

# **INDIAN CREEK ELEMENTARY & INTERMEDIATE SCHOOLS**

## **STUDENT HANDBOOK 2025-2026**



<b>MISSION:</b>	<b>3</b>
<b>DIRECTORY OF SCHOOLS:</b>	<b>3</b>
<b>SCHOOL HOURS:</b>	<b>4</b>
<b>SCHOOL SAFETY/VISITORS OR VOLUNTEERS/LEAVING SCHOOL:</b>	<b>4</b>
<b>ENROLLMENT POLICIES and GUIDELINES:</b>	<b>4</b>
<b>ENROLLMENT LIMITATIONS:</b>	<b>5</b>
<b>KINDERGARTEN ENROLLMENT:</b>	<b>5</b>
<b>ATTENDANCE POLICY:</b>	<b>5</b>
<b>AFTER SCHOOL CARE</b>	<b>5</b>
<b>PARENT OR GUARDIAN INVOLVEMENT</b>	<b>5</b>
<b>LOST INSTRUCTION TIMELINE:</b>	<b>5</b>
<b>UNEXCUSED/UNACCEPTABLE ABSENCE UNTIL ACCEPTABLE VERIFICATION RECEIVED:</b>	<b>6</b>
<b>EXCUSED/ACCEPTABLE ABSENCES:</b>	<b>6</b>
<b>UNEXCUSED/UNACCEPTABLE ABSENCES:</b>	<b>7</b>
<b>CONSEQUENCES:</b>	<b>7</b>
5 Unexcused Absences (within a 9 week period)	7
10 Unexcused Absences (within the current school year)	7
15 Unexcused Absences (within the current school year)	8
Compliance vs Non-Compliant Actions	8
<b>TARDINESS:</b>	<b>9</b>
<b>HOMEWORK:</b>	<b>9</b>
<b>MAKE-UP WORK:</b>	<b>9</b>
<b>GRADES FOR INTERMEDIATE: ART, CITIZENSHIP, MUSIC, PE:</b>	<b>9</b>
<b>GRADES FOR INTERMEDIATE: READING, LANGUAGE ARTS, MATHEMATICS, SOCIAL STUDIES:</b>	<b>9</b>
<b>GRADES FOR ELEMENTARY: ART, CITIZENSHIP, HEALTH, MUSIC, PE, SOCIAL STUDIES, SCIENCE</b>	<b>9</b>
<b>GRADES FOR ELEMENTARY: READING, GRAMMAR, PHONICS, MATHEMATICS:</b>	<b>10</b>
<b>SPECIAL SERVICES</b>	<b>10</b>
SECTION 504 OF THE REHABILITATION ACT OF 1973 PARENT NOTIFICATION	10
TITLE I – REMEDIAL READING	11
PARENTS RIGHT TO KNOW TITLE I NOTICE	11
TITLE II OF THE AMERICANS WITH DISABILITIES ACT (ADA)	11
<b>PROMOTION/RETENTION:</b>	<b>12</b>
<b>HONORS:</b>	<b>12</b>
<b>DRESS CODE:</b>	<b>13</b>
<b>NETWORK AND INTERNET USE POLICY</b>	<b>13</b>
ACCEPTABLE USE	14
PRIVILEGES	14
ETIQUETTE	14
SERVICE	15
SECURITY	15
CONTROVERSIAL MATERIAL	15
VANDALISM AND HARASSMENT	15
REVISION OF POLICY	15

<b>INTERVIEW WITH STUDENTS:</b>	<b>16</b>
<b>STUDENT DISCIPLINE RULES:</b>	<b>16</b>
<b>GROUND FOR SUSPENSION OR EXPULSION:</b>	<b>16</b>
A. Student Misconduct and/or Substantial Disobedience:	17
B. Bullying:	20
C. Possessing A Firearm or A Destructive Device:	22
D. Possessing A Deadly Weapon:	23
E. Unlawful Activity:	23
F. Legal Settlement:	23
<b>CRIMINAL GANGS AND CRIMINAL GANG ACTIVITY IN SCHOOLS:</b>	<b>23</b>
<b>SPECIFIC SCHOOL RULES:</b>	<b>23</b>
<b>PLAYGROUND RULES:</b>	<b>25</b>
<b>STUDENT REFERRALS TO THE OFFICE:</b>	<b>25</b>
<b>EXTRACURRICULAR ACTIVITIES:</b>	<b>25</b>
<b>ADVERTISING OUTSIDE ACTIVITIES:</b>	<b>26</b>
<b>GIFTS SENT TO SCHOOL:</b>	<b>26</b>
<b>CAFETERIA:</b>	<b>26</b>
<b>STUDENT PAYMENTS</b>	<b>27</b>
<b>TEXTBOOK RENTAL</b>	<b>27</b>
<b>SCHOOL BUS AND OTHER VEHICLE IDLING:</b>	<b>28</b>
<b>MEDIA RELEASE OF INFORMATION:</b>	<b>28</b>
<b>HEALTH SERVICES POLICIES and GUIDELINES:</b>	<b>28</b>
Illness Guidelines:	28
Guidelines for Medication Administration:	29
Emergency Medication (e.g., inhalers, epi-pens):	29
Controlled Drugs:	30
IMMUNIZATION REQUIREMENTS FOR ATTENDANCE	30
Hearing and Vision Screenings:	31
Head Lice Guidelines:	32
<b>AHERA ANNUAL NOTIFICATION:</b>	<b>32</b>
<b>PEST CONTROL AND USE OF PESTICIDES:</b>	<b>32</b>
<b>NINEVEH-HENSLEY-JACKSON-UNITED SCHOOL CORPORATION POLICIES</b>	<b>32</b>
<b>FERPA- NOTIFICATION OF RIGHTS</b>	<b>33</b>
<b>NONDISCRIMINATION STATEMENT:</b>	<b>34</b>
<b>USDA NONDISCRIMINATION STATEMENT:</b>	<b>34</b>

## **MISSION:**

Indian Creek Intermediate School creates a safe educational environment in which each student is challenged and encouraged to achieve his or her potential.

The Indian Creek Elementary staff, with family and community support, teaches, and challenges each child to build basic and technological skills. We endeavor to promote a positive self-concept needed to become an active, self-motivated, lifelong learner. We strive to prepare each child to become the best possible citizen for the diverse and unique communities of tomorrow.

***Students and Teachers Empowering Minds***

**DIRECTORY OF SCHOOLS:**

Indian Creek Elementary School  
1002 South Indian Creek Drive  
Trafalgar, IN 46181  
Telephone: 317-878-2150  
Principal: Mr. Eric Long

Indian Creek Middle School  
801 W Indian Creek Drive  
Trafalgar, IN 46181  
317-878-2130  
Principal: Mrs. Kim Davis

Indian Creek Intermediate School  
1000 South Indian Creek Drive  
Trafalgar, IN 46181  
Telephone: 317-878-2160  
Principal Mrs. Ellen Rollings

Indian Creek High School  
803 W Indian Creek Drive  
Trafalgar, IN 46181  
317-878-2110  
Principal: Mr. Luke Skobel

Office of the Superintendent  
802 S Indian Creek Drive  
Trafalgar, IN 46181  
317-878-2100  
Superintendent: Dr. Matt Prusiecki

Board of School Trustees  
Mr. Ed Harvey, President  
Mrs. Amy Woodrum, Vice President  
Ms. Judy Misiniec, Secretary  
Ms. Cathy Cook, Member  
Mr. Brian Young, Member

The NHJ Board of School Trustees meets at 7 p.m. on the second Tuesday of each month at the LGI Room at Indian Creek Middle School, 801 West Indian Creek Drive Trafalgar, IN 46181. The Board's meeting site is fully accessible to all persons. Any person requiring further accommodation should contact the Administration Office at 317.878.2100.

**SCHOOL HOURS:**

7:45 a.m. Doors Open

8:15 a.m. Tardy Bell (Intermediate)

8:20 a.m. Tardy Bell (Elementary)

3:00 p.m. Dismissal

3:30 p.m. Office Closed

**\*\*Note – Wednesday Early Release Dismissal time is 2:00 p.m.**

**SCHOOL SAFETY/VISITORS OR VOLUNTEERS/LEAVING SCHOOL:**

In order to maintain a safe and secure environment for all students at ICES and ICIS, we will follow the procedures listed below:

Visitors in the school building who volunteer:

1. Sign in at the office
2. Leave their Photo Identification in the office
3. Upon leaving, sign out in the office and pick up identification.

When picking up a student during the school day, the following procedures will be followed:

1. Photo Identification must be shown to the office staff.
2. Verification that the individual is on the Emergency Contact List and eligible to take the student from the building.
3. Sign out the student

**\*\*\* If an individual is not on the Emergency Contact List, the individual will not be permitted to take the student from the school premises.**

All volunteers for the school, as well as field trip chaperones, shall complete a limited criminal background check prior to working with any students. This form is available in the main office. It is requested that all volunteers and chaperones complete this process forty-eight (48) hours prior to working in the school or attending a field trip. Volunteers/chaperones are asked to refrain from taking pictures of students while working in classrooms or attending a field trip. Parents may take pictures of their own student(s) on special occasions, but parental consent has not been given for other students to be included.

**ENROLLMENT POLICIES and GUIDELINES:**

Enrollment Forms/Student Information Verification

Each child enrolled at our school must have enrollment forms on file. New student enrollment must be completed on Infinite Campus. The enrollment forms can be found at <https://www.indiancreekschools.com/enroll-at-indian-creek>. We ask that a parent/guardian complete the forms. Any changes in emergency contacts, telephone numbers or email address should be updated on Infinite Campus. Updated information is critical, so that we can contact parents.

### **ENROLLMENT LIMITATIONS:**

Students who have been dismissed from other schools for disciplinary reasons will not be accepted in NHJ School Corporation without proper legal residence in the school district.

### **KINDERGARTEN ENROLLMENT:**

Indiana statute I.C. 20-33-2-7 establishes a statewide entrance date for public school kindergarten. A student residing in Indiana must be at least five years of age on or before August 1 in order to enroll in public school kindergarten. However, Nineveh-Hensley-Jackson United School Corporation will consider appeals to this rule.

- No student whose birthday is later than October 1st of the state mandated cut off year will be considered for a waiver.
- Applications for early entrance waiver screening must be submitted by May 25, 2024
- The application will consist of the enrollment packet being filled out and a screening conducted. The student must be in the 50th percentile or above to be considered for early entrance.

### **ATTENDANCE POLICY:**

The School Board requires all students enrolled at NHJUSC to attend regularly in accordance with the laws of the State of Indiana. The corporation's educational program depends on the consistent presence of all students to achieve continuity of instruction and a successful educational climate. A parent/guardian must report all absences prior to the start of the school day by calling the Intermediate School at (317) 878-2160 or the Elementary School at (317)878-2150. An automated call is generated to parents/guardians at 9:15 a.m. for absent students who have not been called in by a parent/guardian for the given day

### **AFTER SCHOOL CARE**

NHJ provides After School Care (contracted by Brave Beginnings Childcare for (2025-2026) for students in grades K-5 from 3:00-6:00 p.m. Please contact the office at ICES or ICIS for additional information.

### **PARENT OR GUARDIAN INVOLVEMENT**

All parents are encouraged to become active in the Parent-Teacher-Organization (PTO). Please reach out to [nhjpto@nhj.k12.in.us](mailto:nhjpto@nhj.k12.in.us) for more information on how to help.

### **LOST INSTRUCTION TIMELINE:**

**Late Arrival** -- Student who crosses the threshold of the school after the designated start time: 8:15 a.m. at ICIS and 8:20 a.m. at ICES

**Lost Instructional Time** -- Student who misses less than two (2) hours of instructional time throughout the day.

**Half-day** -- Student who misses between two (2) and three (3) hours of instructional time within a school day.

## **UNEXCUSED/UNACCEPTABLE ABSENCE UNTIL ACCEPTABLE VERIFICATION RECEIVED:**

### **Death of an immediate family member**

- Obituary or Funeral Home Bereavement Card signifying family relationship.

### **Hospitalization and / or Quarantine**

- Written notification from a competent physician.

### **Professional Appointments** (i.e. Medical, Dental, Vision Appointment)

- Notice after appointment must be submitted within 30 calendar days to the office.
- Student name must be identified as the one seen by the professional.
- The date and time of the appointment must be documented by the professional.
- The date of return must be documented by the professional.
- Expected limitations and duration must be documented by the professional when applicable.

### **Physical or Mental Incapacitation**

- Official Letter of Incapacitation signed by a competent Physician.
- Physician must indicate start and projected end date of the Letter of Incapacity.
- Physician must indicate student's diagnoses and symptoms specific to the Letter of Incapacity.

### **Required Court Attendance**

- Written court documentation of court appearance.

### **Incarcerations**

- Written court documentation of detainment from a Juvenile Justice Representative.

### **Observance of a Recognized Religious Holiday**

## **EXCUSED/ACCEPTABLE ABSENCES:**

1. Unexcused absences in which acceptable verification has been received.
2. The day of, and the day following, a student being sent home by the school clinic.
3. Out-of-School-Suspension
4. Exempt by Statute
  - a. Service as a Page or as an Honoree of the General Assembly
  - b. Service on Precinct Election Board or for Political Candidate or Parties
  - c. Witness in Judicial Proceeding
  - d. Educationally Related Non-classroom Activity
  - e. Ordered to active duty with the Indiana National Guard for not more than ten (10) days in a school year.
  - f. A member of the Indiana wing of the civil air patrol and who is participating in a civil Air Patrol.
  - g. Exhibiting or Participating in State Fair (may not exceed 5 days)
  - h. FFA, 4-H, and Other Agricultural Organizations
    - Students are allowed six (6) approved educational days per school year to participate in scheduled competitions, exhibitions, conferences, or events sponsored by recognized agricultural organizations. Eligible groups include, but are not limited to:
      - National FFA

- Indiana FFA
- 4-H Club
- Other principal-approved agricultural education organizations
- To be eligible, students must:
  - Maintain a current GPA of 2.0 or higher
  - Have attendance rate of 95% or higher (excused and unexcused)
  - Submit a written explanation from the student or parent stating the educational purpose of the event to the principal in advance.

\*All requests are subject to administrative approval.

### **UNEXCUSED/UNACCEPTABLE ABSENCES:**

1. Any absence in which acceptable verification has not been received.
2. Truancy – A student who has lost instructional time without the knowledge of the parent/guardian.
3. Pre-arranged or unreported absences; i.e., vacation.

### **CONSEQUENCES:**

#### **5 Unexcused Absences (within a 9 week period)**

- The student's school will notify the parent/guardian, by letter, and hold a Truancy Prevention Conference.
- Those present at the Truancy Prevention Conference should be:
  - A representative of the school
  - The student's teacher of record
  - The student's parent/guardian
  - A representative chosen by the student's parent/guardian, who may provide insight into the student's absenteeism. (This request must be made no less than 48 hours prior to the conference).

#### **10 Unexcused Absences (within the current school year)**

- A Warning letter will be mailed to the parent/guardian making them aware that an affidavit outlining the student's absences has been submitted to the Johnson County Prosecutor's Office.
- A copy of the school attendance policy, and state compulsory attendance law, will be included with the mailing of the Official Notice letter.
- The school will complete an affidavit, (provided by the Prosecutor's Office). The affidavit is a sworn statement, outlining the dates of absence, grades, and other adversities the student may be exhibiting, due to absences.
- The affidavit will be sent via email to the Elementary Prevention Services Coordinator (EPSC).
- The EPSC will be responsible for tracking the receipt of the affidavit, assuring the affidavit is completed appropriately.
- The EPSC will be responsible for mailing the Prosecutor Letter, advising the parent/guardian of their educational responsibilities as well as next steps, should absences continue.



### 15 Unexcused Absences (within the current school year)

- The Official notice letter to be sent by the student's school, to the parent/guardian. This letter will inform the parent/guardian that a Family Resource Officer will be assigned to them and will make contact to set up a time to meet, for the purpose of improving school attendance.
- A copy of the school attendance policy, and state compulsory attendance law, will be included with the mailing of the Official Notice letter.
- School will submit a referral form, via email, to the Family Resource Officer, assigned to that school corporation.
- The referral form, provided by Johnson County Juvenile Justice, will include students' grades, documentation received from the parent/guardian, and written statements of any adverse impact the student's absences has caused to the student success.
- The Family Resource Officer will make every effort, via U.S. Mail, phone, email and/or text, to schedule the parent/guardian to meet with them. No less than two attempts will be made.

### Compliance vs Non-Compliant Actions

- At the Family Resource Conference with the parent/guardian, the Family Resource Officer will:
  - o Complete a Strength Based Assessment
  - o Provide community-based resources to support identified risk and needs factors.
  - o Develop a signed Action Plan.
  - o Will read out loud the school attendance policy and Indiana compulsory attendance law, to the parent/guardian
- Following the Family Resource Conference, the Family Resource Officer will continue to track attendance for the remainder of that school year, and will follow up with additional services, should absences continue.
- Following a second failure to make contact and or meet with the Family Resource Officer, and/or 20 absences occurs, the parent/guardian will be notified to attend one or a combination of the following:
  - o Attendance Review Hearing: A panel consisting of representatives from the Prosecutor's Office, Juvenile Probation, Department of Child Services and Family Resource Officers. The panelist addresses the parent/guardian on the importance of school attendance and their respective involvement with the family, should absences continue.
  - o Parent Project: An in person, group instruction, parenting curriculum designed to improve parent/child relationships and instill appropriate parenting techniques.
  - o Parenting Wisely: An online only, individual, parenting curriculum, offered only to those parent/guardians who are unable to attend an Attendance Review Hearing or Parent Project due to verified child care, work or transportation barriers.

When 25 absences have been reached, academic deficits can be identified, and absences have been verified to be unexcused, Educational Neglect Charges will be referred to Johnson County Prosecutor's Office, by Johnson County Juvenile Community Corrections, Special Deputies.

**TARDINESS:**

- The prompt arrival of students prepares them for success the entire day. Students who report late to school must check in at the main office to obtain admittance to the building.
- Instruction is taking place throughout the entire school day. Teachers teach up to and until the last five (5) minutes of the day. Students who are picked up before 3:00 will receive a Tardy-Left Early designation. This category of tardy will count the same as a tardy at the start of the school day.

**HOMEWORK:**

Homework reinforces skills and material learned in class, and it teaches students to work independently. Homework also teaches responsibility, as students are responsible for not only doing the work but also getting it back to school. Homework aids the teachers in evaluating student growth and mastery of skills. Homework time may vary due to special class projects and student work habits. Each teacher will notify parents and students of homework expectations.

**MAKE-UP WORK:**

Students who are absent from school are responsible to make-up the missed work. If a student is absent only one (1) day, work may be completed upon their return to school. If a student is absent several days, the missed assignments shall be completed at school and at home. Please call before 8:30 a.m. to report absences and to indicate if you would like the teachers to prepare your child's make-up work. Teachers shall have requested work in the office by 3:00 p.m. for parents/guardians to pick up.

**GRADES FOR INTERMEDIATE: ART, CITIZENSHIP, MUSIC, PE:**

Exemplary	Satisfactory	Needs Improvement	Unsatisfactory
Exceeding Standard	Proficient	Progressing	Not Yet Meeting Standard
93% and above	92%-70%	69%-60%	59% and below

**GRADES FOR INTERMEDIATE: READING, LANGUAGE ARTS, MATHEMATICS, SOCIAL STUDIES:**

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

**GRADES FOR ELEMENTARY: ART, CITIZENSHIP, HEALTH, MUSIC, PE, SOCIAL STUDIES, SCIENCE**

S+	S	S-	N	U
----	---	----	---	---

Exceeding Standard	Proficient	Progressing	Needs Improvement	Unsatisfactory
90% and above	89%-80%	79%-70%	69%-60%	59% and below

#### **GRADES FOR ELEMENTARY: READING, GRAMMAR, PHONICS, MATHEMATICS:**

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

#### **SPECIAL SERVICES**

##### **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, 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 school 504 Liaison.

## TITLE I – REMEDIAL READING

A Federal Program designed to increase the Reading skills of students demonstrating difficulty.

Also, students at our school qualifying for specialized programs may receive full or part-time special education classes. ICES and ICIS offer services to meet the needs of all students, including identified high ability students. Classroom teachers provide differentiated instruction to appropriately challenge all students. A Broad Based Planning Committee collaborates to plan innovative ways to meet the needs of the identified high ability students. Please refer to the High Ability link on the NHJ website for more details.

## PARENTS RIGHT TO KNOW TITLE I NOTICE

Our school receives federal funds for programs that are part of the *Elementary and Secondary Education Act (ESEA)*, as amended (2015). Throughout the school year, we will continue to provide you with important information about this law and your child's education. Based on current education law, teachers must have earned State certification and licensure. State certification and licensure is the training required to be a teacher.

We are very proud of our teachers and feel they are ready for the coming school year. We are prepared to give your child a high- quality education. You have the right to request information about the professional qualifications of your child's teacher(s) or paraprofessional(s). A paraprofessional provides academic or other support for students under the direct supervision of a teacher. If you request this information, the district or school will provide you with the following as soon as possible:

- if the teacher has met State certification and licensing requirements for the grade levels and subjects for which the teacher provides instruction;
- if state certification and licensing requirements have been waived (is not being required at this time) for the teacher under emergency or other temporary status;
- if the teacher is teaching in the field of discipline for which they are certified or licensed;
- if the teacher has met State-approved or State-recognized certification, licensing, registration, or other comparable requirements. These requirements apply to the professional discipline in which the teacher is working and may include providing English language instruction to English learners, special education or related services to students with disabilities, or both; and
- if your child is receiving Title I or Special Education services from paraprofessionals, his or her qualifications.

Our staff are committed to helping your child develop the social, academic and critical thinking he or she needs to succeed in school and beyond. That commitment includes making sure that all of our teachers and paraprofessionals are highly skilled. If you have any questions or concerns, please feel free to contact the school principal.

## 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.

### **PROMOTION/RETENTION:**

The welfare of the student is our primary concern in any action, and the student shall benefit from the placement decision. There is a need for the student, parents/guardians, and teacher(s) to work together. The final decision on placement of a child, whether promotion, transfer, transition, or retention will be made by the principal with input from the teacher and parent.

- A student will be recommended for promotion to the next grade level upon the satisfactory completion of the current grade level, having mastered the necessary academic and social skills for success in the next grade level.
- A student will be recommended for assignment to the next grade level when he/she has not mastered the necessary academic and/or social skills for success in the next grade level, and the school does not believe retention would result in the student's improved academic performance the next year.
- A student will be recommended for retention in the same grade level when the student has not mastered the necessary academic and/or social skills for success in the next grade level, when the school believes retention is in the best interest of the student, and if the student does not qualify for an assignment. Attendance/tardy records will be considered. (NOTE: IREAD is taken by all 3rd grade students, and those who do not pass shall be retained unless it is determined by a case conference that qualifying students shall be assigned to the next grade level.). Parents shall be notified at the earliest date possible when their child is being considered for retention.

### **HONORS:**

Awards will be given in the following areas (criteria for receiving the award is also listed):

- ATTENDANCE – Limit of one-half (1/2) day excused absence and two (2) tardies. An award will not be given if one (1) full day is missed.
- SCHOLASTIC – Outstanding achievement by subject. "A" average in a subject on report card.

- TEACHER DISCRETION – Citizenship, Music, Art, PE, STEM, Most Improved, or Special Awards

### **DRESS CODE:**

Our corporation recognizes that among the many factors affecting the successful operation of schools is the appearance of its students. It is also aware that styles and trends change. In view of these considerations, students are expected to wear apparel and have grooming habits, which are neat, clean, modest, safe, healthy, and non-distracting to the efficient operation of the schools. In instances deemed necessary by the principal, action may be taken which may include consultation, parent/guardian conference and other appropriate measures. Wearing apparel or general appearance that is distracting or interrupts the educational process is forbidden. Footwear without back straps may create safety issues for students, so please choose wisely and consider outdoor recess. The principal shall have authority to determine and interpret these criteria and make recommendations accordingly.

Because clothing that may be appropriate for home may not be appropriate for school, the following examples are offered as guidelines to parents and students.

- Students shall wear clothes that appropriately cover the body. The following items are specifically not allowed: short shorts or short skirts, spaghetti strap tops (smaller than 2" width on straps), any top that exposes a child's midsection, any top that is low-cut, as well as, pants with slits above mid-thigh.
- Students may not wear clothes with pictures or sayings about alcohol, tobacco, drugs, profanity, sexual connotations, ethnic or racial slurs/superiority, and/or violence.
- Shorts and skirts are considered too short for school if they are shorter than a child's thumb length when resting his/her arms fully extended down his/her sides.
- Shoes shall be worn at all times. Heelys (shoes with wheels) are not permitted at school.
- Make-up shall not be brought to or used at school.
- Make-up, fragrance, and hair color shall not cause a disruption to the classroom atmosphere.
- Hats are reserved for being worn outside, unless for a special occasion announced within the class or school.

Unless the dress code violation warrants greater consequences, students who violate the dress code will be given an opportunity to change into clothing that the school provides and that fits with the school dress code. Repeated violations of the dress code, however, will be treated as insubordination, which will result in consequences from school administrators.

### **NETWORK AND INTERNET USE POLICY**

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 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 another organization's networks or computing resources must comply with the rules appropriate for that network or the host network.
- Transmitting 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 email files.
- Do not use the network in such a way that you would disrupt the use of the network by other users.

## SERVICE

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

## SECURITY

- Security on any computer system is a high priority, especially when the system involves many users. If you feel you can identify a security problem:
- Notify the system administrator or the school technology office.
- Do not demonstrate the problem to other users.
- Do not use another individual's user credentials.
- Do not use another individual's materials, information, or files without permission from that individual.
- Do not attempt to log on to the system as a system administrator.
- Being identified as a security risk may eliminate your access.

## CONTROVERSIAL MATERIAL

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

## VANDALISM AND HARASSMENT

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

## REVISION OF POLICY

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

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



### **INTERVIEW 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.

### **STUDENT DISCIPLINE RULES:**

School officials may find it necessary to discipline students when their behavior interferes with school purposes or educational functions of the school corporation. In accordance with the provisions of I.C. 20-33-8, administrators and staff members may take the following actions:

#### **1. REMOVAL FROM CLASS OR ACTIVITY - TEACHER:**

An elementary teacher may remove a student from the teacher's 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.

- If a teacher removes a student from class, the principal may place the student in one of the following settings: another appropriate class, another appropriate setting, or in-school suspension.

#### **2. SUSPENSION FROM SCHOOL - PRINCIPAL:** A school principal (or designee) may deny a student the right to attend school and/or take part in any school function for a period of up to 10 school days.

#### **3. EXPULSION:** A student may be expelled from school for a period no longer than the remainder of the current semester plus the following semester. In cases where the student is being expelled for possession of a firearm, a destructive device, or a deadly weapon, the maximum length of the expulsion period is listed under the Grounds for Suspension and Expulsion, Section C and Section D.

### **GROUND FOR SUSPENSION OR EXPULSION:**

The grounds for suspension or expulsion listed in Section A below apply when a student is:

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

A violation by a student of a rule listed in Sections A and B is subject to a range of disciplinary consequences imposed by teachers or administrators intended to be progressive in nature and move to a more serious consequence with each violation of the same or similar rule. In recognizing that violations of certain rules and the resulting consequences will be dependent upon the age of the student, the number of prior violations and the severity of the violation, the principal of each building level shall develop the minimum and maximum consequences for each rule for their building that is to be approved by the board annually and published in the

student handbook for each building. The appropriate consequence should be the least severe that will adequately address any danger to the student and other persons, prevent further disruption of activities, and promote student achievement.

#### A. Student Misconduct and/or Substantial Disobedience:

Grounds for suspension or expulsion are student misconduct and/or substantial disobedience. The following rules define student misconduct and/or substantial disobedience for which a student may be suspended or expelled:

1. Using violence, force, noise, coercion, threat, intimidation, fear, passive resistance, or other 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 rule:
  - 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 school 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.
  - e. Intentionally making noise or acting in any manner so as to interfere with the ability of any teacher or any other person to conduct or participate in an education function.
2. Engaging in any kind of aggressive behavior that does physical or psychological harm to another person or urging of other students to engage in such conduct. Prohibited conduct includes coercion, harassment, hazing, or other comparable conduct.
3. Engaging in violence and/or threat of violence against any student, staff member, and/or other persons. Prohibited violent or threatening conduct includes threatening, planning, or conspiring with others to engage in a violent activity.
4. Causing or attempting to cause damage to school property, stealing or attempting to steal school property.
5. Causing or attempting to cause damage to private property, stealing or attempting to steal private property.
6. Causing or attempting to cause physical injury or 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 oneself and/or another person is not a violation of this rule.

7. Threatening or intimidating any person for any purpose, including obtaining money or anything of value.
8. Threatening (whether specific or general in nature) injury to persons or damage to property, regardless of whether there is a present ability to commit the act.
9. Failing to report the actions or plans of another person to a teacher or administrator where those actions or plans, if carried out, could result in harm to another person or persons or damage property when the student has information about such actions or plans.
10. Possessing, handling, or transmitting a knife or any object that can reasonably be considered a weapon, is represented to be a weapon, or looks like a weapon.
11. Possessing, using, transmitting, or being affected by any controlled substance, prescription drug, narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage, intoxicant or depressant of any kind, or any paraphernalia used in connection with the listed substances. Also prohibited is the consumption of any of the stated substances immediately before attending school or a school function or event.
  - a. Exception to Rule 11: a student with a chronic disease or medical condition may possess and self-administer prescribed medication for the disease or condition if the student's parent has filed a written authorization with the building principal. The written authorization must be filed annually. The written authorization must be done by a physician and must include the following information:
    1. That the student has an acute or chronic disease or medical condition for which the physician has prescribed medication.
    2. The nature of the disease or medical condition requires emergency administration of the prescribed medication.
    3. The student has been instructed in how to self-administer the prescribed medication.
    4. The student is authorized to possess and self-administer the prescribed medication.
12. 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.
13. Possessing, using, transmitting, or being affected by caffeine-based substances other than beverages, substances containing phenylpropanolamine (PPA), stimulants of any kind, or any other similar over-the-counter products.
14. Possessing, using, distributing, purchasing, or selling tobacco or nicotine-containing products of any kind or in any form. These products include e-cigarettes, vaping devices, any type of look-alike products or other related products or devices associated with tobacco or nicotine use or electronic nicotine delivery systems.
15. Offering to sell or agreeing to purchase a controlled substance or alcoholic beverages.
16. Failing 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.

17. Failing to completely and truthfully respond to questions from a staff member regarding school-related matters including potential violations of the student conduct rules or state or federal law.
18. Falsely accusing any person of sexual harassment, or of violating a school rule, and/or a state or federal law.
19. Engaging in any activity forbidden by the laws of Indiana that constitutes an interference with school purposes or an educational function.
20. Aiding, assisting, agreeing or conspiring with another person to violate these student conduct rules or state or federal law.
21. Engaging in academic dishonesty, including cheating, intentionally plagiarizing, wrongfully giving or receiving help during an academic examination, and wrongfully obtaining test copies or scores.
22. Taking, recording, displaying and/or distributing pictures (digital or otherwise), video or audio recordings without the consent of the student or staff member in a situation not related to a school purpose or educational function.
23. Possessing sexually-related materials which include images displaying uncovered breasts, genitals, or buttocks.
24. "Sexting" or using a cell phone or other personal communication device to possess or send text or email messages containing images reasonably interpreted as indecent or sexual in nature. In addition to taking any disciplinary action, phones will be confiscated and any images suspected to violate criminal laws will be referred to law enforcement authorities.
25. Engaging in pranks or other similar activity that could result in harm to another person.
26. Using or possessing gunpowder, ammunition, or an inflammable substance.
27. Violating any board policy or administrative rules that are reasonably necessary in carrying out school purposes or an educational function, including, but not limited to:
  - a. engaging in sexual behavior on school property;
  - b. engaging in sexual harassment of a student or staff member;
  - c. disobedience of administrative authority;
  - d. willful absence or tardiness of students;
  - e. engaging in speech or conduct, including clothing, jewelry or hair style, that is profane, indecent, lewd, vulgar, or refers to drugs, tobacco, alcohol, sex, or illegal activity;
  - f. violation of the school corporation's acceptable use of technology policy or rules;
  - g. violation of the school corporation's administration of medication policy or rules;

- h. possessing or using a laser pointer or similar device.
- 28. Possessing or using an electronic device (e.g. cellular phone, tablet computer, pager, digital camera, electronic equipment) in a manner which constitutes an interference with a school purpose or an educational function, an invasion of privacy, or an act of academic dishonesty, or is profane, indecent, or obscene. In addition to being disciplined, students who use an electronic device in a manner which is inconsistent with this rule may have the device confiscated by school administration. Such device will be returned to the parent.
- 29. Possessing or using on school grounds during school hours an electronic device, a cellular telephone, or any other telecommunication device, including a look-a-like device, in a situation not related to a school purpose or educational function or using such device to engage in an activity that violates school rules. This rule is not violated when the student has been given clear permission from a school administrator or a designated staff member to possess or use one of the devices listed in this rule. In addition to being disciplined, students who use an electronic device in a manner which is inconsistent with this rule may have the device confiscated by school administration. Such device will be returned to the parent.
- 30. Any student conduct rule the school building principal establishes and gives notice of to students and parents.

B. Bullying:

- 1. Bullying committed by students toward other students is strictly prohibited. Engaging in bullying conduct described in this rule by use of data or computer software that is accessed through any computer, any computer system, or any computer network is also prohibited.
- 2. For purposes of this rule, bullying is defined as overt, unwanted, repeated acts or gestures, including verbal or written communications or images transmitted in any manner including electronically or digitally, physical acts committed, aggression, or any other similar behaviors that are committed by a student or group of students against another student with the intent to harass, ridicule, humiliate, intimidate, or harm the targeted student and create for the targeted student an objectively hostile school environment that:
  - places the targeted student in reasonable fear of harm to the targeted student's person or property;
  - has a substantially detrimental effect on the targeted student's physical or mental health;
  - has the effect of substantially interfering with the targeted student's academic performance; or
  - has the effect of substantially interfering with the targeted student's ability to participate in or benefit from the services, activities, and privileges provided by the school.

3. This rule may be applied regardless of the physical location of the bullying behavior when a student committing bullying behavior and the targeted student attend a school within the school corporation and disciplinary action is reasonably necessary to avoid substantial interference with school discipline or prevent an unreasonable threat to the rights of other students to a safe and peaceful learning environment.
4. Any student or parent who has knowledge of conduct in violation of this rule or any student who feels he/she has been bullied in violation of this rule should immediately report the conduct to the principal who has responsibility for all investigations of student misconduct including bullying. A student or parent may also report the conduct to a teacher or counselor who will be responsible for notifying the principal. 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.
5. The principal shall investigate immediately all reports of bullying made pursuant to the provisions of this rule. Such investigation must include any action or appropriate responses that may be taken immediately to address the bullying conduct wherever it takes place. The parents of the bully and the targeted student(s) shall be notified on a regular, periodic basis of the progress and the findings of the investigation and of any remedial action that has been taken.
6. The principal will be responsible for working with the school counselors and other community resources to provide information and/or follow-up services to support the targeted student and to educate the student engaging in bullying behavior on the effects of bullying and the prevention of bullying. In addition, the school administrator and school counselors will be responsible for determining if the bullying behavior is a violation of law required to be reported to law enforcement under Indiana law based upon their reasonable belief. Such determination should be made as soon as possible and once this determination is made, the report should be made immediately to law enforcement.
7. False reporting of bullying conduct as defined in this rule by a student shall be considered a violation of this rule and will result in any appropriate disciplinary action or sanctions if the investigation of the report finds it to be false.
8. A violation of this rule prohibiting bullying may result in any appropriate disciplinary action or sanction, including suspension and/or expulsion.
9. Failure by a school employee who has a responsibility to report bullying or investigate bullying or any other duty under this rule to carry out such responsibility or duty will be subject to appropriate disciplinary action, up to and including dismissal from employment with the school corporation.
10. Counseling, corrective discipline, and/or referral to law enforcement will be used to change the behavior of the perpetrator. This includes appropriate intervention(s), restoration of a positive climate, and support for victims and others impacted by the bullying.
11. Educational outreach and training will be provided to school personnel, parents, and students concerning the identification, prevention, and intervention in bullying.

12. All schools in the corporation are encouraged to engage students, staff and parents in meaningful discussions about the negative aspects of bullying. The parent involvement may be through parent organizations already in place in each school.
13. The superintendent or designee will be responsible for developing detailed administrative procedures consistent with the Indiana Department of Education guidelines for the implementation of the provisions of this rule.

#### **Consequences for Bullying Offenses**

- a. First offense – Teacher and student conference.
  - b. Second Offense – Student conference with principal or counselor and a student improvement plan is created.
  - c. Third offense – Teacher, parent, principal, counselor, and student conference.
  - d. Fourth offense – In-school suspension.
  - e. Fifth offense – Out-of-school suspension or referral to law enforcement.
- \*\*\*\* For serious offenses, the principal may skip right to suspension. \*\*\*

#### **C. Possessing A Firearm or A Destructive Device:**

1. No student shall possess, handle or transmit any firearm or a destructive device on school property.
2. The following devices are considered to be a firearm under this rule:  
  
any weapon that is capable of expelling, designed to expel, or may readily be converted to expel a projectile by means of an explosion.
3. For purposes of this rule, a destructive device is:  
  
an explosive, incendiary, or overpressure device that is configured as a bomb, a grenade, a rocket with a propellant charge of more than four ounces, a missile having an explosive or incendiary charge of more than one-quarter ounce, a mine, a Molotov cocktail or a device that is substantially similar to an item described above,  
  
a type of weapon that may be readily converted to expel a projectile by the action of an explosive or other propellant through a barrel that has a bore diameter of more than one-half inch, or  
  
a combination of parts designed or intended for use in the conversion of a device into a destructive device.

A destructive device is NOT a device that although originally designed for use as a weapon, is redesigned for use as a signaling, pyrotechnic, line throwing, safety, or similar device.

4. The penalty for possession of a firearm or a destructive device: suspension up to 10 days and expulsion from school for at least one calendar year with the return of the student to be at the beginning of the first semester after the one year period. The superintendent may reduce the length of the expulsion if the circumstances warrant such reduction.
5. The superintendent shall immediately notify the appropriate law enforcement agency when a student engages in behavior described in this rule.

#### D. Possessing A Deadly Weapon:

1. No student shall possess, handle or transmit any deadly weapon on school property.
2. The following devices are considered to be deadly weapons for purposes of this rule:
  - a weapon, taser or electronic stun weapon, equipment, chemical substance, or other material that in the manner it is used, or could ordinarily be used, or is intended to be used, is readily capable of causing serious bodily injury;
  - an animal readily capable of causing serious bodily injury and used in the commission or attempted commission of a crime; or
  - a biological disease, virus, or organism that is capable of causing serious bodily injury.
3. The penalty for possession of a deadly weapon: up to 10 days suspension and expulsion from school for a period of up to one calendar year.
4. The superintendent (*shall immediately*)(*may*) notify the appropriate law enforcement agency when a student engages in behavior described in this rule.

#### E. Unlawful Activity:

A student may be suspended or expelled for engaging in unlawful activity on or off school grounds if 1) the unlawful activity may reasonably be considered to be an interference with school purposes or an educational function, or 2) the student's removal is necessary to restore order or protect persons on school property. This includes any unlawful activity meeting the above criteria that takes place during weekends, holidays, other school breaks, and the summer period when a student may not be attending classes or other school functions.

#### F. Legal Settlement:

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

### **CRIMINAL GANGS AND CRIMINAL GANG ACTIVITY IN SCHOOLS:**

The Board of School Trustees of the Nineveh-Hensley-Jackson United School Corporation prohibits gang activity and similar destructive or illegal group behavior on school property, on school buses, and/or at school-sponsored functions and prohibits reprisal or retaliation against individuals who report gang activity and similar destructive or illegal group behavior or who are victims, witnesses, bystanders, or other people with reliable information about an act of gang activity and similar destructive or illegal group behavior. To view the full policy, visit:

<https://www.indiancreeksschools.com/documents-policies>

### **SPECIFIC SCHOOL RULES:**

Classroom teachers will be sending home specific classroom rules with positive rewards and corrective consequences resulting from student behavior. These rules allow the teacher to teach, which is necessary for effective learning by students. Rules are subject to revision, addition, or deletion throughout the year as the situation demands. Rules and regulations must be maintained for the safety and welfare of all students.



1. Keep your hands, feet, and body to yourself, and off of others, showing that you respect the rights of others.
2. Walking, not running, is the proper and safest way to travel while at school.
3. Students are expected to comply with directions given by any staff member or employee.
4. No student may disrupt the learning/teaching process at any time. Student activities that interfere with the school's mission are not permitted.
5. Plagiarism and cheating are prohibited.
6. No toys or pets are to be brought to school without permission from the teacher/administrator.
7. The use of electronic devices and cell phones is restricted (see Electronic Device Policy below).
8. Digital Citizenship expectations must be followed at all times.
9. Knives or any object reasonably considered a weapon are prohibited. The administrator reserves the right to search student property on school grounds to ensure the safety of all students.
10. Any student who causes a disruption while a substitute teacher is in charge of the class will be referred to the office.
11. Students do not have a First Amendment right to engage in speech that is lewd, vulgar, obscene, inflammatory, or defamatory (Bethel School District NO. 403 vs. Fraser, 478 U.S. 675, 682).
12. Students do not have a First Amendment right to wear or display any symbols or articles of clothing that are vulgar, profane, racist or sexist, or disrupt the school environment. Such displays are prohibited. Hairstyles or body adornments that are vulgar or that disrupt the educational process are restricted (see Dress Code Policy above) at the discretion of the principal.
13. Use of possession of drugs, alcohol, and tobacco are prohibited. Cigarette lighters or matches are prohibited in school.
14. Students are prohibited from any form of physical violence on school property and at school functions. Such physical violence includes, but is not limited to, fighting, pushing, or shoving.
15. Students shall not incite other students, nor shall a student engage another student or staff member in any acts of extortion, intimidation, stalking or harassment, or acts which are coercive.
16. Students shall not incite teachers or staff, nor shall a student engage a teacher or staff member in any acts of extortion, intimidation, stalking, heckling, or acts, which are coercive. Threats against school employees are illegal.
17. Threatening (whether specific or general in nature) injury to another person or damage to property, regardless of whether there is a present ability to commit the act, is not permitted. This includes the possession of a threatening or intimidating statement in written or any other form which may intentionally or unintentionally come into another student's or staff member's possession. A student shall not in any way encourage another student to violate school rules or commit other acts of indirect aggression (spreading rumors, building alliances against other students, bullying, etc.).
18. Students are prohibited from engaging in behavior off school grounds that has a detrimental impact on other pupils, teachers, or school activities. Such behavior includes, but is not necessarily limited to:

- a. Assault, battery, or criminal acts;
  - b. Selling, possession, or use of drugs;
  - c. Making offensive remarks to or about school personnel (see McCarthy, Martha M. et al (1998). Public School Law: Teacher's and Student's Rights. (4th Ed.). Boston: Allyn & Bacon. pp. 197-198).
19. Students shall not cause or attempt to cause damage to private property, including stealing or attempting to steal private property.
  20. The destruction or unlawful possession of school property (vandalism and/or theft) is prohibited. Violators will be assessed damages and/or replacement costs; in addition he/she may be reported to the proper law enforcement agency.
  21. Students should not leave the school grounds with strangers or accept rides. Permission from the office is required before leaving school at any time other than regular dismissal.
  22. Students may bring in water to drink throughout the day. They must have a bottle that can close completely (no straws) and must have water only.

### **PLAYGROUND RULES:**

1. The playground is open to students during the school day with staff supervision, weather permitting. Anyone using school grounds or playgrounds after school hours assumes responsibility for health and any claim for injury or damages.
2. Do not walk in front of slides or swings while students are playing.
3. No one is to be on top of the horizontal ladders – use hanging, hand-over-hand motions.
4. One person on ladder or slide at a time. Slide in forward sitting position only.
5. Do not throw rocks, sticks, or snowballs. No dodge ball is allowed at recess.
6. Do not lay or sit on the ground when it is wet or muddy. Stay out of mud and/or water.
7. Do not re-enter the building during recess time unless you have permission from the staff member on duty.
8. After recess, students are to enter the building in an orderly manner. All students will line up quietly and enter the building under the teacher's supervision. Please be as quiet as possible, because other classes are in session.

### **STUDENT REFERRALS TO THE OFFICE:**

When sent to the office, the following events shall take place:

1. All sides of the problem will be heard and considered.
2. A discipline form will be filled out for each student involved with name, date, and nature of the problem, as well as the action taken.
3. A solution to the problem will be discussed and a course of action decided upon.
4. Progressive discipline, including appropriate consequences, will be assigned in relation to the severity of each situation, including but not limited to: verbal warning, lunch detention, recess detention, after school detention, In-School Suspension (ISS), or Out of School Suspension (OSS).

### **EXTRACURRICULAR ACTIVITIES:**

- ICMS Athletics: Cross Country, Golf, Swimming, Tennis, Track, Wrestling (5th only)
- Art Club (5th)
- Choir (5th)
- Intramurals (5th)
- Robotics Club (application process, 4th and 5th)

- Video Club (application process, 5th)
- Math Bowl (4th and 5th)
- Science Bowl (4th and 5th)
- Spell Bowl (4th and 5th)

It is the expectation of ICIS staff that students must maintain an S (satisfactory) or E (exemplary) rating in citizenship to participate in ICIS extracurricular activities. Students must also be compliant with our attendance policy. If a student has more than 10 unexcused absences, they will be removed from extracurriculars until attendance improves.

A student who is unable to attend school is also unable to attend extracurricular activities later in the same day. A student who is unable to participate in an approved physical education class may not participate in athletics, cheerleading, or intra-murals. Students serving In School or Out of School Suspension may not participate in or attend class activities or extracurricular activities on the assigned days.

#### **ADVERTISING OUTSIDE ACTIVITIES:**

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

#### **GIFTS SENT TO SCHOOL:**

Flowers/balloons/stuffed animals/etc. are not accepted for student birthdays, holidays, or other occasions. It becomes an academic distraction and an interruption to the students. Children's feelings are delicate at this age when fellow students receive exorbitant gifts and they do not receive the same.

#### **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.

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

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.

### **EMERGENCY CLOSING and NOTIFICATIONS of eLEARNING for INCLEMENT WEATHER DAYS**

We must be prepared to delay school opening, send students home early, or to close school any day when required by weather or emergency conditions. The problems with these actions are well understood, but the safety and welfare of our students will always be our first priority. Local radio and television stations will be notified of an emergency closing. We will also notify families through our district communication system.

Please be sure your child knows what to do in case of early dismissal or delay in starting time. Your advance planning is essential for the safety of your child.

In case of emergency school closing, PLEASE DO NOT CALL THE SCHOOL unless you have absolutely no other way to obtain closing information. IT IS THE RESPONSIBILITY OF THE PARENT(S)/GUARDIAN(S) TO MAKE SURE THAT ALL EMERGENCY RELEASE INFORMATION FOR YOUR STUDENT IS UP-TO-DATE.

If an emergency school closing is called, all school-related activities scheduled for that day are also canceled.

### **STUDENT PAYMENTS**

All payments sent to the school should be by check whenever possible. We cannot accept checks that combine textbook rental, meals, insurance, pictures, etc. Please make separate textbook rental and meal checks payable to NHJ. Make all other school checks payable to Indian Creek Intermediate School or Indian Creek Elementary School or as specified on the order form. You may combine on one check all of your NHJ Indian Creek students' book rental and on a separate check all of your NHJ Indian Creek students' meal money. Be sure to indicate on these checks or envelopes how much money is to be applied to each student's account. You may also pay with a credit card on the Infinite Campus parent portal. Instructions are provided on the website.

### **TEXTBOOK RENTAL**

Statute permits school corporations to assess and collect a reasonable fee for lost or significantly damaged curricular materials. See IC 20-26-5-4(a)(12)(B)

### **SCHOOL BUS AND OTHER VEHICLE IDLING:**

In accordance with the Indiana State Department of Health regulations, the Board endeavors to limit vehicle emissions that may be introduced into school facilities harming the indoor air quality.

The Corporation shall determine areas where idling is prohibited and post signs.

**Drivers of all public and private vehicles are to turn off the engine if the vehicle is to be stopped for more than five (5) minutes in locations where the vehicle exhaust may be drawn into the building or while on school grounds. See Policy 8615 and AG 8615.**

### **MEDIA RELEASE OF INFORMATION:**

Indian Creek Intermediate School personnel may release certain student information including the student's name, photograph or electronic image, participation in officially recognized activities, dates of attendance, awards received, and other similar information without parental consent to newspapers, magazines, radio and television, colleges, civic organizations or similar groups, or publish such information in its own publications, programs, yearbooks, Internet pages or by other means. Any parent, or guardian, not wanting this information released to the public shall mark this selection accordingly with enrollment paperwork. Upon the receipt of this form, ICIS will attempt to prevent the release of student information.

### **HEALTH SERVICES POLICIES and GUIDELINES:**

Jill Lawalin, Health and Wellness Director, 317-878-2108, [jlawalin@nhj.k12.in.us](mailto:jlawalin@nhj.k12.in.us)

The school clinic is staffed by a Registered Nurse or a clinic assistant. The Health Services staff provides first aid care for students who become ill or injured during the school day. The RN is not allowed to diagnose any injury or illness, per the Indiana Nurse Practice Act, but can make an educated recommendation to the parent if it is determined that further care is needed. The clinic assistant works under the direction of an RN in the Corporation.

In the event of student illness or significant injury while at school, the nurse/assistant/designee will make every effort to contact the parent/guardian. If a parent is unavailable, the school will contact the emergency contact(s) as listed in Infinite Campus. It is absolutely necessary to update Infinite Campus with any phone number or inform the school of any phone number or emergency contact changes during the year to enable school staff to contact parent/guardian in the event of a medical emergency. If the student's condition requires immediate emergency care, EMS will be activated and parents notified.

#### **Illness Guidelines:**

In an effort to ensure an optimal learning environment, students that have a fever (100.4° F or above), active vomiting and/or diarrhea, eye drainage or rash should not be sent to school. Students presenting to a school clinic with any of the above symptoms will be sent home for further care.

They may return when they have been fever-free for 24 hours without medication, or when the condition has been treated by a physician or is no longer present. A student that is vomiting due to illness should not return to school until they have not vomited for 24 hours. A student must be on antibiotics for 24 hours before returning to school after diagnosis of strep throat or pink eye. A doctor's note may be requested upon return. Students that have symptoms that prevent him or her from actively participating in school activities (e.g., excessive coughing, sore throat, emotional distress) may also be sent home at the discretion of the nurse. Parents are responsible for providing their child/ren with timely transportation from school in cases of injury or illness that occur while there.

#### Guidelines for Medication Administration:

The following guidelines for medication administration at school have been set up in accordance with Indiana Codes as related to education. ALL medications (non-prescription and prescription) must be brought to the school clinic upon arrival to school where they will be stored and administered accordingly.

- The school nurse, clinic assistant, or designee can dispense non-prescription medication with written parent/guardian permission. ALL medication must be sent in the original, unexpired container and labeled with the student's name. No medication can be given to a student unless it is brought from home with written parent permission. This includes cough drops, throat sprays, most eye drops, and most sprays, creams and ointments for burning or itching. Any dosage amount requested in excess of the manufacturer's recommended dosage will not be given without a physician's written approval. Herbal medications or supplements will not be administered during the school day unless accompanied by a physician's order.
- The school nurse, clinic assistant, or designee can dispense prescription medication with written parent/guardian permission. Prescription medication must be sent in the original container bearing the current pharmacy label that shows the child's name, prescription number, date filled, physician's name, and directions for use. All prescription medication changes and/or dosage changes must be accompanied by this form <https://cdn.zephyrcms.com/25eef3bc-08c2-4292-b0a6-2119fa86c6be/-/inline/yes/consent-for-administration-of-medication-1.pdf>. This form must be on file.

If a medication is to be terminated before the date on the prescription, the written and dated consent of the parent/guardian is required.

#### Emergency Medication (e.g., inhalers, epi-pens):

Students who require the immediate availability of medication may be allowed to keep it with them rather than in the clinic only with the written permission of the prescribing physician.

Parents/guardians of students carrying such medications assume responsibility for assuring that a back-up medication is provided to be available in the clinic, and that the carried medication is neither outdated nor empty.

Epi Pen Form:

<https://cdn.zephyrcms.com/e7b5951a-28cc-452b-a29a-fc33415cd8e5/-/inline/yes/pdf-food-allergy-epi-pen-form.pdf>

Inhaler Form:

<https://cdn.zephyrcms.com/9825c95b-263c-4e88-87ea-5dd5ea356fa5/-/inline/yes/pdf-asthma-form.pdf>

#### Controlled Drugs:

Parents assume responsibility for delivering controlled substances (e.g., Ritalin) to and from school. Controlled substances should be delivered to the school clinic by a parent or guardian. Controlled substances will not be sent home with students.

- The school will not send home any medication with a student in grade 8 or below. Medication(s) sent to school will only be released to the student's parent, or to an individual at least eighteen (18) years old who has been designated in writing by the student's parent to receive the medication. Students in grades 9-12 need a parent's written permission to take medication home.
- All medication permits and physician statements must be filed with the school at the beginning of each school year or, at the start of medication administration, whichever comes first. Written parent consent is valid only for the period specified on the consent form and never longer than the current school year.

References: 511 IAC 7-21-8, IC 20-34-3-18, IC 20-33-8-13

#### **IMMUNIZATION REQUIREMENTS FOR ATTENDANCE**

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

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

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

# Required and Recommended School Immunizations, Indiana 2025-2026



Updated 11.12.2024

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

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

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

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

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

**Varicella:** Physician documentation of disease history, including month and year, is proof of immunity for children entering preschool through 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 their first dose on or after their 16<sup>th</sup> birthday only need one dose of MCV4.

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

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

\*\*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.

## Hearing and Vision Screenings:

Hearing and Vision screenings are performed each year in compliance with Indiana state law. All students in grades 1, 4, 7 and 10 will receive a hearing screening. Also, any student who has transferred into the school corporation or any student suspected of hearing defects will be screened. Hearing screenings are conducted by the corporation Speech and Language Pathologists. All students in grades 1, 3, 5 and 8 will receive a vision screening. Also, any student who has transferred into grades 1, 3, 5 and 8 or any student suspected of a visual defect will receive a vision screening. Vision screenings are conducted by the corporation nurses, clinic assistants and trained volunteers. Parental permission is not required. If, however, you do not wish for your child to be screened, you must send a written statement to the school clinic as soon as possible after the start of the school year. Students that do not pass the school



screening will be referred for further evaluation and assessment by a licensed practitioner. After the exam, a physician's report of the evaluation must be returned to the school for documentation and reporting purposes.

References: IC 20-34-3-14, IC 20-34-3-12, IC 20-19-2-8

#### Head Lice Guidelines:

Parents have the primary responsibility in the detection, prevention and treatment of head lice through routine checks of their child's hair and proper treatment if live lice are found. While head lice are a nuisance, they do not spread disease and are not a public health issue. Parents are encouraged to notify the nurse/clinic assistant if their child is found to have head lice. The primary goal of identification and notification of a lice infestation in the school setting is to ensure that the child receives safe and effective treatment.

Should a student present at school with a possible case of head lice, the school nurse/clinic assistant will maintain confidentiality, verify the presence of an active infestation, and bring it to the attention of the student's parent/guardian. Presence of nits alone is not a reason to exclude a child from school. Students with live, crawling lice and nits closer than 1 cm from scalp will be considered an active infestation and would require treatment or manual removal of nits.

Exclusion for an active infestation will be determined on a case by case basis. Parents will be instructed on appropriate treatment and prevention methods and asked to return to the clinic with their child after treatment for a recheck. Head lice checks are done individually and on an as-needed basis for detection and for follow up after treatment. Siblings and close contacts of students with head lice may be checked at the discretion of the nurse or clinic assistant.

These guidelines are supported by the American Academy of Pediatrics, Centers for Disease Control and Prevention (CDC), and the National Association of School Nurses.

#### **AHERA ANNUAL NOTIFICATION:**

In accordance with the US EPA's AHERA Standard (ref: 40 CFR 763.80), all information concerning asbestos-containing materials in the schools of the Nineveh-Hensley-Jackson United School Corporation is available for review during normal business hours. All buildings have been inspected and are clear of asbestos containing materials.

#### **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.

#### **NINEVEH-HENSLEY-JACKSON-UNITED SCHOOL CORPORATION POLICIES**

The Nineveh-Hensley Jackson United School Corporation provides to parents all of the corporation policies. All students and their parents/guardians are encouraged to read the corporation policies, which include American Disabilities Act (ADA) and Section 504,

Annual Asbestos Hazard Emergency Response Act (AHERA) Anti-Harassment, Family Educational Rights and Privacy Act (FERPA), and Network and Internet Use, as well as other policies.

### **FERPA- NOTIFICATION OF RIGHTS**

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

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

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

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

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

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

One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. The criteria for determining who constitutes a school official and what constitutes a legitimate educational interest must be set forth in the school's or school district's annual notification for FERPA rights. A school official typically includes a person employed by the school or school district as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel) or a person serving on the school board. A school official also may include a volunteer, contractor, or consultant who, while not employed by the

school, performs an institutional service or function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of PII from education records, such as an attorney, auditor, medical consultant, or therapist; a parent or student volunteering to serve on an official committee, such as a disciplinary or grievance committee; or a parent, student, or other volunteer assisting another school official in performing his or her tasks. A school official typically has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

Upon request, the school discloses education records without consent to officials of another school or school district in which a student seeks or intends to enroll, or is already enrolled if the disclosure is for purposes of the student's enrollment or transfer. (NHJ intends to forward records to another school or school district on request or the disclosure is initiated by the parent or eligible guardian.)

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

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

#### **NONDISCRIMINATION 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, Nineveh-Hensley-Jackson United School Corporation, 802 S. Indian Creek Drive, Trafalgar, IN 46181.

#### **USDA NONDISCRIMINATION STATEMENT:**

<https://www.usda.gov/non-discrimination-statement>