

# INDIAN CREEK INTERMEDIATE SCHOOL

## 2021-2022 STUDENT HANDBOOK

### INTRODUCTION

Welcome to Indian Creek Intermediate School! We look forward to working collaboratively with our students, parents, and community to create an outstanding learning environment rich with opportunities for growth and achievement. It is our sincere hope that your experience at Indian Creek Intermediate School will be one filled with happiness and success. Together, we can make a difference in our school and community!

### MISSION STATEMENT

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

### *Students and Teachers Empowering Minds*

### DAILY SCHEDULE

7:45 a.m.	8:15 a.m.	3:05 p.m.	3:30 p.m.
Doors Open	Tardy Bell	Dismissal	Office Closed

\*\*Note – Wednesday Early Release Dismissal time is 2:05 p.m.

### 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 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

Grades 3, 4, and 5 textbook rental statements will be available with Returning Students' Registration. Your child's textbook rental may be paid by cash or check at any of the schools. You may use a credit card on the Infinite Campus parent portal. Instructions are provided on the website.

### SCHOOL MEALS

All students are invited and encouraged to eat nutritious meals that are served daily in our cafeteria. Breakfast is available at 8:00 a.m. The USDA has extended the waiver that **all** students may receive one free breakfast and one free lunch each school day. The waiver has been extended through June 30, 2022. Parents/guardians who would like to send extra money for their student to buy extra food items may do so. Send money to school in a sealed envelope. Please write on the envelope the name of the child, the amount, and their grade. If you send money to school with your student, a check is the best form of payment. Payments may also be made online through the parent portal. Milk is available for purchase for students wanting an extra milk or who are bringing a sack lunch. The same good behavior and good manners are expected in the cafeteria as are expected in the classroom. Students shall come to the cafeteria in an orderly manner and remain orderly. Respect shall be demonstrated by not cutting in front of others. Each student is responsible for cleaning his/her own mess and returning trays. Your student's account activity is available online through Infinite Campus parent portal or call (317) 878-2106 to request your student's account activity report. See the NHJ Corporation Handbook for parent portal access details.

### PARENT/GUARDIAN – TEACHER CONFERENCES

Proposed conference dates have been set up for October. If you desire a conference at other times, please call the school to set up an appointment with the teacher. Teachers are not able to interrupt classroom instruction to attend an unscheduled meeting.

### PARENT OR GUARDIAN INVOLVEMENT

All ICIS parents are encouraged to become active in the Parent-Teacher-Organization (PTO). [icispto@nhj.k12.in.us](mailto:icispto@nhj.k12.in.us)

### 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 (317) 878-2160. 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.

# INDIAN CREEK INTERMEDIATE SCHOOL

## 2021-2022 STUDENT HANDBOOK

### LOST INSTRUCTION TIMELINE

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

**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

### 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

1. Warning Letter – Sent when a student has missed an accumulation of seven (7) days of unexcused instructional time and/or seven (7) occurrences of lost instructional time less than two (2) hours.
2. Official Notice – Sent when a student has missed an accumulation of 10 days of unexcused instructional time and/or 10 occurrences of lost instructional time less than two (2) hours.
3. FRP Referral – Made by the school when a student has missed an accumulation of 10 days of unexcused instructional time and/or 10 occurrences of unexcused lost instructional time less than two (2) hours.
4. FRP Action – Family Resource Officer will meet with the parent/guardian when a student has missed an accumulation of 10 days of unexcused instructional time and/or 10 occurrences of unexcused lost instructional time less than two (2) hours, to complete a needs assessment, read and sign compulsory attendance laws and school attendance policies, and sign an action plan.
5. Failed Action – Family Resource Officer will send notice to the parent/guardian to report to the Nurturing Parenting Program when and if the following has occurred:
  - a. The parent/guardian fails to meet with a Family Resource Officer
  - b. The student misses an accumulation of 15 full days of unexcused/unacceptable instructional time.
6. Charges Filed – Family Resource Officer will file charges of parental or Educational neglect against the Parent/Guardian, through the Johnson County Prosecutors Officer, when and if the following occurs:
  - a. The parent/guardian fails to attend the Nurturing Parenting Program and complete 19 hours of class.
  - b. The parent/guardian fails to respond to attempts to notify them of escalating lost instructional time beyond the 15-day notice

# INDIAN CREEK INTERMEDIATE SCHOOL

## 2021-2022 STUDENT HANDBOOK

### 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.
- When a student has reached his/her seventh (7<sup>th</sup>) tardy, a letter is sent from the school notifying the parent.
- Upon the 10<sup>th</sup> tardy, the school will send notice to the Family Resource Program for further consideration.
- 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 work missed. 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: ART, CITIZENSHIP, MUSIC, PE, STEM**

<b>4</b>	<b>3</b>	<b>2</b>	<b>1</b>
<b>Exemplary</b>	<b>Satisfactory</b>	<b>Needs Improvement</b>	<b>Unsatisfactory</b>
Exceeding Standard	Proficient, Meeting Standard	Progressing	Not Yet Meeting Standard
93% and above	92%-70%	69%-60%	59% and below

### **GRADES: 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	
92-90 A-	82-80 B-	72-70 C-	62-60 D-	

### **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 3<sup>rd</sup> 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

# INDIAN CREEK INTERMEDIATE SCHOOL

## 2021-2022 STUDENT HANDBOOK

### 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 fingertips 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.

### AFTER SCHOOL CARE

NHJ provides After School Care (contracted by Country Kids Pre-School and Childcare for 2021-2022) for students in grades K-5 from 3:00-6:00 p.m. Please contact the office at ICES or ICIS for additional information.

### EXTRACURRICULAR ACTIVITIES

- ICMS Athletics: Cross Country, Golf, Swimming, Tennis, Track, Wrestling (5<sup>th</sup> only)
- Art Club (5<sup>th</sup>)
- Choir (5<sup>th</sup>)
- Intramurals (5<sup>th</sup>)
- MILE Club (3<sup>rd</sup>, 4<sup>th</sup>, 5<sup>th</sup>)
- Robotics Club (application process, 4<sup>th</sup> and 5<sup>th</sup>)
- Student Leadership (teacher recommendations, application process, 4<sup>th</sup> and 5<sup>th</sup>)
- Video Club (application process, 5<sup>th</sup>)

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.

### 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.

### STUDENT CODE OF CONDUCT

Jurisdiction for any form of disciplinary action at Indian Creek Intermediate School applies when a student is:

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

# INDIAN CREEK INTERMEDIATE SCHOOL

## 2021-2022 STUDENT HANDBOOK

Student misconduct could result in, but is not limited to, detention, extended school, academic probation, social probation, time out, out-of-school suspension, recommendation for expulsion, referral to appropriate law enforcement agency, and/or payment of damages, depending on the circumstances and merits of the case. Nothing in this handbook is meant to preclude the administrators' prerogative to take appropriate and reasonable action to protect the welfare and safety of the students and staff at ICIS.

### GENERAL RULES FOR STUDENTS

Our desire is to help you become the best person you can be and to give you the type of education that you will benefit from in the future. These guidelines will help us help you:

1. RESPECT for self
2. RESPECT for others
3. RESPONSIBILITY for actions

### 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 and assigned 1 day of ISS.
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 or 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.

# INDIAN CREEK INTERMEDIATE SCHOOL

## 2021-2022 STUDENT HANDBOOK

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.

### **ELECTRONIC DEVICES:**

In order to limit distractions to the learning process, the use of the following devices, any like items, or any other items deemed by an administrator to be disruptive are not allowed during the regular school day (8:00 a.m. – 3:05 p.m.): cell phones, watches, electronic pagers, iPods, video games, tablets, etc. These items should be turned off and placed in a book bag before entering the building and stored in the student's book bag and/or locker if available. If these are seen in a student's possession during the school day, the administrator maintains the right to confiscate the item and follow appropriate disciplinary actions so that the learning process will not be interrupted. The school does not assume any responsibility for any item that is lost or stolen from the student's possession. Specific rules, guidelines, and policies found in the NHJ Corporation Handbook are applicable to all students. Students have a constitutional right of privacy in the contents of their cellphones which administrators may search only upon reasonable cause or suspicion to believe that the contents violate school rules, or when students voluntarily, of their own free will, waive that right and permit the search.

### **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).

### **BULLYING**

- Our school does not tolerate bullying in any form. All members of the school community are committed to ensuring a safe and caring environment, which promotes personal growth and positive self-esteem for all.
- 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. Bullying as defined in State law means overt, unwanted, repeated acts or gestures, including verbal or written communications transmitted (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.

# INDIAN CREEK INTERMEDIATE SCHOOL

## 2021-2022 STUDENT HANDBOOK

### REPORTING ACTS OF BULLYING

- Any student who believes s/he has been or is currently the victim of bullying should immediately report the situation to the building principal, 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. Complaints against the building principal should be filed with the Superintendent. Complaints against the Superintendent should be filed with the Board President.
- Every student is encouraged, and every staff member is required, to report any situation that they believe to be bullying behavior directed toward a student. Reports may be made to those identified above.
- All complaints about bullying behavior that may violate this policy shall be promptly investigated. If the investigation finds an instance of bullying behavior has occurred, it will result in prompt and 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. The complainant shall be notified of the findings of the investigation and as appropriate, any remedial action that has been taken to the extent disclosure is permitted by law.
- 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 intentionally false reports may result in disciplinary action as indicated above.

### BULLYING is defined as:

Bullying rises to the level of unlawful harassment when one (1) or more persons systematically and chronically inflict physical hurt or psychological distress on one (1) or more students with the intent to harass, ridicule, humiliate, intimidate or harm that/those student(s), and that bullying is based upon sex, race, color, national origin, religion, or disability, that is, characteristics that are protected by Federal civil rights laws. It is defined as any unwanted and repeated written, verbal, or physical behavior, including any threatening, insulting, or dehumanizing gesture, by an adult or student, that is severe or pervasive enough to create an intimidating, hostile, or offensive educational environment; cause discomfort or humiliation; or unreasonably interfere with the individual's school performance or participation; and may involve: teasing; threats; intimidation; stalking; cyberstalking; cyberbullying; physical violence; sexual violence; theft; sexual, religious, or racial harassment; public humiliation; or destruction of property. In the bullying context, "harassment" means any threatening, insulting, or dehumanizing gesture, use of data or computer software, or written, verbal or physical conduct directed against a student that: places a student in reasonable fear of harm to his/her person or damage to his/her property; has the effect of substantially interfering with a student's educational performance, opportunities, or benefits; or has the effect of substantially disrupting the orderly operation of a school.

### CONSEQUENCES FOR BULLYING OFFENSES:

If a report of bullying is substantiated through an investigation, consequences will be determined by staff and/or administrators and will include factors such as, but not limited to, the severity of the offense and the student's previous discipline record. The sequence listed below will serve as a guideline, not as an absolute.

First offense – Teacher and student conference.

Second Offense – Student conference with principal or counselor and a student improvement plan is created.

Third offense – Teacher, parent, principal, counselor, and student conference.

Fourth offense – In-school suspension.

Fifth offense – Out-of-school suspension or referral to law enforcement.

\*\*\*\* For serious offenses, principal may skip right to suspension. \*\*\*

### **SCHOOL PROGRAMS**

Among the main programs Indian Creek Intermediate School each year are the Christmas Program and Spring Sing. Information will be sent home with your student concerning these programs at the proper times. PTO also sponsors Grandparents' Evening and other educational programs for our students throughout the school year.

### **SCHOOL SAFETY / VISITORS / LEAVING SCHOOL**

In order to maintain a safe and secure environment for all students at Indian Creek Intermediate School, we will follow the procedures listed below:

Visitors in the school building who volunteer / eat lunch / etc.

- Sign in at the office
- Leave their Photo Identification in the office
- 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:

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

# INDIAN CREEK INTERMEDIATE SCHOOL

## 2021-2022 STUDENT HANDBOOK

- 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.**

### **VOLUNTEERS/CHAPERONES**

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 ICIS 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, visiting for lunch, 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.**

### **SPECIAL SERVICES**

TITLE I – REMEDIAL READING – A Federal Program designed to increase the Reading skills of students demonstrating difficulty.

VISION SCREENING – New and referred students may also be screened.

HEARING TESTS – Given to new, grade 4 and upon referral.

Special Services Johnson County Schools (SSJCS) provides testing and evaluation for referred students. SSJCS supports special education classes throughout the county, as well as speech and hearing assistance to qualifying students. Also, students at our school qualifying for specialized programs may receive full or part-time special education classes.

ICIS offers 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.

### **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.

### **CRIMINAL GANGS AND CRIMINAL GANG ACTIVITY**

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.indiancreekschools.com/documents-policies>

### **EQUAL OPPORTUNITY**

Nineveh Hensley Jackson School Corporation practices equal opportunity in education and employment. It does not discriminate on the basis of age, race, color, religion, sex, national origin, or disability. Educational services, programs, courses, instruction, and facilities will not be denied to anyone in the Nineveh Hensley Jackson United School Corporation because of his or her age, race, color, religion, sex, national origin, or disability.

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

Nineveh-Hensley Jackson United School Corporation provides to students and 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), Criminal Gangs and Criminal Gang Activity in Schools, Network and Internet Use, Protection of Pupil Rights Amendment (PPRA), as well as, other policies.

**We look forward to collaborating with you throughout the school year to celebrate student growth and achievement at Indian Creek Intermediate School!**