Complainant, including but not limited to counseling services, reinstatement of leave taken because of the discrimination, or other appropriate action.

The Board may appoint an individual, who may be a Corporation employee, to follow up with the Complainant to ensure no further discrimination or retaliation has occurred and to take action to address any reported occurrences promptly.

## **Sanctions and Disciplinary Action**

The Board shall vigorously enforce its prohibitions against unlawful harassment/retaliation by taking appropriate action reasonably calculated to stop the harassment and prevent further misconduct.

While observing the principles of due process, a violation of this policy may result in disciplinary action up to and including the discharge of an employee or the suspension/expulsion of a student. All disciplinary action will be taken in accordance with applicable State law and the terms of any relevant collective bargaining agreement or student code of conduct.

When imposing discipline, the Superintendent shall consider the totality of the circumstances involved in the matter, including the age and maturity level of any student involved. In those cases where unlawful harassment is not substantiated, the Board may consider whether the alleged conduct nevertheless warrants discipline in accordance with other Board policies, consistent with the terms of any relevant collective bargaining agreement or student code of conduct.

Where the Board becomes aware that a prior disciplinary action has been taken against the Respondent, all subsequent sanctions imposed by the Board and/or Superintendent shall be reasonably calculated to end such conduct, prevent its recurrence, and remedy its effects.

## **Retaliation**

Retaliation against a person who makes a report or files a complaint alleging unlawful harassment/retaliation or participates as a witness in an investigation is prohibited. Neither the Board nor any other person may intimidate, threaten, coerce, or interfere with any individual because the person opposed any act or practice made unlawful by any Federal or State civil rights law, made a report, formal complaint, testified, assisted or participated or refused to participate in any manner in an investigation, proceeding, or hearing under those laws or this policy, or exercised, enjoyed, aided or encouraged any other person in the exercise or enjoyment of any right granted or protected by those laws or this policy.

Retaliation against a person for making a report of discrimination, filing a formal complaint, or participating in an investigation or meeting is a serious violation of this policy that can result in imposition of disciplinary sanctions/consequences and/or other appropriate remedies.

Formal complaints alleging retaliation may be filed according to the internal complaint process set forth above.

The exercise of rights protected under the First Amendment of the United States Constitution does not constitute retaliation prohibited under this policy.

## **Education and Training**

In support of this Anti-Harassment Policy, the Board promotes preventative educational measures to create greater awareness of unlawful discriminatory practices. The Superintendent shall provide appropriate information to all members of the Corporation community related to the implementation of this policy and shall provide training for Corporation students and staff where appropriate. All training and information provided regarding the Board's policy and harassment in general will be age and content appropriate.

## **Retention of Investigatory Records and Materials**

The CO is responsible for overseeing retention of all records that must be maintained pursuant to this policy. All individuals charged with conducting investigations under this policy shall retain all documents, electronically stored information ("ESI"), and electronic media (as defined in Policy 8315) created and/or received as part of an investigation, which may include but are not limited to:

all written reports/allegations/complaints/grievances/statements/responses pertaining to an alleged violation of this policy;

any narratives that memorialize oral reports/allegations/complaints/grievances/statements/responses pertaining to an alleged violation of this policy;

any documentation that memorializes the actions taken by Corporation personnel or individuals contracted or appointed by the Board to fulfill its responsibilities related to the investigation and/or the Corporation's response to the alleged violation of this policy;

written witness statements;

narratives, notes from, and audio, video, or digital recordings of witness interviews/statements;

e-mails, texts, and social media posts that directly relate to or constitute evidence pertaining to an alleged violation of this policy (i.e., not after-the-fact commentary about or media coverage of the incident);

notes and summaries prepared contemporaneously by the investigator in whatever form made (e.g., handwritten, keyed into a computer or tablet, etc.), but not including transitory notes whose content is otherwise memorialized in other documents;

written disciplinary sanctions issued to students or employees and other documentation that memorializes oral disciplinary sanctions issued to students or employees for violations of this policy;

dated written determinations/reports (including summaries of relevant exculpatory and inculpatory evidence) and other documentation that memorializes oral notifications to the parties concerning the outcome of the investigation, including any consequences imposed as a result of a violation of this policy;

documentation of any supportive measures offered and/or provided to the Complainant or the Respondent, including no contact orders issued to both parties, the dates the no contact orders were issued, and the dates the parties acknowledged receipt of the no contact orders;

documentation of all actions taken, both individual and systemic, to stop the discrimination or harassment, prevent its recurrence, eliminate any hostile environment, and remedy its discriminatory effects;

copies of the Board policy and procedures/guidelines used by the Corporation to conduct the investigation and any documents used by the Corporation at the time of the alleged violation to communicate the Board's expectations to students and staff with respect to the subject of this policy (e.g., Student Code of Conduct and/or Employee Handbooks);

copies of any documentation that memorializes any formal or informal resolutions to the alleged discrimination or harassment;

documentation of any training provided to Corporation personnel related to this policy, including but not limited to notification of the prohibitions and expectations of staff set forth in this policy and the role and responsibility of all Corporation personnel involved in enforcing this policy, including their duty to report alleged violations of this policy and/or conduct an investigation of an alleged violation of this policy.

The documents, ESI, and electronic media (as defined in Policy 8315) retained may include public records and records exempt from disclosure under Federal (e.g., FERPA, ADA) and/or State (e.g., I.C. 5-14-3-4) law, such as student records and confidential medical records.

The documents, ESI, and electronic media (as defined in Policy 8315) created or received as part of an investigation shall be retained in accordance with Policy 8310, Policy 8315, Policy 8320, and Policy 8330 for not less than three (3) years and longer if required by the Corporation's records retention schedule.

## **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 to

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 teachers 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:

Mr. Eric Long, ICES Principal	(317) 878-2150	Mrs. Kim Davis, ICIS Principal	(317) 878-2160
Mrs. Lindsey Crouch, ICMS Counselor.	(317) 878-2130	Mrs. Amber Burton, ICHS Counselor	(317) 878-2110

## 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 schools 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 toward 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**

### **COMPULSORY ATTENDANCE (IC 20-33-2-7)**

***IC 20-33-2-7 requires a child to attend school at the beginning of the fall school term for the school year in which the child turns seven (7) years of age until the date on which the student:***

1. graduates;
2. becomes eighteen (18) years of age; or
3. becomes sixteen (16) years of age but is less than eighteen (18) years of age and the requirements under IC 20-33-2-28.5 concerning an exit interview are met enabling the student to withdraw from school before graduation; whichever occurs first. *As added by P.L.1-2005, SEC.17. Amended by P.L.242-2005, SEC.17.*



## ***WITHDRAWAL FROM SCHOOL (Board Policy 5130)***

The School Board affirms that, while Indiana Law requires attendance of each student until eighteen (18) years of age, it is in the best interests of both the students and the community that they complete the educational program that will equip them with skills and increase their chances for a successful and fulfilling life beyond the schools.

The Board directs that whenever a student, sixteen (16) to eighteen (18) years of age, wishes to withdraw from school, an exit interview will be conducted. The following individuals shall attend the exit interview:

- A. the student;
- B. the parent(s);
- C. the principal;
- D. the guidance counselor or school counselor;
- E. the homeroom (IRP) classroom teacher.

The exit interview will include a determination of whether or not the student is withdrawing for reason of financial hardship, requiring the student to be employed to support the student's family or a dependent, illness, or an order by a court that has jurisdiction over the student.

During the exit interview, the individual(s) designated by the Board to attend, shall provide the student and the student's parent(s) a copy of statistics concerning the likely consequences of life without a high school diploma.

The student may not withdraw from school unless the student, the student's parent or guardian, and the principal agree to the withdrawal and the parent or guardian and the principal provide written consent for the student to withdraw from school. If the principal (this duty may not be delegated to a designee) does not consent to the student's withdrawal, the student's parent may appeal the denial to the Board.

At least five (5) days before holding an exit interview, the Corporation shall give notice by certified mail or personal delivery to the student, the student's parent(s), or the student's guardian that the student's failure to attend an exit interview or return to school if the student does not meet the requirements to withdraw from school will result in the revocation or denial of the student's driver's license or learner's permit and employment certificate.

The Superintendent shall develop a withdrawal form (Form 5130 F4) which is to be signed by the student, his/her parent, and the principal in accordance with this policy.

I.C. 20-33-2-9

## ***BULLYING (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.**

The School Board is committed to providing a safe, positive, productive, and nurturing an educational environment for all of its students. The Board encourages the promotion of positive interpersonal relations between members of the school community. Bullying behavior toward a student, whether by other students, staff or third parties, is strictly prohibited and will not be tolerated. This prohibition includes physical, verbal, and psychological abuse as provided herein. The Board will not tolerate any gestures, comments, threats, or actions which cause or threaten to cause bodily harm or personal degradation. Engaging in "cyberbullying," which is behavior that occurs through the use of data or computer software that is accessed through a computer, computer system, computer network, or cellular telephone or other wireless or cellular communications device also is prohibited. This policy applies when a student is on school grounds immediately before or during school hours, immediately after school hours, or at any other time when the school is being used by a school group; off school grounds at a school activity, function, or event; traveling to or from school or a school activity, function, or event; or, using property or equipment provided by the school. Additionally, this policy applies regardless of the physical location when:

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

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

- A. places the targeted student in reasonable fear of harm to the targeted student's person or property;
- B. has a substantially detrimental effect on the targeted student's physical or mental health;
- C. has the effect of substantially interfering with the targeted student's academic performance; or
- D. has the effect of substantially interfering with the targeted student's ability to participate in or benefit from the services, activities, and privileges provided by the school.

This type of behavior is a form of harassment, although it need not be based on any of the legally protected characteristics, such as sex, race, color, national origin, marital status, or disability. It includes, but is not limited to, such behaviors as stalking, intimidation, menacing behavior, coercion, name-calling, taunting, making threats, and hazing. It also includes the use of digital or electronic communications to engage in such behaviors.

However, Indiana law exempts the following from the definition of "bullying":

- A. Participating in a religious event.
- B. Acting in an emergency involving the protection of a person or property from an imminent threat of serious bodily injury or substantial danger.
- C. Participating in an activity consisting of the exercise of a student's rights protected under the First Amendment to the United States Constitution or Article I, Section 31 of the Constitution of the State of Indiana, or both.
- D. Participating in an activity conducted by a nonprofit or governmental entity that provides recreation, education, training, or other care under the supervision of one or more adults.
- E. Participating in an activity undertaken at the prior written direction of the student's parent.
- F. Engaging in interstate or international travel from a location outside Indiana to another location outside Indiana.

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

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. Staff members who fail to report bullying or who fail to conduct an investigation when assigned that duty are subject to disciplinary action, up to and including discharge.

All complaints about bullying behavior that may violate this policy shall be promptly investigated according to the timeline established by the Superintendent's administrative guidelines.

If, during an investigation of reported acts of bullying and/or harassment, the investigator believes that the reported misconduct may have created a hostile learning environment and may have constituted unlawful discriminatory harassment based on sex, race, color, national origin, religion, or disability, the investigator will report the act of bullying and/or

harassment to one (1) of the Compliance Officers so that it may be investigated in accordance with the procedures set forth in Policy 5517 – Anti-Harassment.

If the investigator finds an instance of bullying behavior has occurred, prompt and appropriate action or responses shall be taken to address the behavior wherever it occurs including, as appropriate, disciplinary action, up to and including expulsion for students, discharge for employees, exclusion for parents, guests, volunteers, and contractors, and removal from any official position and/or a request to resign for Board members. Bullying acts shall be reported to law enforcement officials immediately upon determining that a report to law enforcement is necessary.

The parents of the targeted student and the reported bully shall be notified of the alleged bullying incident at the beginning of the investigation, the findings of the investigation at the conclusion of the investigation, and, as appropriate, any remedial action that has been or will be taken to the extent disclosure is permitted by law. In addition to discipline, remedial action may include support services for the targeted student and bullying education for the bully, among other actions.

Retaliation against any person who reports is thought to have reported, files a complaint, or otherwise participates in an investigation or inquiry concerning allegations of bullying is prohibited and will not be tolerated. Such retaliation shall be considered a serious violation of Board policy and independent of whether a complaint is substantiated. Suspected retaliation should be reported in the same manner as bullying. Making intentionally false reports about bullying for the purpose of getting someone in trouble is similarly prohibited and will not be tolerated. Retaliation and making intentionally false reports may result in disciplinary action as indicated above.

For a definition of and instances that could possibly be construed as hazing, consult Policy 5516.

The Corporation shall maintain a link on its internet website to the internet website resource page maintained by the Indiana Department of Education that provides parents and school officials with resources or best practices regarding the prevention and reporting of bullying and cyberbullying.

#### **Confidentiality**

To the extent appropriate and/or legally permitted, confidentiality will be maintained during the investigation process. However, a proper investigation will, in some circumstances, require the disclosure of names and allegations.

#### **Safe School Committee**

In accordance with State law, there shall be a Safe School Committee in each school within this Corporation (see Policy 8400 - School Safety).

The Superintendent is directed to develop administrative guidelines to implement this policy. Guidelines shall include reporting and investigative procedures, as needed. The complaint procedure established by the Superintendent shall be followed.

## **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

Due to the new law “Student Athletes: Concussions and Head Injuries” (IC 20-34-7 and IC 20-34-8), schools are now required to distribute information sheets to inform and educate student athletes and their parents of 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 or intramural sport, a high school 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 a high school athlete who is suspected of sustaining a concussion or head injury in a practice or game, shall be removed at the time of injury and may not return to play until the student athlete has received written clearance from a licensed health care provider in the evaluation and management of concussions and head injuries.

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 of the student athlete to return to play. Within twenty-four hours, the 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.ihcaa.org](http://www.ihcaa.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.

## **DISCIPLINE POLICY (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:

### **REMOVAL FROM CLASS OR ACTIVITY – TEACHER**

1. A high school teacher will have the right to remove a student from his/her class or activity for a period of up to one (1) school day. The student will be assigned regular or additional work to be completed in another school setting. The teacher may suspend up to five (5) days with the approval of the building administration.
2. An elementary or intermediate schoolteacher will have the right to remove a student from his/her classroom or activity for a period of up to one (1) school day if the student is assigned regular or additional work to be completed in another school setting.

### **SUSPENSION FROM SCHOOL – PRINCIPAL**

A school principal or designee may deny a student the right to attend school or take part in any school function for a period of up to ten (10) school days with the approval of the Superintendent of Schools.

### **EXPULSION**

In accordance with the due process procedures defined in this policy, a student may be expelled from school for a period no longer than the remainder of the current semester plus the following semester unless otherwise defined under Grounds for Suspension and Expulsion in this policy.

### **GROUND FOR SUSPENSION OR EXPULSION (Board Policy 5610)**

Grounds for suspension or expulsion are student misconduct or substantial disobedience. The following include examples of student misconduct or substantial disobedience, but are not limited to:

1. Using violence, force, noise, coercion, threat, intimidation, fear, passive resistance, or other comparable conduct constituting an interference with school purposes, or urging other students to engage in such conduct. The following enumeration is only illustrative and not limited to the type of conduct prohibited by this subdivision:
  - a. Occupying any school building, school grounds, or part thereof with intent to deprive others of its use;
  - b. Blocking the entrance or exits of any school building or corridor or room therein with intent to deprive others of lawful access to or from, or use of the building, corridor, or room;
  - c. Setting fire to or damaging any school building or property;
  - d. Prevention of or attempting to prevent by physical act the convening or continued functioning of any school or education function or of any meeting or assembly on school property;

2. Continuously and intentionally making noise or acting in any manner so as to interfere seriously with the ability of any teacher or any of the other school personnel to conduct the education function under this supervision.
3. Causing or attempting to cause damage to school property; stealing or attempting to steal school property.
4. Causing or attempting to cause damage to private property; stealing or attempting to steal private property.
5. Intentionally causing or attempting to cause physical injury or intentionally behaving in such a way as could reasonably cause physical injury to any person. Self-defense or reasonable action undertaken on the reasonable belief that it was necessary to protect some other person does not, however, constitute a violation of this provision.
6. Threatening or intimidating any student for the purpose of, or with the intent of, obtaining money or anything of value from the student.
7. Knowingly possessing, handling, or transmitting a knife or any object that can reasonably be considered a weapon.
8. Knowingly possessing, using, transmitting, or being under the influence of any narcotic drug, prescription medication, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage, or intoxicant of any kind. Use of drug authorized by a medical prescription from a physician is not a violation of this subdivision.
9. Engaging in the unlawful selling of a controlled substance or engaging in a criminal law violation that constitutes a danger to other students or constitutes an interference with school purposes or an educational function.
10. Failing in a substantial number of instances to comply with directions of teachers or other school personnel during any period of time when the student is properly under their supervision, where the failure constitutes an interference with school purposes or an educational function.
11. Engaging in any activity forbidden by the laws of Indiana that constitutes an interference with school purposes or an educational function.
12. Violating or repeatedly violating any rules that are reasonably necessary in carrying out school purposes or an educational function and are validly adopted in accordance with Indiana law, including, but not limited to:
  - a. Engaging in sexual behavior on school property;
  - b. Disobedience of administrative authority;
  - c. Willful absence or tardiness of students;
  - d. Knowingly possessing, using, or transmitting any substance which is represented to be or looks like a narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage, stimulant, depressant, or intoxicant of any kind;
  - e. Possessing, using, transmitting, or being under the influence of caffeine-based substance, substances containing phenylpropanolamine (PPA), or stimulants of any kind, be they available with or without a prescription.
  - f. Knowingly using on school grounds during school hours an electronic paging device or a handheld portable telephone in a situation not related to a school purpose or educational function.
13. POSSESSION OF FIREARMS, DEADLY WEAPONS, OR DESTRUCTIVE DEVICES IC 35-47-1-5
  - a. As used in this section, "firearm" has the meaning set forth in IC 35-31.5-2-86.
  - b. As used in this section, "deadly weapon" has the meaning set forth in IC 35-41-1-8. The term does not include a firearm or destructive device.
  - c. As used in this section, "destructive device" has the meaning set forth in IC 35-47.5-2-4.
  - d. Notwithstanding section 20 of this chapter, a student who is:
    1. identified as bringing a firearm or destructive device to school or on school property; OR
    2. in possession of a firearm or destructive device on school property;must be expelled for at least one (1) calendar year, with the return of the student to be at the beginning of the first school semester after the end of the one (1) year period.
  - e. The superintendent may, on a case-by-case basis, modify the period of expulsion under subsection (d) for a student who is expelled under this section.
  - f. Notwithstanding section 20 of this chapter, a student who is:
    1. identified as bringing a deadly weapon to school or on school property; or
    2. in possession of a deadly weapon on school property;may be expelled for not more than one (1) calendar year.
  - g. A superintendent or the superintendent's designee shall immediately notify the appropriate law enforcement agency having jurisdiction over the property where the school is located if a student engages in a behavior described in subsection (d). The superintendent may give similar notice if the student engages in a behavior described in subsection (f). Upon receiving notification under this subsection, the law enforcement agency shall begin an investigation and take appropriate action.
  - h. A student with disabilities (as defined in IC 20-35-7-7) who possesses a firearm on school property is

subject to procedural safeguards under 20 U.S.C. 1415. *As added by P.L.1-2005, SEC.17.*

The grounds for suspension or expulsion listed above apply when student is

1. On school grounds immediately before, during, and immediately after school hours and at any other time when a school group is using the school.
2. Off school grounds at a school activity, function, or event; or traveling to or from school or a school activity, function, or event.

In addition to the grounds listed above, a student may be suspended or expelled for engaging in unlawful activity on or off school grounds if the unlawful activity may reasonably be considered to be an interference with school purposes or an education function; or the student's removal is necessary to restore order or protect persons on school property. This includes any unlawful activity meeting the above criteria, which takes place during weekends, holidays, or other school breaks, and the summer period when a student may not be attending classes or other school functions.

#### SUSPENSION PROCEDURES

When a principal (or designee) determines that a student should be suspended, the following procedures will be followed:

1. A meeting will be held prior to the suspension of any student. At the meeting, the student will be entitled to
  - a. written or oral statement of the charges;
  - b. If the student denies the charges, a summary of the evidence against the student;
  - c. An opportunity for the student to explain the student's conduct.
2. Following the suspension, the parents or guardians of suspended student will be notified in writing. The notification will include the dates of the suspension, describe the student's misconduct, and the action taken by the principal.

Law and school policy prohibits the possession and/or use of tobacco products for high school students attending ICHS. Student health is a primary consideration in our determination to eliminate discipline situations

#### EXPULSION PROCEDURES

When a principal (or designee) recommends to the superintendent (or designee) that a student be expelled from school, the following procedures will be followed:

1. The superintendent (or designee) may conduct an expulsion meeting, or may appoint one of the following persons to conduct the expulsion meeting:
  - a. Legal counsel; or
  - b. A member of the administrative staff who did not expel the student and was not involved in the events giving rise to the expulsion.
2. An expulsion will not take place until the student and the student's parents/guardians are asked to appear at an expulsion meeting conducted by the superintendent or the person designated above. Failure by a student or a student's parents/guardians to appear at this meeting will be deemed a waiver of rights administratively to contest the expulsion or to appeal it to the school board.
3. The request to appear at the expulsion meeting will be in writing, delivered by certified mail or by personal delivery, and contain the reasons for the expulsion and the date, time, place, and purpose of the meeting.
4. At the expulsion meeting, the principal (or designee), will present evidence to support the charges against the student. The student or parent will have the opportunity to answer the charges against the student and to present evidence to support the student's position.
5. If an expulsion meeting is held, the person conducting the expulsion meeting will make a written summary of the evidence heard at the meeting, take any action found to be appropriate, and give notice of the action taken to the student and the student's parent/guardian.

#### EXPULSION PROCESS

A student may be expelled as a last resort for disciplinary reasons. This includes incidents occurring either at school during school hours or at any school-sponsored events. Upon recommendations by the principal that a student be expelled, the superintendent will make the final decision after allowing due process procedures, which will include:

1. One (1) notification of parents/guardians by certified letter or personal contact by school official;
2. Students under sixteen (16) years of age shall be reported to the county probation office for further action;
3. IC 20-33-8-33 states that the Bureau of Motor Vehicles must be notified for required action.



## EXPULSION APPEAL

The student or parent/guardian has the right to appeal the decision of the person conducting the expulsion meeting to the school board within 10 days of the receipt of notice of the action taken. The student or parent/guardian appeal to the school board must be in writing. If an appeal is properly made, the board must consider the written summary of the expulsion meeting and the arguments of the school administration and the student and/or the student's parents/guardians. The board will then take any action deemed appropriate.

## **DRIVER'S LICENSE LAW**

### **IC 9-24-2-4 enacted by the General Assembly of the State of Indiana concerning motor vehicles reads as follows:**

#### *Chapter 2. Individuals Prohibited from Obtaining a License or Permit.*

##### *IC 9-24-2-1 Suspended and expelled students and dropouts*

- (a) A driver's license or a learner's permit may not be issued to an individual less than eighteen (18) years of age who meets any of the following conditions:
  - (1) Is a habitual truant under IC 20-33-2-11.
  - (2) Is under at least a second suspension from school for the school year under IC 20-33-8-14 or IC 20-33-8-15.
  - (3) Is under an expulsion from school under IC 20-33-8-14, IC 20-33-8-15, or IC 20-33-8-16.
  - (4) Is considered a dropout under IC 20-33-2-28.5.
- (b) At least five (5) days before holding an exit interview under IC 20-33-2-28.5, the school corporation shall give notice by certified mail or personal delivery to the student, the student's parent, or the student's guardian that the student's failure to attend an exit interview under IC 20-33-2-28.5 or return to school if the student does not meet the requirements to withdraw from school under IC 20-33-2-28.5 will result in the revocation or denial of the student's:
  - (1) driver's license or learner's permit; and
  - (2) employment certificate.

*As added by P.L.2-1991, SEC.12. Amended by P.L.131-1995, SEC.1; P.L.132-1995, SEC.1; P.L.1-2005, SEC.106; P.L.242-2005, SEC.1; P.L.1-2006, SEC.165.*

##### *IC 9-24-2-4 Invalidation and revalidation of licenses; suspended, expelled, and withdrawn students*

- (a) If a person is less than eighteen (18) years of age and is a habitual truant, is under a suspension or an expulsion or has withdrawn from school as described in section 1 of this chapter, the bureau shall, upon notification by person's principal, invalidate the person's license or permit until the earliest of the following:
  - (1) The person becomes eighteen (18) years of age.
  - (2) One hundred twenty (120) days after the person is suspended, or the end of a semester during which the person returns to school, whichever is longer.
  - (3) The suspension, expulsion, or exclusion is reversed after the person has had a hearing under IC 20-33-8.
- (b) The bureau shall promptly mail a notice to the person's last known address that states the following:
  - (1) That the person's driving privileges will be invalidated for a specified period commencing five (5) days after the date of the notice.
  - (2) That the person has the right to appeal the invalidation of a license or permit.
- (c) If an aggrieved person believes that:
  - (1) the information provided was technically incorrect; or
  - (2) the bureau committed a technical or procedural error;

the aggrieved person may appeal the invalidation of a license under IC 9-25.

- (d) If a person satisfies the conditions for reinstatement of a license under this section, the person may submit to the bureau the necessary information certifying that at least one (1) of the events described in subsection (a) has occurred.



- (e) Upon certifying the information received under subsection (d), the bureau shall revalidate the person's license or permit.
- (f) A person may not operate a motor vehicle in violation of this section.
- (g) A person whose license or permit is invalidated under this section may apply for a restricted driving permit under IC 9-24-15.
- (h) The bureau shall revalidate the license or permit of a person whose license or permit was invalidated under this section who does the following:
  - (1) Establishes to the satisfaction of the principal of the school where the action occurred that caused the invalidation of the person's license or permit that the person has:
    - (A) Enrolled in a full-time or part-time program of education; and
    - (B) Participated for thirty (30) or more days in a program of education.
  - (2) Submits to the bureau a form developed by the bureau that contains:
    - (A) the verified signature of the principal or the president of the governing body of the school described in subdivision (1); and
    - (B) notification to the bureau that the person has complied with subdivision (1).

A person may appeal the decision of the principal under subdivision (1) to the governing body of the school corporation where the principal's school is located. *As added by P.L.2-1991, SEC.12. Amended by P.L.131-1995, SEC.2; P.L.132-1995, SEC.2; P.L.1-2005, SEC.107.*

*IC 20-33-2-11 Habitual truants ineligible for operator's license or learner's permit; minimum definition of "habitual truant"*

- (a) Notwithstanding IC 9-24 concerning the minimum requirements for qualifying for the issuance of an operator's license or learner's permit, and subject to subsections (c) through (e), a person who is:
  - (1) at least thirteen (13) years of age but less than fifteen (15) years of age;
  - (2) a habitual truant under the definition of habitual truant established under subsection (b); and
  - (3) identified in a list submitted to the bureau of motor vehicles under subsection (f);
 may not be issued an operator's license or a learner's permit to drive a motor vehicle or motorcycle under IC 9-24 until the person is at least eighteen (18) years of age.
- (b) Each governing body shall establish and include as part of the written copy of its discipline rules described in IC 20-33-8-12:
  - (1) a definition of a child who is designated as a habitual truant, which must, at a minimum, define the term as a student who is chronically absent, by having unexcused absences from school for more than (10) days of school in one (1) school year;
  - (2) the procedures under which subsection (a) will be administered; and
  - (3) all other pertinent matters related to this action.
- (c) An individual described in subsection (a) is entitled to the procedure described in IC 20-33-8-19.
- (d) An individual described in subsection (a) who is at least thirteen (13) year of age and less than eighteen (18) years of age is entitled to a periodic review of the individual's attendance record in school may not be conducted less than one (1) time each school year.
- (e) Upon review, the governing body may determine that the individual's attendance record has improved to the degree that the individual may become eligible to be issued an operator's license or a learner's permit.
- (f) IC 20-33-8-33 Duty to submit information to bureau of motor vehicles  
 Before February 1 and before October 1 of each year, except when a hearing has been requested to determine financial hardship under IC 9-24-2-1(a)(4), a principal shall submit to the bureau of motor vehicles the pertinent information concerning an individual's ineligibility under IC 9-24-2-1 to be issued a driver's license or learner's permit, or concerning the invalidation of a license or permit under IC 9-24-2-4. *As added by P.L.1-2005, SEC.17. Amended by P.L.231-2005, SEC.44.*
- (g) The department shall develop guidelines concerning criteria used in defining a habitual truant that may be considered by a governing body in complying with subsection (b). *As added by P.L.11-2005, SEC.17. Amended by P.L.242-2005, SEC.18.*

## **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 2021 – 2022**

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 charts:

## Indiana 2023-2024 Required and Recommended School Immunizations

Grade	Required		Recommended
<b>Pre-K</b>	3 Hepatitis B 4 DTaP (Diphtheria, Tetanus & Pertussis) 3 Polio	1 Varicella (Chickenpox) 1 MMR (Measles, Mumps & Rubella) 2 Hepatitis A	Annual influenza COVID-19
<b>K-5<sup>th</sup> grade</b>	3 Hepatitis B 5 DTaP 4 Polio	2 Varicella 2 MMR 2 Hepatitis A	Annual influenza COVID-19
<b>6<sup>th</sup>-11<sup>th</sup> grade</b>	3 Hepatitis B 5 DTaP 4 Polio 2 Varicella	2 MMR 2 Hepatitis A 1 MCV4 (Meningococcal) 1 Tdap (Tetanus, Diphtheria & Pertussis)	Annual influenza 2/3 HPV (Human papillomavirus) COVID-19
<b>12<sup>th</sup> grade</b>	3 Hepatitis B 5 DTaP 4 Polio 2 Varicella	2 MMR 2 Hepatitis A 2 MCV4 1 Tdap	Annual influenza 2/3 HPV 2 MenB (Meningococcal) COVID-19

**HepB:** The minimum age for the 3<sup>rd</sup> dose of Hepatitis B is 24 weeks of age.

**DTaP:** 4 doses of DTaP/DTP/DT are acceptable if 4<sup>th</sup> dose was administered on or after child's 4<sup>th</sup> birthday.

**Polio\*:** 3 doses of Polio are acceptable for all grade levels if the 3<sup>rd</sup> dose was given on or after the 4<sup>th</sup> birthday and at least 6 months after the previous dose.

\*For students in grades K-10, the final dose must be administered on or after the 4<sup>th</sup> birthday and be administered at least 6 months after the previous dose.

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

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

**MCV4:** Individuals who receive dose 1 on or after the 16<sup>th</sup> birthday only need 1 dose of MCV4.

**Hepatitis A:** The minimum interval between 1<sup>st</sup> and 2<sup>nd</sup> dose is 6 calendar months. 2 doses are required for all grades Pre-K through 12.

**COVID-19:** COVID-19 vaccine is recommended for all students five years of age and older per CDC and FDA's Emergency Use Authorization. **Review required after FDA full approval.**

Indiana Department of Health  
Immunization Division

(800) 701-0704

## 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.
- Limit the storage of e-mail generated from list servers and/or news groups by routinely deleting previously read messages by downloading those messages to the users own computer system.
- Do not use the network in such a way that you would disrupt the use of the network by other users.
- Be courteous to other users wanting to use the Internet.
- Do not tie up the Internet for non-academic activities when academic users are in need of the computer resources.

#### 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 integration specialist.
- Do not demonstrate the problem to other users.
- 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 or user privileges will be revoked.
- 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 office of the superintendent or the office of each building principal.

## 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.

## REPORT CARDS

Normally, report cards are issued on the Friday following the Friday that ends the nine-week grading period. The following scale is used for grades:

A+ =	100	B+ =	89-87	C+ =	79-77	D+ =	69-67	S+ =	100-90	N =	69-60		
A =	99-93	B =	86-83	C =	76-73	D =	66-63	F =	59-0	S =	89-80	U =	59-0
A- =	92-90	B- =	82-80	C- =	72-70	D- =	62-60	S- =	79-70				

## 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 CHARGING POLICY (Board Policy Reference 8500)**

Meal Charges Lunches sold by the Corporation may be purchased by students, staff members and community residents in accordance with the procedures established by the Superintendent.

- The Superintendent or his/her designee shall recommend and the Board shall approve the cost of meals for elementary, middle, and high schools annually.
- The Board recognizes that circumstances may result in a student's need to charge lunch or breakfast on occasion and shall permit such charges.
- Staff members shall be permitted to charge meals.

The Superintendent shall develop procedures regarding meal charges, which shall be implemented by the Director of Food Services. This procedure will provide direction so that students attending Corporation schools who do not have funds in their account or on-hand to cover the cost of their meal at the time of service are treated consistently, parents of students who charge meals are notified when a student charges a meal, and efforts are made to collect the charges made by students so that the unpaid charges are not classified as "bad debt" at the end of the school year.

Significant negative lunch account balances shall not be permitted. A significant negative lunch account balance is any balance owed in excess of \$20.00.

- If a student has a significant negative lunch account balance, s/he shall be provided a regular reimbursable meal that follows the USDA meal pattern, the cost of which shall continue to accrue to his/her negative lunch account balance.

Furthermore, if a student has a negative lunch account balance, the student shall not be permitted to charge any à la carte food or beverage items.

Any significant negative lunch account balance should be pursued for collection.

### **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 Bug King 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.

## **FACILITY SECURITY PROGRAM (Board Policy 7440)**

### **Annual Notice of Search with Metal Detectors**

To address the School Corporations duty to maintain a safe learning environment free of the potential presence of weapons, school officials, school resource officers and other school personnel trained in the use of metal detectors are authorized to use of hand-held wands for the purpose of determining if a person is in the possession of weapons or other dangerous metal objects. The full policy outlining this process is available online at [www.indiancreekschools.com](http://www.indiancreekschools.com) and may be reviewed by selecting Policy 7440 –Facility Security Program, which is included as Board Policy. The Superintendent shall instruct school officials to follow the guidelines established to conduct a search as it is warranted.

No person shall be searched solely upon his/her gender, race, ethnicity, religion, disability, physical appearance, manner of dress, or association with any particular group of persons.

## SECLUSION AND RESTRAINT POLICIES (Board Policy 5630.01)

Seclusion and restraint policies are available for review in the Superintendent's Office and at each school building. These policies are reviewed annually in accordance with state law.

## 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**: WTTV, 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

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.

### *SCHOOL BUS RULES AND REGULATIONS*

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.



## **TWENTY-FIRST CENTURY SCHOLARS**

Eligible students may apply to the Twenty-first Century Scholars program. Eligibility requirements and application information are available on line at <http://www.in.gov/ssaci/2345.htm> or at Indian Creek Middle School counseling office. Eligible students and their parents must complete and return the application by June 30 of the 7<sup>th</sup> or 8<sup>th</sup> grade year.

## **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. 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.

## **VISITORS**

### ***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 and not in no parking zones.



## WELLNESS POLICY (Policy 8510)

As required by law, the School Board establishes the following wellness policy for the School Corporation as a part of a comprehensive wellness initiative.

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

Schools alone, however, cannot develop in students healthy behaviors and habits with regard to eating and exercise. It will be necessary for not only the staff but also parents and the public at large to be involved in a community-wide effort to promote, support, and model such healthy behaviors and habits.

The Board sets the following goals in an effort to enable students to establish good health and nutrition habits:

A. With regard to nutrition education:

1. Nutrition education shall be included in the health curriculum so that instruction is sequential and standards-based and provides students with the knowledge, attitudes, and skills necessary to lead healthy lives.
2. Nutrition education shall be included in the sequential, comprehensive health curriculum in accordance with the curriculum standards and benchmarks established by the State.
3. Nutrition education shall be integrated into other subject areas of the curriculum, when appropriate, to complement, but not replace, the standards and benchmarks for health education.
4. Nutrition education standards and benchmarks shall be age-appropriate and culturally relevant.
5. The standards and benchmarks for nutrition education shall be behavior focused.
6. Nutrition education shall include enjoyable, developmentally appropriate and culturally relevant participatory activities, such as contests, promotions, taste testing, and others.
7. Nutrition education shall include opportunities for appropriate student projects related to nutrition, involving, when possible, community agencies and organizations.
8. Nutrition education shall extend beyond the classroom by engaging and involving the school's food service staff.
9. Nutrition education posters, such as the Food Pyramid Guide, will be displayed in the cafeteria.
10. The school cafeteria shall serve as a learning lab by allowing students to apply the knowledge, attitudes, and skills taught in the classroom when making choices at mealtime.
11. Nutrition education shall extend beyond the school by engaging and involving families and the community.
12. Nutrition education shall reinforce lifelong balance by emphasizing the link between caloric intake (eating) and exercise in ways that are age-appropriate.
13. Nutrition education benchmarks and standards include a focus on media literacy as it relates to food marketing strategies.
14. Nutrition education standards and benchmarks promote the benefits of a balanced diet that includes fruits, vegetables, whole grain products, and low-fat and fat-free dairy products.
15. Staff responsible for providing instruction in nutrition education shall regularly participate in professional development activities designed to better enable them to teach the benchmarks and standards.

16. Instruction related to the standards and benchmarks for nutrition education shall be provided by highly qualified teachers.
17. The Corporation shall provide information to parents that is designed to encourage them to reinforce at home the standards and benchmarks being taught in the classroom.

B. With regard to physical activity:

1. **Physical Education**

- a. A sequential, comprehensive physical education program shall be provided for students in K-12 in accordance with the physical education academic content standards and benchmarks adopted by the State.
- b. The sequential, comprehensive physical education curriculum shall provide students with opportunities to learn, practice, and be assessed on developmentally appropriate knowledge, attitudes, and skills necessary to engage in lifelong, health-enhancing physical activity.
- c. Planned instruction in physical education shall be sufficient for students to achieve a proficient level with regard to the standards and benchmarks adopted by the State.
- d. Planned instruction in physical education shall promote participation in physical activity outside the regular school day.
- e. All students in grades K-12, including those with disabilities, special health care needs and in alternative educational settings (to the extent consistent with the students' IEPs), shall receive daily physical education for the entire school year, for at least 150 minutes per week for K-5 students and at least 225 minutes per week for students in grades 6 - 12.
- f. All students in grades KG-9, including those with disabilities, special health care needs and in alternative educational settings (to the extent consistent with the students' IEPs), shall receive instruction in physical education.
- g. The physical education curriculum shall provide sequential instruction related to the knowledge, attitudes, and skills necessary to participate in lifelong, health-enhancing physical activity.
- h. Physical education classes shall provide students with opportunities to learn, practice, and be assessed on developmentally appropriate knowledge, attitudes, and skills necessary to engage in lifelong, health-enhancing physical activity.
- i. The sequential, comprehensive physical education curriculum shall stress the importance of remaining physically active for life.
- j. The K-12 program shall include instruction in physical education as well as opportunities to participate in competitive and non-competitive team sports to encourage lifelong physical activity.
- k. Teachers properly certificated/licensed in the subject area of physical education shall provide all instruction in physical education.
- l. Professional development opportunities should focus on the physical education content area.
- m. All physical education classes shall have a student/teacher ratio comparable to the student/teacher ratio in other curricular areas.
- n. Planned instruction in physical education shall teach cooperation, fair play, and responsible participation.
- o. Planned instruction in physical education shall meet the needs of all students, including those who are not athletically gifted.

- p. Planned instruction in physical education shall be presented in an environment free of embarrassment, humiliation, shaming, taunting, bullying, or harassment of any kind.
- q. Planned instruction in physical education shall include cooperative as well as competitive games.
- r. Planned instruction in physical education shall take into account gender and cultural differences.

## 2. **Physical Activity**

- a. Physical activity shall not be employed as a form of discipline or punishment.
- b. Physical activity and movement shall be integrated, when possible, across the curricula and throughout the school day.
- c. Schools shall encourage families to provide physical activity outside the regular school day, such as outdoor play at home, participation in sports sponsored by community agencies or organizations, and in lifelong physical activities like bowling, swimming, or tennis.
- d. All students in grades K - 5 shall be provided with a daily recess period.
- e. The school shall provide information to families to encourage and assist them in their efforts to incorporate physical activity into their children's daily lives.
- f. The school shall encourage families and community organizations to help develop and institute programs that support physical activity of all sorts.
- g. In addition to planned physical education, the school shall provide age-appropriate physical activities (e.g., recess during the school day, intramurals and clubs before and after school, and interscholastic sports) that meet the needs of all students, including males, females, students with disabilities, and students with special health care needs.
- h. All students shall have the opportunity to participate in extracurricular activities that emphasize physical activity.
- i. All students in grades 6-12 shall have the opportunity to participate in interscholastic sports programs.
- j. Schools may offer a wide range of physical activities outside the regular school day that meet the needs, interests, and abilities of all students, including males, females, students with disabilities, and students with special healthcare needs.
- k. All before/after school programs shall provide developmentally appropriate physical activity for the students who participate.
- l. Schools shall discourage extended periods of student inactivity without some physical activity.

### C. With regard to other school-based activities:

- 1. Free drinking water shall be available to students during designated meal times and may be available throughout the school day.
- 2. The schools shall provide at least thirty (30) minutes daily for students to eat.
- 3. The schools shall schedule mealtimes so there is minimum disruption by bus schedules, recess, and other special programs or events.
- 4. The school shall provide attractive, clean environments in which the students eat.

5. Students at all school buildings are permitted to have bottled water only in the classroom.
  6. Activities, such as tutoring or club meetings, shall not be scheduled during mealtimes, unless students may eat during those meetings.
  7. Schools may limit the number of celebrations involving serving food during the school day
  8. Students, parents, and other community members shall have access to, and be encouraged to use, the school's outdoor physical activity facilities outside the normal school day.
  9. An organized wellness program shall be available to all staff.
  10. The schools may use environmentally friendly practices, such as the use of locally grown foods and non-disposable tableware and dishes.
  11. The schools may provide opportunities for staff, parents, and other community members to model healthy eating habits by dining with students in the school dining areas.
  12. The schools may demonstrate support for the health of all students by hosting health clinics and screenings and encouraging parents to enroll their eligible children in Medicaid or in other children's health insurance programs for which they may qualify.
  13. Schools in our system utilize electronic identification and payment systems, therefore, eliminating any stigma or identification of students eligible to receive free and/or reduced meals.
  14. Students are discouraged from sharing their foods or beverages with one another during meal times, given concerns about allergies and other restrictions on some students' diets.
- D. With regard to nutrition promotion, any foods and beverages marketed or promoted to students on the school campus, during the school day, will meet or exceed the USDA Smart Snacks in School nutrition standards.

Additionally, the Corporation shall:

1. encourage students to increase their consumption of healthful foods during the school day;
2. create an environment that reinforces the development of healthy eating habits, including offering the following healthy foods:
  - a. a variety of fresh produce to include those prepared without added fats, sugars, refined sugars, and sodium
  - b. a variety of vegetables daily to include specific subgroups as defined by dark green, red/orange, legumes, and starchy
  - c. whole grain products - half of all grains need to be whole grain-rich upon initial implementation and all grains must be whole grain-rich within two (2) years of implementation
  - d. fluid milk that is fat-free (unflavored and flavored) and low-fat (unflavored)
  - e. meals designed to meet specific calorie ranges for age/grade groups
3. eliminate trans-fat from school meals;
4. require students to select a fruit or vegetable as part of a complete reimbursable meal;
5. designate wellness champions at each school that will promote resources through the Corporation's website for wellness for students, families, and the community;

6. provide opportunities for students to develop the knowledge and skills for consuming healthful foods;
7. promote and encourage Farm to School efforts through its nutrition department in order to provide the healthy foods identified above;
8. require that all foods and beverages sold as fundraisers on the school campus during the school day shall meet the USDA Competitive Food regulations;
9. discourage rewarding children in the classroom with candy and other foods that can undermine children's diets and health and reinforce unhealthy eating habits. A wide variety of alternative rewards can be used to provide positive reinforcement for children's behavior and academic performance.

Furthermore, with the objectives of enhancing student health and well-being, and reducing childhood obesity, the following guidelines are established:

- A. In accordance with Policy 8500, entitled Food Service, the food service program shall comply with Federal and State regulations pertaining to the selection, preparation, consumption, and disposal of food and beverages as well as to the fiscal management of the program.
- B. The sale of foods of minimal nutritional value in the food service area during the lunch period is prohibited.
- C. As set forth in Policy 8531, entitled Free and Reduced Price Meals, the guidelines for reimbursable school meals are not less restrictive than the guidelines issued by the U.S. Department of Agriculture (USDA).
- D. The sale to students of foods and beverages that do not meet the USDA Dietary Guidelines for Americans and the USDA Smart Snacks in School nutrition standards to be consumed on the school campus during the school day is prohibited. Competitive foods available for purchase by students à la carte in the dining area, foods or beverages sold from vending machines, and foods and beverages provided by the school or school staff for classroom parties or holiday celebrations are subject to this prohibition.
- E. All foods that are provided, not sold, on the school campus during the school day, including foods and beverages provided for classroom parties or holiday celebrations shall comply with the food and beverage standards approved by the Superintendent.
- F. The food service program will strive to be financially self-supporting; however, if it is necessary to subsidize the operation, it will not be through the sale of foods with minimal nutritious value
- G. The food service program will provide all students affordable access to the varied and nutritious foods they need to be healthy and to learn well regardless of unpaid meal balances and without stigma.
- H. All food items and beverages available for sale to students for consumption on campus between midnight and thirty (30) minutes after the close of the regular school day shall comply with the current USDA Dietary Guidelines for Americans, including, but not limited to, competitive foods that are available to students à la carte in the dining area, as well as food items and beverages from vending machines, school stores, or fund-raisers by student clubs and organizations, parent groups, or boosters clubs.
- I. The school food service program may involve students, parents, staff, and/or school officials in the selection of competitive food items to be sold in the schools.
- J. Nutrition information for competitive foods available during the school day shall be readily available near the point of purchase.
- K. All foods available to students in Corporation programs, other than the food service program, shall be served with consideration for promoting student health and well-being.
- L. Any food items sold for consumption on campus from thirty (30) minutes after the end of the last lunch period until thirty (30) minutes after the school day ends in a fundraiser by approved student clubs and organizations and Corporation support organizations shall meet the current USDA Dietary Guidelines for Americans.

- M. The food service program shall be administered by a director who is properly qualified, certificated, licensed, or credentialed, according to current professional standards.
- N. All food service personnel shall receive pre-service training in food service operations.
- O. Continuing professional development shall be provided for all staff of the food service program.

The Board designates the building principals as the individual(s) charged with operational responsibility for measuring and evaluating the Corporation's implementation and progress under this policy.

The Superintendent shall appoint a Corporation wellness committee that includes parents, students, representatives of the school food authority, nutritionists or certified dietitians, educational staff (including health and physical education teachers), mental health and social services staff, school health professionals, the School Board, school administrators, and members of the public to oversee the development, implementation, evaluation, and periodic update, if necessary, of the wellness policy. School level health advisory teams may assist in the planning and implementation of these Wellness initiatives.

The Superintendent shall be an ex officio member of the committee.

The wellness committee shall be an ad hoc committee of the Board with members recruited and appointed annually.

The wellness committee shall:

- A. assess the current environment in each of the Corporation's schools;
- B. measure the implementation of the Corporation's wellness policy in each of the Corporation's schools;
- C. review the Corporation's current wellness policy;
- D. recommend revision of the policy, as appropriate; and
- E. present the wellness policy, with any recommended revisions, to the Board for approval or re-adoption if revisions are recommended.

Before the end of each school year, the wellness committee shall submit to the Superintendent and Board their report in which they describe the environment in each of the Corporation's schools and the implementation of the wellness policy in each school, and identify any revisions to the policy the committee deems necessary. In its review, the Wellness Committee shall consider evidence-based strategies in determining its recommendations.

The Superintendent shall report annually to the Board on the work of the wellness committee, including their assessment of the environment in the Corporation, their evaluation of wellness policy implementation Corporation-wide, and the areas for improvement if any, that the committee identified. The committee also shall report on the status of compliance by individual schools and progress made in attaining goals established in the policy.

The Superintendent also shall be responsible for informing the public, including parents, students, and community members, on the content and implementation of this policy. In order to inform the public, the Superintendent shall post the wellness policy on the Corporation's website, including the assessment of the implementation of the policy prepared by the Corporation.

The Corporation shall assess the Wellness Policy at least once every three (3) years on the extent to which schools in the Corporation are in compliance with the Corporation policy, the extent to which the Corporation policy compares to model wellness policies, and the progress made in attaining the goals of the Corporation Wellness Policy. To ensure continuing progress, the Corporation will evaluate implementation efforts and their impact on students and staff using the following tool <https://www.in.gov/doe/files/triennial-assessment-template.pdf>

The assessment shall be made available to the public on the School Corporation's website.

## 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/USDA-OASCR%20P-Complaint-Form-0508-0002-508-11-28-17Fax2Mail.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](mailto:program.intake@usda.gov)

This institution is an equal opportunity provider.

05/05/2022