

Elementary Handbook

Preschool –Grade 5



HUNTINGTON COUNTY COMMUNITY SCHOOL CORPORATION

2017-2018

**OUR MISSION
CREATING WORLD CLASS LEARNERS**

- Andrews Elementary
- Flint Springs Elementary
- Lancaster Elementary
- Lincoln Elementary
- Northwest Elementary
- Roanoke Elementary
- Salamonie School

PURPOSE

This handbook contains most of the information you will need to know about Huntington County elementary schools. We hope it is helpful to you and answers any questions you may have.

This handbook has been prepared to bring about a better understanding between the schools and parents/students. We ask for the cooperation of all parents and students so we may provide each student with a rewarding and enriching educational experience. **PLEASE TAKE TIME TO READ THIS BOOK THOROUGHLY.**

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Welcome to Huntington County Community Schools!



HCCSC MISSION STATEMENT

Huntington County Community School Corporation provides education that ensures student achievement, promotes citizenship and encourages lifelong learning.

A STUDENT CREED

I pledge myself:

To cooperate with my teachers and fellow students at all times.

To comply with the rules and regulations of my school.

To take pride in my school and help promote the spirit of friendship, cooperation, and good sportsmanship.

To be loyal to my school at all times.

To maintain high scholarship to the best of my ability.

To uphold the ideas and traditions of my school.

Parents and Students:

The teachers and staff welcome you to a new school year. To help you enjoy your experiences, we offer the following suggestions:

- Get to know your school. Become familiar with the classroom locations, school office, counselor's office, nurse's office, library, cafeteria, and playground.
- Get to know the principal, teachers, and staff. We are all here to serve you.
- Study and learn as much as you can. We are available to help with any problems you may have, and will be better able to do so if you ask for help.

We are proud of our schools, faculty, students, and staff. We are all dedicated to providing the highest quality education possible. It is our sincere hope that your experience will be one filled with happiness and success.

We urge parents to support their school, teachers, and programs. Parents' positive attitude and support make a significant difference in student performance. Your positive involvement and attitude will make a significant difference in the success of your child.

Parents are most welcome to visit school at anytime. A scheduled appointment is convenient, but not necessary. Teachers are available for conferences at a time to be mutually arranged and also during their plan period. Teachers' plan periods are scheduled for various hours of the school day. For your convenience, please call the school for the time that the teacher with whom you wish to confer will be on his/her plan period. It is our wish that every parent would visit our school a minimum of once each year.

Please review this handbook and feel free to contact us at school should you have any questions at all. We will be most happy to help!

Building	Administrator	Phone #
Horace Mann Educational Center	Randy Harris, Superintendent	(260) 356-8312
Horace Mann Educational Center	Chad Daugherty, Asst. Supt. For Instruction	(260) 356-8312
Andrews Elementary	Amy Rudolf	(260) 786-3021
Flint Springs Elementary	Aimee Lunsford	(260) 356-7612
Lancaster Elementary	Allison Holland	(260) 468-2816
Lincoln Elementary	Ashley Ransom	(260) 356-2914
Northwest Elementary	Mark Dubois	(260) 344-1455
Roanoke Elementary	Chris Tillett	(260) 672-2806
Salamonie School	Dawn Morgan	(260) 356-8995 or 375-3434

STUDENT COUNCIL

Membership in the Student Council is one of several honors a student may attain in our school. The council shall act as the voice of the students. Meetings are held at the discretion of the president and sponsor.

FIRE AND TORNADO DRILLS

Fire and tornado drills will be held periodically throughout the school year. Instructions are posted in each classroom. Make sure you become familiar with the posted procedure. If unsure of procedure, make sure you check with the classroom teacher. Drills are serious responsibilities and are not to be thought of as a joke. During both drills, be sure to move quickly and quietly to assigned areas.

COUNSELING SERVICES

Guidance counseling services are planned to help each student obtain the most out of the school program. All students are encouraged to come to the guidance counselors' office and talk with a counselor regarding any concerns they might have. Often, a counselor helps students with educational program planning, study habits, personal and home concerns, health problems, social questions, career plans, and decision making. Students should feel free to discuss their interests, plans, and difficulties with a counselor. The counselors will also make classroom presentations on topics of interest to all students that will enhance the development of proper school and social growth. At times during the year, some students may be asked to become members of small groups that meet on a regularly scheduled basis with a counselor. Students may also be asked to attend individual sessions whenever a counselor can be of assistance to the student.

MEDIA CENTER

The purpose of the instructional media center is to provide a variety of materials and services to assist staff and students in the teaching - learning process. Any materials borrowed from the media center must be checked out — materials usually have a two week loan period. Please remember, you are responsible for the items you check out. Magazines, newspapers, and resource materials should be returned to the proper place. A fine may be assessed for overdue materials and you may be asked to pay replacement costs for items lost.

CLINIC/HEALTH SERVICES

A health clinic is available, for limited use, for those students who become ill or injured during the school day. Children with contagious illnesses or fevers should not be sent to school. **Students with a temperature of 100° or above will be sent home. Students must be fever free for 24 hours before returning to school.** Please take care of injuries prior to sending your child to school. Health records should be updated promptly as needed during the school year. Emergency information should also be current. The student should know the family physician, hospital preference, and how to reach a parent in the event of illness or accident.

Clinic facilities and the service of the clinic staff are not to be abused. If a student visits the clinic too frequently, the parent will be notified regarding a possible physical or emotional problem.

If medication is to be taken at school (including over-the-counter drugs such as Tylenol or aspirin), an official permission slip must be returned. Medication will only be dispensed after following the requirements listed on the medication permit. The permit is available by contacting the school nurse. No medication, **including over-the-counter medication**, is to be in students' possession during school hours, except for that which is considered to be life-saving medication, as prescribed by a physician. A physician's order must be on file with the school in order for a child to possess such medication. Medication should be taken to the clinic upon arriving at school. (For more information, refer to our **Medication Policy**.)

Annually, the county-wide nurse conducts vision testing for all first and third grade students, and students new to the Huntington County Community School Corporation

CARE/PROTECTION OF SCHOOL/PERSONAL PROPERTY

Students are responsible for the proper care of all books, supplies, and furniture supplied by the school. Students who disfigure property or equipment will be required to pay for the damage done.

- Print your name in ink on all books, tablets, gym shoes, and folders for which you are responsible.
- Do not bring things of great value from home.
- Do not bring large sums of money from home.
- Secure all personal property in lockers during the school day (If available).

GYM CLASSES

Non-marking gym shoes shall be worn in all gym classes. If, for any reason, a

child should be unable to participate (for more than one day), we require a signed excuse from your physician.

LOST AND FOUND

Throughout the school year, many items are turned in to the office as lost and found items. Valuable items which have been found will be kept in the office and need to be identified for collection. Other items such as: clothing, lunch boxes, and recess equipment will be placed in a collection area designated by school personnel. At the end of each nine weeks, any items which have not been claimed will be taken to charitable organizations or used in our clinic/health office. Owners may regain lost articles by checking the collection area or calling at the office and identifying the items.

OFFICE AND TEACHERS' ROOMS

Students shall not be behind desks/counters in the office except by permission. Likewise, the teachers' room is for the use of teachers and staff members only. Students are not permitted in the room.

HONOR ROLL

As a student at our elementary school, you work very hard to achieve the goals you have set for yourself. Your teachers, counselors, and principals would like to honor you for your diligent efforts.

Students in grades 3-5 must receive a "B" or above in all reported subjects to earn the distinction of being placed on the honor roll. The names of honor roll students are posted and published in the newspaper each nine weeks.

REPORT CARDS

Report cards are issued every nine weeks. Generally, they are given to the student to take home on Wednesday following the end of the grading period. Parents are to sign and return the report card envelopes within a couple days. A child's failure to return the properly signed envelope may result in disciplinary action. Progress reports are completed by all teachers and sent home at the midpoint of each grading period.

PROMOTIONS

Students must pass in three (3) of four (4) solid subjects or be recommended for placement into the next grade by the teaching staff. Parent and teacher recommendations will be considered, but the final decision rests with the school administration. In addition, the "Indiana Statewide Testing for Educational Progress" (ISTEP) and/or the NWEA Test will have a major influence on our decision.

PARENT-TEACHER CONFERENCES

Conferences are held at the request of the teachers or parents to confer about the student's progress. Teachers are available for conferences at a time to be mutually arranged and also during their plan period. Teachers' plan periods are scheduled for various hours of the school day. Conference appointments requested by parents should be made 24 hours in advance.

GOAL SETTING AND STUDENT LED CONFERENCES

Each fall the elementary schools provide the opportunity for parents and students to set a social goal and academic goals in language arts and math. Children are a critical component of this valuable experience. Our goal is 100% parent and student participation. Please do not hesitate to contact your child's teacher anytime concerns necessitate a meeting.

HOMEWORK REQUESTS

Homework is an out-of-school assignment that contributes to the educational development of the student. It should be an extension of the class work and related to the objectives of the curriculum presently being studied. Homework may include additional practice exercises, reading of material on a specified subject or unit, an in-depth extension of classroom activities, or independent project work.

Homework requests must be received by 10:00 a.m. (through the main office) in order to receive the assignments at the end of the school day. We will make every effort to accommodate homework requests the same day.

IDEAS FOR HELPING YOUR CHILD WITH HOMEWORK

1. Communication between home and school will make homework more effective.
2. Provide your child with suitable study conditions (desk or table, adequate lighting, books, and supplies).
3. Reserve a time for homework and provide an area free from distractions.
4. Encourage your child to do his/her personal best.

BOOK RENTAL

The school is on a book rental system. Everyone is urged to pay the rental fee at the time of registration. If parents are unable to pay at the time of registration, they must sign a promissory note. The students are responsible for the books assigned to them. All books must be returned in good order or a penalty fee, as established by the book rental manager, will be assessed. Parents will be notified of the final date for paying book rental fees.

LUNCH PROGRAM

The school has a lunch program for all students. All sack lunches from home are to be eaten in the lunch room area. Use plastic containers only — no soft drinks or red dye based fruit drinks are allowed.

Food is not to be taken from the cafeteria, nor consumed at any time other than lunch, without specific permission from a staff member on a special occasion.

Treats provided by students and parents for classroom celebrations must be either prepackaged items or items prepared by an approved kitchen (i.e.: Owens Supermarket bakery). The school corporation strongly encourages healthy snacks for celebrations. Please see HCCSC School Board Policy 8510 for more information on the district's wellness policy.

WITHDRAWALS

To withdraw from school, a parent must notify school personnel so records can be completed and sent to the school where the student is transferring.

AFTER SCHOOL EVENTS

Events are for members of the organization only. Students are to be picked up after the function by a member of their family or someone authorized by them.

VISITORS

Parents are welcome to visit the school or the classroom. It is always a source of better understanding for parents, teachers, and administrators to become better acquainted. Please call the office or contact the teacher (other than class time please) a day in advance to make arrangements for an extended visit or conference. Since the safety of all our students and staff is our primary concern, we require that you always report to the office immediately upon your arrival. Parent volunteers and chaperones must have an approved Limited Criminal History check.

VOLUNTEERS

Our schools are very fortunate to have many community members who are willing to give of their time and talents. Volunteers are very key people in our efforts to provide a quality education. All volunteers are required to report to and sign-in at the front office. We ask that you wear a name tag so our staff members will have the opportunity to get to know you.

CHANGE OF ADDRESS/PHONE

It is very important that all students notify the office immediately of any change of address or telephone number. If a student moves outside the school district, he/she should attend school in the district in which he/she resides.

CLOSING SCHOOL

In the event of snow or any weather condition which causes school to be delayed or cancelled, an announcement will be made on various radio/TV stations. The release of such information is made to the media as soon as such a decision is reached. **Do not call the school! Lines need to be open to remain in contact with Central Office and the Transportation Department.**

Website: www.hccsc.k12.in.us

Radio stations with closing information include:

WOWO (1190 AM), WMEE (97 FM), WMRI (107 FM), WBTU (93.3 FM)

Television stations with closing information include:

WANE (15), WPTA (21), WKJG (33), WFFT (55)

EARLY DISMISSAL

Each year we distribute an Early Dismissal Form. This form is to be completed by the child's parent or guardian and informs the school as to what a child should do in the event of an early dismissal. Please return the early dismissal form as soon as possible. It is vital that you and your child have prearranged what he/she should do. The form should indicate what your child should do if it is different from his/her regular routine. **Please do not indicate who he/she**

should call. Under the best of circumstances, we would not have time to call for individual students, and there is always the possibility of the phones not working.

ATTENDANCE

In order to receive a complete and well-rounded education, it is essential that students be present in school on a regular basis. Consequently, every child between the ages of seven (7) and sixteen (16) is required to attend school unless legally sufficient reasons exist for nonattendance pursuant to Indiana's Compulsory Attendance Statute. For more information, please find enclosed the complete HCCSC Attendance Policy.

CHANGE IN ROUTINE FOR STUDENT

If a student is to go home after school in a way that is not his/her normal routine (bus instead of walking or vice versa, different bus, or someone picking the student up, etc.), or if the student is to go home with a friend or to a neighbor's or relative's house instead of his/her own, it is important that the child's parent send a note making absolutely clear that it is the parent's wish for this change in routine to take place. Students must have a note from their parent/guardian if they are to ride a different bus. This note must be submitted to the student's school office and signed/stamped by the building administrator/designee prior to boarding the bus. Upon boarding the bus, this authorized note must be presented to the bus driver. For the safety of our students we will make every effort not to allow a change in routine unless we hear from the parent.

REQUEST TO LEAVE SCHOOL

A request to have a child excused from school early should be sent with the child on the morning of the early dismissal. **The time and reason for leaving should be included.** A child will be released only to the parents unless the school has been notified by the parents that they have granted permission for someone else to pick up their child. All students will be dismissed through the office. **All visitors must report to the office immediately upon entering the school and are not to report to classrooms. The person picking the child up will need to sign him/her out.** This gives the school an up-to-the-minute account of all students in the event of an emergency. **If one parent has been awarded custody of the student by the courts, the parent of custody shall provide the school in writing of any limitations in the rights of the non-custodial parent.**

RECESS

Recess will be held outside unless weather demands it be inside. If the temperature or wind chill factor is below 20 degrees, inside recess will automatically be in effect. Other possible reasons for inside recess are rain, excessive snow, ice, etc. If for any reason a child should be unable to go outside for recess for more than 3 days we require a signed excuse from your physician.

CITIZENSHIP

It is each student's responsibility to display qualities of good citizenship. Your best conduct is expected in the halls, in the cafeteria, on the playground, in the classroom, and when leaving school grounds. Teachers desire that students become good citizens, and therefore, will give special emphasis to honesty, morality, and courtesy. Obedience to law, respect to our country's flag, appreciation of the Constitution of the United States, respect for parents and home, and recognition of the dignity and necessity of honest labor are characteristics expected of all our students.

FLAG ETIQUETTE

The Flag represents the hard work and sacrifice of millions of Americans who have helped make the United States one of the greatest powers in the world's history. The Pledge of Allegiance and the National Anthem have deep meaning for all Americans. Saying the Pledge and singing the Anthem are traditional ways for all people to state their loyalty and love for the United States and its Flag as well as their beliefs in its Democratic principles. The Pledge of Allegiance and the Anthem requires us to stand with the right hand over the heart. Civilians should always show full respect to the Flag by standing at attention and men should always remove their hats.

ANNUAL LETTER OF NOTIFICATION FOR ASBESTOS

The Huntington County Community School Corporation has had asbestos management plans prepared for all school buildings in the district. These plans are available for your inspection Monday through Friday, during regular school

days, and normal school hours at the Administrative Service Center, and with five (5) days notice Monday through Friday at each school office. Quite often, the local school office copy will be made available upon your request.

In March, 1995, a periodic surveillance was conducted in each school building to inspect the condition of asbestos and no changes of condition were noted. In March, 1995, ATEC & Associates, Inc. conducted a three year reinspection of all asbestos at each school building. Their accredited inspectors not only checked the condition of asbestos, but reassessed operations and maintenance procedures that will keep this asbestos containing material in good condition.

Should you have any further questions, you may contact the Custodial and Maintenance Supervisor who is the designated person for asbestos, located at the Administrative Service Center, 1360 North Warren Road, Huntington, Indiana. The telephone number is (260) 356-7812.

SPRAYING POLICY:

The Huntington County Community School Corporation follows strict guidelines when spraying for pests and weeds. The entire policy "PEST CONTROL REGULATIONS GUIDELINES" is available on the district website and in each school office. Parents can request to have their child put on a list to receive advanced notice of spraying for pests or weeds. The advance notice would include the following information: name of the active ingredient, location of the application, date of the application, approximate time and length of the application, and the name and telephone number of the administrator who can be contacted for additional information. Please contact the school office if you would like such notification for your child.

CHILD ABUSE/NEGLECT

The Indiana Juvenile Code requires any individual who has reason to believe a child is a victim of child abuse or neglect to report it to Child Protective Services. All school personnel are obligated under this law. Any staff member who has reason to believe that a child is a victim of abuse or neglect should notify the principal or the principal's designee (can be a counselor) to file a report immediately with the Child Protection Services. The concept of privileged communication does not apply where child abuse and neglect are concerned. Reporting sources are provided immunity from criminal and civil liability as long as reports are made in good faith. Reporting sources remain anonymous during investigations but may be required to testify in court if court action becomes necessary.

In the event that any staff member has reason to believe that a child is being physically or sexually abused by an employee of a public or private institution, the staff member will follow the same reporting procedure outlined above.

NOTIFICATION OF PARENTS AND STUDENTS OF THE IMPLEMENTATION OF THE FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT OF 1974

TO PARENTS AND STUDENTS:

On August 21, 1974, the United States Congress adopted the "Family Educational Rights and Privacy Act of 1974" dealing with student records. In broad outline, this act provides for the following:

1. The act concerns the student records of both elementary and secondary schools.
2. The parents' right under this act extends until the student is 18 years of age or is enrolled in a post-high school institution; thereafter, only the student may exercise the rights.
3. Parents have the right to examine their children's records at reasonable times.
4. The parent has a right to have a record corrected if it is inaccurate, misleading, or is otherwise in violation of the privacy or other rights of students.
5. A record must be kept for each student showing who examined it, the date on which it was examined, and the purpose of the examination.
6. Certain persons may examine student records without parent's consent. School officials, including teachers who have legitimate educa-

tional interests, officials of other schools or school systems where a transfer is made, and certain representatives to the State and Federal Government, with various limitations.

7. Any person may receive the records, if the parent(s) execute a written consent specifying the records to be released, the reasons for such release, and the person to whom they are to be released. A copy will be sent to the parents in such case if requested. Parent(s) may also request and receive a copy of any student record forwarded to another school or school system with a transfer.
8. A copy may also be furnished pursuant to a court order or subpoena, but only if a reasonable effort is made to provide the parents and/or student with advance notice. The Board of School Trustees has adopted policy implementing this act. A copy of this policy and the act are available for inspection at the Office of the Superintendent of Schools or online at www.hccsc.k12.in.us (click on Board Policies).

PARENTAL ACCESS TO EDUCATION RECORDS

Indiana Code 20-33-7 provides for the following: SEC. 1. as used in this chapter, "education records" means information that:

1. is recorded by a nonpublic or public school; and
2. concerns a student who is or was enrolled in the school.

SEC. 2(a) except as provided in subsection (b), a nonpublic or public school must allow a custodial parent and a noncustodial parent of a child the same access to their child's education records. (c) A nonpublic or public school may not allow a noncustodial parent access to the child's education records if:

- (1) a court has issued an order that limits the noncustodial parent's access to the child's education records; and
- (2) the school has received a copy of the court order or has actual knowledge of the court order.

MEDICATION POLICY

State Law regarding medication: The Attorney General has stated in reference to the Acts of 1949, Chapter 196, Section 2, that anyone giving medication who is not a licensed physician is practicing medicine illegally. This includes teachers, nurses, or other school personnel who give children any medicine, including aspirin, without a physician's order.

Procedure for dispensing medication at schools:

1. No prescription medication shall be given or dispensed unless the dispensing school personnel has on file a medication authorization form signed and completed by the legal custodian of the child. Such consent shall be valid for no more than one (1) year. Parent may withdraw consent (in writing) at any time.
2. At each school, two (2) delegated individuals should have the sole responsibility of giving or dispensing all medication. One (1) should normally do the dispensing with the other available if needed.
3. All medication prescribed for an individual child should be kept in the original container bearing the original pharmacy label and the child's name. The pharmacist will provide an additional bottle with proper label, upon request.
4. All medication should be kept in a secure place, inaccessible to students.
5. All medication should be destroyed or returned to the legal custodian when no longer useful or needed. Destruction of the medication should be done in such a manner as to ensure no other student can obtain possession of it. **The school corporation can no longer, under state law, send home medication with a student. Medication that is kept at the school for administration during school hours or at school functions for a student in grades kindergarten through grade 8 may be released only to:**
 - A. The student's parent; or
 - B. An individual who is at least 18 years of age; and designated in writing by the student's parent to receive the medication.
6. Students with a chronic disease or medical condition may possess and self-administer medication for the chronic disease or medical condition during school hours or at school functions if the following conditions are met:
 - A. The student's parent has filed an authorization with the school for the student to possess and self-

administer the medication.

- B. A physician states in writing that:
1. the student has an acute or chronic disease or medical condition for which the physician has prescribed medication;
 2. the student has been instructed in how to self-administer the medication; and
 3. the nature of the disease or medical condition requires emergency administration of the medication.
- C. The authorization and statement described in subsections A and B must be filed with the student's school annually.

LEAVING SCHOOL GROUNDS

No student is allowed to leave school grounds at any time without permission. Permission to leave can only be granted by administrators or personnel appointed by them and the school nurse.

STUDENT ATTENDANCE POLICY

ATTENDANCE & DISCIPLINE GUIDELINES

ATTENDANCE POLICY

Students are expected to attend school regularly to derive maximum benefits from the instructional program. Since business, industry, and the professions expect and demand a high level of attendance and time-on-task, the education of students must reflect those expectations and responsibilities. Through the combined efforts of parents, students, and the school, the goals of punctuality, self-discipline, and responsibility can be developed as students are prepared for entry into the adult world.

The school corporation considers the development of good attendance habits as a vital and desirable undertaking for two essential reasons. First, it is difficult for young people to learn if they are not in class: the teaching – learning process builds upon itself. Secondly, research shows that educational achievement is directly related to attendance. A student who misses a day of school, misses a day of education that cannot be retrieved in its entirety.

All parties involved in the education of students should assist in the maintenance of excellent attendance and the development of self-discipline. Promoting and fostering desired attendance habits requires a commitment from everyone. A professional staff member's responsibility includes, but is not limited to:

- A. providing meaningful learning experiences every day;
- B. speaking frequently of the importance of students being in class, on time, and ready to participate;
- C. keeping accurate attendance records;
- D. incorporating daily student participation as part of the learning process;
- E. requiring that quizzes, tests, and pertinent assignments be completed and submitted within the specified period for make-up work.

EXEMPT ABSENCES

Exempt absences will not be counted toward the ten (10) day maximum for each school year. The Huntington County Community School Corporation and/or State of Indiana considers an absence to be exempt for the following reasons (IC 20-8.1-3-18, 20-8.1-3-22):

- Serving as a page in the General Assembly.
- Serving at the polls on Election Day.
- Court appearances documented by a probation officer or officer of the court.
- Religious observances.
- Doctor or dental appointments verified by a physician or dentist. (This includes other medical absences approved by the school and verified by a physician.)
- College visitations by seniors and second-semester juniors (limit of two (2) per year) with prior approval.
- National Guard duty for not more than ten (10) days per school year.

PARENT/GUARDIAN REPORTED ABSENCES

A Parent/Guardian reported absence is when a parent calls the school to report the student absent, and the reason for the absence does not meet the criteria listed

above as “**exempt**” absences. Parent/Guardian reported absences are considered **unexcused** absences by state law. The state law views all absences as unexcused other than those that fall under the exempt category. **The state law allows each student 10 absences per school year (excluding exempt days) that the parent can manage.** Any absences beyond the 10 days can fall under the definition of **habitually truant**. Parents are responsible to account for their children's absences and reasons for such absences. (IC 20-33-2-18) Parents must contact the office of the school from which their children are to be absent, within one (1) hour of the start of the school day. The school will make a reasonable effort to contact those who have not reported their children absent. In cases where a parent does not have a telephone, the school must receive a signed written excuse upon the child's return to school. If no communication is received within twenty-four (24) hours after a student's return to school, that child's absence will be considered **truant**. In consideration of the state compulsory attendance laws the school corporation has adopted the following attendance guidelines.

Pre-Arranged Absences – Family Vacations- Students must be in school to derive the maximum benefit from their educational experience. The school corporation strongly discourages students to miss instructional time in order to accompany parents or guardians on vacations. These days will be counted as part of the ten (10) days of parent/guardian reported absences. Such absences may be approved, provided they meet the following guidelines.

- A. Students must be accompanied by at least one (1) parent or guardian.
- B. Pre-Arranged Absence Request should be submitted to the office of the school.
- C. Prior to administrative review, a student requesting an absence must take the Pre-Arranged Absence Request to each teacher prior to the absence. Teachers should document the student's current grade and convey any assignments, if known, to the student. To the extent possible, students should complete assignments in advance. Next, the parent/guardian must sign the pre-arranged absence request form. Finally, the form should be submitted to the Attendance Office for final review and approval by an administrator.
- D. Pre-arranged absences will fall within the 10 day maximum for un-exempt absences for each school year that the parent can manage.
- E. Only one (1) pre-arranged absence is permitted per student, per school year.
- F. Pre-arranged requests for the weeks set aside for final examinations and required standardized testing will not be approved. Parents should note that inclement weather may result in an extended school year. Absences requested during such extensions may not be approved.
- G. Parents with special circumstances may appeal to the Attendance Committee. This must be done two weeks prior to the vacation.

Excessive Absences- A student who accumulates more than ten (10) days of nonexempt absences (including a pre-arranged absence) in the school year, may be considered to be excessively absent or habitually truant. Excessive absences may be referred to the Huntington County Probation Department or the Huntington County Division of Family Services. It is the PARENT'S RESPONSIBILITY to account for their children's absences and reasons for those absences.

- **Upon the 5th non-exempt absence:** Letter sent to parents and phone calls to parents
- **Upon the 10th non-exempt absence:** Verify attendance through attendance office, Phone call to parents, and letter sent to parents with attendance interventions. The student will be informed that when they reach their 15th absence, a *Truancy* affidavit may be sent to the Huntington County Juvenile Probation Department and a *Failure to Ensure Attendance* affidavit may be filed with the courts
- **Upon the 15th non-exempt absence:** Verify attendance through attendance office; DEPENDING ON AGE and GRADE LEVEL: Truancy affidavit may be filed with the Huntington County Juvenile Probation Department AND CERTIFIED LETTER will be delivered by law enforcement stating that the Failure to Ensure Attendance affidavit has been filed and that each additional absence will be considered a separate misdemeanor. Each misdemeanor may result in up to 180 days in jail and up to a \$1,000 fine for the parent/guardian of the student.
- Student may be put on at Attendance Contract, which may include provisions for suspensions and expulsion.

Extended and Chronic Illness- Students who have a chronic illness may be absent at various times throughout the year, due to the nature of the illness. Students with a chronic illness must submit a **Certificate of Incapacity**, completed by a physician.

Opportunities to Make up Work- Students will be given the opportunity to make up work missed due to exempt and parent/guardian reported absences. The length of time for completion of make-up work will be commensurate with the length of the absence.

Truancy- Truancy demonstrates a deliberate disregard for the educational program and is considered to be a serious matter. A student shall be considered truant each day or part of the day s/he is absent from his/her assigned location without parental knowledge or permission from school personnel. Truancy applies to students who remain in restrooms due to illness. (Students who become ill are to report to class where a pass to the Health Clinic may be obtained.) **Students who leave the building without permission granted by school personnel are considered truant.** Signing out is not considered permission to leave. (Signing out is what a student is instructed to do after permission to leave school has been granted.)

Habitual Truant- A student shall be designated as a habitual truant when the student has been chronically absent, by having unexcused absences (nonexempt) from school for more than ten (10) days in one (1) school year (Indiana Law effective July 1, 2005). **Parent/Guardian reported absences are considered unexcused by the State.**

Receiving Truant Students- When a principal receives a truant student during the school day, s/he shall immediately place the student in his/her appropriate class and may not detain the child after school. As promptly as is reasonably possible after placing the child in class, the principal shall attempt to advise the child's

parents of the facts by telephone. In all cases, the principal shall advise the child's parents of the facts by mail on the same day s/he receives the child. (IC 20-8.1-3-29,30)

Tardiness- Students who are not in their assigned locations at the beginning of the school day must report to the office to sign-in. When school personnel detain a student, preventing him/her from reporting to class without being late, they are to issue a pass or otherwise communicate such circumstances to appropriate staff to prohibit the student from being classified as tardy. A student will be considered tardy rather than absent if he/she is in his/her assigned location within 15 minutes after the official start of the school day. Students will be considered excessively tardy when they have been tardy four (4) or more times in a semester. Students who are excessively tardy may be assigned reasonable consequences as determined by the building administration. Tardies other than at the start of the school day or the student's arrival to school will be handled by the classroom teacher.

Recording and Reporting Requirements- An accurate daily record of attendance must be kept in each school. IC 20-8.1-3-25

ATTENDANCE REVIEW COMMITTEE

All schools shall have an attendance review committee. This committee will review special cases and make recommendations to the principal. The principal is the official attendance officer of the school and his/her decision is final

ATTENDANCE/PARTICIPATION

The school assumes that a student who is unable to attend school because of illness will also be unable to attend extracurricular functions later the same day.

Note: Perfect attendance is defined as: Present and on time for each class. The only exceptions would be in the case of a school related function, such as a field trip.

RESTRAINT AND SECLUSION

As a part of the emergency procedures in place in our schools, no student will be restrained and/or placed in seclusion by school staff unless the student's behavior poses an imminent risk of injury to him/

herself or others. However, significant violations of the law including assaults on students and staff will be reported to the police. As soon as possible after any such use of restraint and/or seclusion, the parents or guardian will be informed when any of these actions have occurred and will be provided with a detailed account of the incident including the circumstances that led to the use of restraint and or seclusion. More information can be found in HCCSC School Board Policy 5630.01.

DRESS CODE

Students are allowed to wear clothing that does not disrupt the learning process and is in good taste. Throughout life, many social responsibilities dictate appropriate attire and appearance. In keeping with this concept, faculty and staff expect students' appearance at school to reflect neatness, cleanliness, and appropriate dress. In addition, students should consider the temperature controlled environment of some buildings and the current weather conditions in choosing appropriate dress that will not only comply with dress code regulations but will also make provision for the students' health and comfort.

Violators of the dress code will be sent to the principal or assistant principals' office. The building principal is the final judge of appropriate attire. Students will be asked to wear clothing the school has available. If appropriate attire cannot be obtained, the students will be assigned to supervised study for the remainder of the day. Repeated violations of the dress code will subject a student to further disciplinary action.

School attire should conform to the following general regulations which are not intended to be all inclusive:

A. Health and Safety

1. Unsafe clothing or wearing apparel should not be worn during the school day or at school activities.
2. Shoes must be worn.
3. Outdoor jackets/coats are not to be worn to class.

B. Appropriate Dress

1. Students will not be permitted to display on their person, binders, books, handbooks, and other like items — or to wear clothing/apparel that glorifies, advertises, or promotes the use of or engagement in alcohol, tobacco, illegal substances, sexual conduct, violence (such as WWF or other professional wrestling organizations), gang symbols and/or signs, or related activities.
2. Students will not be permitted to wear clothing or apparel depicting or expressing obscenities or satanic references.
3. Students will not be permitted to wear apparel, jewelry, or any other item(s), including unnatural coloring of hair, glitter, and stickers/tattoos, that disrupts the learning atmosphere, is not in good taste, or could prove injurious to one self or other students — this could include facial piercings, body rings, chains attached to such rings, or chains attached to pocket watches or billfolds.
4. Skirts and shorts may be worn but must be long enough reach the end of the students' fingers when his/her arms are down to the side in an erect standing position. Shorts will be allowed at appropriate times (times will be announced by administration). Biking shorts, short shorts, or similar types of shorts (to those already listed) are not allowed.
5. Clothing that has been cut, ripped, torn, manufactured with holes above the fingertip length, presents a safety concern, or consists of see-through materials is not permitted.
6. Extremely baggy and/or sagging pants will not be allowed. This may include other types of clothing that may be very large or baggy in nature.
7. Tank tops, blouses, shirts, or dresses with open backs, low necklines, thin straps, strapless, open down the sides, or of bare midriff design are not allowed. All blouses, shirts, or dresses must have a sleeve which covers the shoulders.
8. Tight-fitting, leotard-like pants are not permitted unless a dress or long top is worn over the pants. The length of the dress or long top will be determined by the length of the fingertips when extended. If the dress or long top does not

- meet the end of the fingertips, it will be determined to be too short and the student will be required to change into more appropriate attire.
9. Students are not allowed to wear hats, sunglasses, or visors in the building.
 10. For students' safety, footwear must provide a firm walking surface and good balance. Shoes must be secured to the front and back of the foot by strap or full enclosure.

C. Maintenance of School Plant

1. Footwear or items of clothing that would damage furniture, floors, or walls are in violation of the dress code.

- Assignment of a special course of study or to an alternative education program
- Corporal punishment
- Removal from school-sponsored transportation
- Referral to juvenile authorities
- Suspension from school
- Expulsion from school

DISCIPLINE REFERRAL SLIPS

Discipline referral slips are forms that teachers fill out when sending a student to administration for discipline. Many times these will be shared with parents so the school and the parent can work as a team in correcting problems.

TEACHER SUSPENSION OF STUDENTS

Each teacher shall, when students are under his/her charge, have the right to take any action reasonably necessary to prevent an interference with the educational function of which he/she is in charge.

CORPORAL PUNISHMENT

The Law of Indiana clearly accords to the public school teacher, in proper cases, the same right over a child in his/her school as is possessed by the parent, and this includes the right to administer corporal punishment when it is appropriate. The law is well settled in this state that the teacher stands in loco parentis to the child, and his/her authority in this respect is no more subject to question than is the authority of the parent. The teacher's authority and the kind and quantum of punishment employed to meet a given offense is measured by the same rules, standards, and requirements as fixed and established for parents.

Indiana Supreme Court-Case of Indiana State Personnel Board V. Jackson, 192 N.E.2d 740, 743-744 (IND. 1963)

Corporal punishment is reserved for cases where the administration believes it to be effective in helping a child change his/her conduct pattern.

1. Corporal punishment shall be administered in the presence of the principal, assistant principal, or administrative assistant. This is not to be done in the presence of other students.
2. After the reasons for the punishment have been explained to the witness to his/her satisfaction, and the student has been given the opportunity to explain his/her conduct, the punishment is administered.
3. Students who refuse corporal punishment as a method of disciplinary action, may receive a three (3) day out-of-school suspension. If a parent refuses corporal punishment as a method of disciplinary action for his/her child, an out-of-school suspension for their child may also be utilized.

OUT-OF-SCHOOL SUSPENSION

1. Students receiving out-of-school suspension (OSS) will be able to make up work missed.
2. During the OSS period, students are not permitted on school property.
3. Students may not participate in any extracurricular activities for the entire duration of the suspension period.
4. The parent/guardian must contact the school to discuss the necessary procedures for the student's re-entry into school.

GROUNDS FOR SUSPENSION OR EXPULSION

Grounds for suspension or expulsion are student misconduct and/or substantial disobedience. Examples of student misconduct and/or substantial disobedience for which a student may be suspended or expelled include, but are not limited to:

1. Bullying is prohibited at any Huntington County School. "Bullying" (per IC 20 -33-8-2) means overt, unwanted, repeated acts or gestures, including verbal or written communications or images transmitted in any manner (including digitally or electronically), physical acts committed, aggression, or any other behaviors, that are committed by a student or group of students against another student with the intent to harass, ridicule, humiliate, intimidate, or harm the other targeted student and create for the targeted student an objectively hostile school environment.
2. Using violence, force, noise, coercion, threat, intimidation, fear, passive resistance, or other comparable conduct constituting an interference with school purposes, or urging other students to engage in such conduct. The following enumeration is only illustrative and not limited to the type of conduct prohibited by these rules:
 - 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

BASIC CONDUCT RULES

A few fundamental rules are essential for the successful operation of any organization. If everyone obeys these few rules, which are not intended to be all-inclusive, your hours at school will be more enjoyable:

1. Running, shouting, loud-talking, whistling, and boisterous laughing in halls will not be tolerated.
2. Always remove hats upon entering the building.
3. No one is to be in the halls during class time without permission.
4. The contents of desks and lockers are an individual's personal possession. However, lockers and other storage areas provided remain the property of the school and are subject to inspection. Further information can be found in the search and seizure section of the handbook.
5. No possession/use of tobacco in the building or on the school grounds at any time.
6. There will be no snowballing at any time on school grounds.
7. No gum/candy.
8. Do not deface or damage school property.
9. No radios, headphones, tape players, CD players, cellular phones, beepers, electronic games, or other pieces of electronic equipment that may disrupt the learning atmosphere (unless specifically requested by teachers). It should be noted that the school is not responsible for lost, stolen, or damage to electronic devices.
10. No baseball cards or other types of collectibles (unless specifically requested by teachers).
11. Use of profanity and/or other objectionable language will not be tolerated.
12. Fighting will not be allowed — you can expect stern disciplinary action if you are involved.
13. Gleeking or spitting will not be tolerated.
14. Students are to only be in supervised areas throughout the school day and at school functions.
15. Disruption in the classroom, of any type, is a violation of school rules and the Indiana Code.
16. Truancy—students truant from school may suffer the penalty of reduced grade(s) for the grading period. The reduction will be at the discretion of the administrator(s), individual teacher, and/or teacher teams.
17. No toy guns, knives, or weapons of any kind should be brought to school.
18. Bullying and other forms of harassment are prohibited. Parents or students that believe a bullying situation is taking place should contact the Principal's Office and complete the Students/Parent Bullying Report Form,

DISCIPLINARY ACTION

The following are possible disciplinary actions to school personnel. When administering discipline, the student's age, severity of the offense, and any previous misconduct will be considered. In all cases, it is deemed important that student safety is preserved and that consequences correspond with the considerations listed above. Consequences available to school personnel in matters of discipline include, but are not limited to, the following actions:

- Counseling with a student or group of students
- Conferences with a parent or group of parents
- Assignment of additional work
- Rearrangement of class schedule
- Requiring students to remain in school after school hours to do additional school work or for counseling
- Restriction of extracurricular activities
- Removal from class

- or room therein with intent to deprive others of lawful access to or from, or use of the building, corridor, or room.
- C. Setting fire to or damaging any school building or property.
 - D. Prevention of or attempting to prevent by physical act the convening or continued functioning of any school or educational function, or of any meeting or assembly on school property.
 - E. Continuously and intentionally making noise or acting in any manner so as to interfere seriously with the ability of any teacher or any of the other school personnel to conduct the educational function under their supervision.
3. Causing or attempting to cause damage to school property, stealing or attempting to steal school property.
 4. Causing or attempting to cause damage to private property, stealing or attempting to steal private property.
 5. Disorderly conduct by a student(s) which interferes materially or substantially with the operations of the school by defacing or destroying school property by rioting, breaking-in, sitting-in, lying-in, smashing-in, or picketing to force students not to cross picket lines. Disorderly conduct shall mean any unlawful student assemblage; or group act of violence, disruption, vandalism, or any building seizure; or interference with the functioning of school personnel or any student or group of students.
 6. Intentionally causing or attempting to cause physical injury or intentionally behaving in such a way as could reasonably cause physical injury to any person. Self-defense or reasonable action undertaken on the reasonable belief that it was necessary to protect some other person does not, however, constitute a violation of this rule.
 7. Threatening or intimidating any student or staff member for any purpose, including obtaining money or anything of value from the student or staff member.
 8. Performing any act of coercing another, including the victim, to perform any act of initiation into any class, group, or organization that causes or creates a risk of causing mental, emotional, or physical harm.
 9. Possessing, handling, transmitting, or failure to report knowledge of a weapon or object represented to be a weapon. A weapon means any object which, in the manner in which it is used, intended to be used, or represented, is capable of inflicting serious bodily harm or property damage, as well as endangering the health and safety of persons. Weapons include, but are not limited to firearms, guns of any type— including loaded or unloaded air and gas powered guns—knives, razors, clubs, electric weapons, metallic knuckles, martial arts weapons, ammunitions, and explosives. A knife is defined as an instrument that: (1) consists of a sharp edge or sharp pointed blade capable of inflicting cutting, stabbing, or tearing wounds; and (2) is intended to be used as a weapon. **Elementary School Note:** A student who must use a knife as part of an organized activity held by an organization that has been approved by the principal of the school is exempt so long as the knife is used as part of or in accordance with the approved organized activity.
 10. Possessing, using, transmitting, or being under the influence of any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage, or intoxicant of any kind. Use of any drug authorized by a medical prescription from a physician for the individual using the drug is not a violation of the rule. **Elementary School Note:** Further information regarding the school's policy with regard to violation of the above can be found in this handbook under the title "Student Assistance Policy."
 11. Engaging in the unlawful selling of a controlled substance or engaging in a criminal law violation that constitutes a danger to other students or constitutes an interference with school purposes or an educational function. **Elementary School Note:** Knowingly possess, use, provide, or transmit to another person or be under the influence of any substance which is, looks like, or which is or was represented to be a tobacco product, narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage, substance containing alcohol, heavily-based caffeine product, substance containing phenylpropranolamine (PPA), steroid, stimulant, depressant, or intoxicant of any kind. Use of a drug authorized by a medical prescription from a physician is not a violation of the above policy.
 12. Failing in a substantial number of instances to comply with directions of teachers or other school personnel during any period of time when the student is properly under their supervision, where the failure constitutes an interference with school purposes or an educational function.
 13. Engaging in any activity, on or off school grounds, forbidden by the laws of Indiana, that constitutes an interference with school purposes or an educational function.
 14. Violating or repeatedly violating any rules that are reasonably necessary in carrying out school purposes or an educational function and are established in accordance with Indiana Law, including, but not limited to:
 - A. Disobedience of administrative authority.
 - B. Willful absence or tardiness of students.
 - C. Use of abusive and/or vulgar language, indecent language, or language which can reasonably be foreseen as likely to cause a substantial disruption or interference with school purposes or an educational function. **Elementary School Note:** Engaging in speech or conduct, including clothing, jewelry, or hairstyle which is profane, indecent, lewd, vulgar, or offensive to school purposes.
 - D. Refusing to identify him/herself to any teacher, member of the administration staff, or any other authorized person.
 - E. 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 that can be used to produce an effect similar to a drug or controlled substance (e.g. K2, Spice), any non-tobacco or electronic smoking device, including but not limited to vapor pens, e-cigs, and hookah pens., or intoxicant of any kind.
 - F. Possessing, using, transmitting, or being under the influence of caffeine-based substance, substance containing phenylpropranolamine (PPA), or stimulants of any kind, be the available with or without a prescription (see Student Assistance Policy).
 - G. Possessing a raw material, an instrument, a device, or other object that the person intends to use for introducing a controlled substance into the person's body.
 - H. Throwing objects on school grounds, at or from a school bus, or in buildings, in such a way as to be threatening to the general safety of students, others, and school personnel.
 - I. Engaging in voluntary or consensual sexually-related activity on school property may result in suspension or expulsion; **public displays of affection will not be allowed.** **Elementary School Note:** Engaging in harassment of another person, which includes sexually-related statements, gestures and/or physical contact, as well as racial/ethnic remarks.
 - J. Using, selling, or possession of a tobacco product(s) on school property.
 - K. Cheating or plagiarizing may result in failing grades on the assignment or test, failing the course for the nine-weeks, or in severe cases, removal from class with loss of credit, supervised study, out-of-school suspension or expulsion.
 - L. Writing unauthorized passes/notes, possessing blank or forged passes/notes or distributing blank or forged passes/notes to other students who could use the passes/notes in an unauthorized manner may result in the following penalties: Saturday school, supervised study, out-of-school suspension, or recommendation for expulsion.
 15. Knowingly possessing or using on school grounds, during school hours, an electronic device in a situation not related to a school purpose or educational function. **Elementary School Note:** Any paging device or portable telephone confiscated may be kept by the school administration until the conclusion of the school year. The elementary school is not financially responsible for confiscated electronic devices not claimed by the rightful owner on the last day of school.
 16. Preventing Criminal organization activity - presence of gangs or criminal activities can cause a substantial disruption to school and school activities. A "gang" is defined as any group of students who are perceived as a distinct group (not an approved organization), which prompts a disruptive response in the school community. The following rules act to prevent disruption and to prohibit gang activities by restricting those actions which foster such activities or which, because they may be performed in relation to gang activities, endanger even those students who do not intend to show gang membership or affiliation.

No student on school property or at any school activity:

 - A. Shall wear, possess, use, distribute, display, or sell any clothing, jewelry, emblem, badge, symbol, sign, drawing, graffiti, or other items which may be viewed as evidence of membership or affiliation.

tion in a gang.

- B. Shall commit any act or omission, or use any speech, either verbal or nonverbal (gestures, handshakes, drawings, graffiti, other written communications, etc.) showing membership or affiliation in a gang.
- C. Shall use any speech or commit any act or omission in promoting the interests of any gang or gang activity, including but not limited to soliciting others for membership in any gangs, intimidating or threatening any person, and violating any other rules as stated in the handbook.

Violating any of the above criminal organization prevention rules may result in suspension or expulsion. Please see HCCSC School Board Policy 5840 for more information about the district's policy on criminal organization.

17. Possessing a Firearm:

- A. No student shall possess, handle, or transmit any firearm on school property.
- B. The following devices are considered to be a firearm under this rule:
 - Any weapon that will, or is designed to, or may readily be converted to, expel a projectile by the action of an explosive.
 - The frame or receiver of any weapon described above.
 - Any firearm muffler or firearm silencer.
 - Any destructive device which is an explosive, incendiary, or poison gas bomb, grenade, rocket having a propellant charge of more than four ounces, missile having an explosive or incendiary charge of more than one-quarter ounce, mine, or similar device.
 - Any weapon that will, or that may be readily converted to, expel a projectile by action of an explosive or other propellant, and that has any barrel with a bore of more than one-half inch in diameter.
 - Any combination of parts either designed or intended for use in converting any device into any destructive device described in the two immediately preceding examples, and from which a destructive device may be readily assembled.
 - An antique firearm.
 - A rifle or a shotgun which the owner intends to use solely for sporting, recreational, or cultural purposes.
- C. The penalty for possession of a firearm:

Suspension up to ten (10) days and expulsion from school for at least one (1) calendar year with the return of the student to be at the beginning of the first semester after the one (1) year period. The length of the expulsion may be reduced by the superintendent if the circumstances warrant such reduction.

D. The superintendent shall notify the County Prosecuting Attorney's Office when a student is expelled under the above stated rule.

18. Possessing a Deadly Weapon:

- A. No student shall possess, handle, or transmit any deadly weapon on school grounds.
- B. The following devices are considered to be deadly weapons as defined in I.C. 35-41-1-8:
 - A weapon, laser, 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.
- C. The penalty for possession of a deadly weapon: Up to ten (10) day suspension and/or expulsion from school for a period of not more than one (1) calendar year.
- D. The superintendent shall notify the County Prosecuting Attorney's Office when a student is expelled under this rules.

19. Student's Legal Settlement not in Attendance Area: A student may be expelled from school if the student's legal settlement is not in the attendance area of the school corporation where the student is enrolled. As added by IC 20-33

20. Additional Disciplinary Actions Authorized:

This section applies to a person who:

- A. Is a member of the administrative staff, a teacher, or
- B. Has students under the person's charge.

A person may take disciplinary action in addition to suspension and expulsion that is necessary to ensure a safe, orderly, and effective educational environ-

ment. Disciplinary action under this section may include the following:

- A. Counseling with a student or group of students;
- B. Conferences with a parent or group of parents;
- C. Assigning additional work;
- D. Rearranging class schedules;
- E. Requiring a student to remain in school after regular school hours to do additional school work or for counseling; and
- F. Restricting extracurricular activities.

The Grounds for Suspension or Expulsion listed above (#1-20) 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;
- 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.

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

SUSPENSION PROCEDURES

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

- 1. A meeting will be held prior to the suspension of any student. At this meeting, the student will be entitled to:
 - A. A written or oral statement of the charges;
 - B. If the student denies the charges, a summary of the evidence against the student will be presented; and,
 - C. The student will be provided an opportunity to explain his or her conduct.
- 2. The meeting shall precede suspension of the student except where the nature of the misconduct requires immediate removal. In such situations, the meeting will follow the suspension as soon as reasonably possible following the date of the suspension.
- 3. Following the suspension, the parent or guardian of a suspended student will be notified in writing. The notification will include the dates of the suspension, describe the student's misconduct, and the action taken by the administrator (or designee).

EXPULSION PROCEDURES

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

- 1. The superintendent (or designee) may conduct an expulsion meeting, or may appoint one of the following persons to conduct the expulsion meeting:
 - A. Legal counsel;
 - B. A member of the administrative staff who did not expel the student during the current school year and was not involved in the events giving rise to the expulsion.
- 2. An expulsion will not take place until the student and the student's parent are given notice of their right to appear at an expulsion meeting conducted by the superintendent or the person designated above. Failure by a student or a student's parent to request and to appear at this meeting will be deemed a waiver of right administratively to contest the expulsion or to appeal it to the school board.
- 3. The notice of the right to an expulsion meeting will be in writing, delivered by certified mail or by personal delivery, and contain the reasons for the expulsion and the procedure for requesting the meeting.
- 4. At the expulsion meeting, the administrator (or designee) will present evidence to support the charges against the student. The student or parent will have the opportunity to answer the charges against the student and to present evidence to support the student's position.
- 5. If an expulsion meeting is held, the person conducting the expulsion

meeting will make a written summary of the evidence heard at the meeting, including a recommendation regarding the expulsion, and submit both to the superintendent.

The student or parent has the right to appeal the decision of the person conducting the expulsion meeting to the school board within ten (10) days of the receipt of notice of the action taken. The student or parent appeal to the school board must be in writing. If an appeal is properly made, the board must consider the appeal unless the board votes not to hear the appeal. If the board hears the appeal, it will consider the written summary of the expulsion meeting and the arguments of both the school administration and the student and/or the student's parent. The board will then take any action deemed appropriate.

Legal Reference:

I.C. 20-33-8

Date Adopted: June 24, 1996

EXPECTED CONDUCT OF STUDENTS ON SCHOOL BUSES

To be sure that students are transported safely, certain behavior is expected of all students. Any behavior that interferes with a driver's ability to operate his/her bus safely, or behavior that jeopardizes the safety or property of one's self or peers, is considered inappropriate. All students are expected to:

1. Report to their loading locations five (5) minutes prior to scheduled pick-up times.
2. Stay off roadways while waiting for their buses and remain off roadways until buses come to a complete stop.
3. Be seated and remain in their seats, facing forward, while riding.
4. Use voices that are respectful and not disturbing.
5. Keep windows closed unless given permission to open them by their bus drivers.
6. Keep hands and feet to themselves.
7. Carry only permissible items on the bus that can be held in their laps.
8. Ride the buses to which they are assigned.
9. Not throw objects of any kind, within the bus nor from the bus.
10. Put trash in wastebaskets and not leave refuse on the bus.
11. Move away from the roadway and directly onto a sidewalk or toward their houses after disembarking.
12. Cross streets and roadways only in FRONT of buses, and do so at least ten (10) feet from the front.
13. Not damage or deface any part of school buses or the property of others.
14. Not use profane, indecent, or lewd language or gestures.
15. Keep all parts of their bodies within their school buses.
16. Not eat nor drink, and keep all objects out of their mouths.
17. Use electronic games and radios only with the permission of their drivers.* It should be noted that the school is not responsible for lost, stolen, or damage to electronic devices.
18. Act respectfully toward their drivers and obey their drivers' directives.
19. Not to be in possession of drugs, alcohol, tobacco, or weapons of any kind.

*At times, it may help students' behavior if they stay engaged in a portable game or listening to music. When approved to do so, games are to be played with the sound off and portable stereos are to be used with headphones, so as not to disturb the driver or other passengers.

Any violation of the bus rules may result in disciplinary action as follows:

- 1st Offense – Verbal Warning (behavior form goes to student)
- 2nd Offense – One day suspension from riding the bus
- 3rd offense – Three day suspension from riding the bus
- 4th Offense – Five day suspension from riding the bus
- 5th Offense – Suspension for rest of semester. Parent will be contacted before any suspension begins.

It is important to realize that if the child is suspended from one bus, he/she cannot ride another bus during the time of the suspension. This includes transportation for field trips as well as buses for extracurricular activities. Days Absent due to illness during the suspension do not count towards the days suspended.

TRANSPORTING LARGE AND DANGEROUS ITEMS

Students may transport on school buses, only those items that can be secured out of the aisle and do not obstruct the view of the bus driver. Balloons,

large display boards, and other sizable items should be transported to and from school in private vehicles, unless arrangements can be made to accommodate them safely on a bus. Bus drivers have the right to make a determination as to what items may be transported.

Students may transport live animals or insects only with prior approval from their school bus drivers. Before such permission is granted, students must ensure that the animals/insects being transported are contained in such a way that they will not escape nor present a safety risk to other riders. It is suggested that animals and insects be taken to and from school in private vehicles.

Any items that pose a danger to other occupants or impair the driver's ability to safely operate the school bus may not be transported on the bus by students. Glass containers, flammable liquids, dangerous animals, alcoholic beverages, drugs, ammunition, explosives, firearms, knives, and any object that can reasonably be construed to be a weapon are examples of items that are forbidden. Notwithstanding the above, if a student, upon boarding a bus notifies his/her driver that he/she is unintentionally in possession of a legal object which is forbidden on the bus or at school, the driver, if practical, will take possession of the object and convey it to the principal upon arriving at school. Consequences, if any, shall be at the discretion of the principal.

SCHOOL BUS DISCIPLINE

Students riding a school bus are under the jurisdiction of the school authorities the same as if they are in the classroom. This gives the driver of the school bus the same authority as a teacher in the classroom. A bus driver does not have to put up with abusive language, threats, or other misconduct of students and is not required to transport a student that will not conform to the rules and regulations.

Indiana Law states a student must attend school between the ages of seven and sixteen. The law states the school corporation may provide transportation to school; it does not say the corporation shall do so. If a student loses his/her school bus privileges, it then becomes the responsibility of the parent or guardian to see that the student attends school or he/she becomes truant and the parent can be prosecuted under the Compulsory Attendance Law.

ELIGIBLE PASSENGERS ON SCHOOL BUSES

Each student must ride the bus to which he/she has been assigned, unless arrangements have been made to ride as a guest on another bus. To ride as a guest, a student must present to the bus driver, a note from his/her parent that has been validated (signed or stamped) by his/her school's principal (or designee). In the event of a family emergency, students may be permitted to ride on another bus. When this occurs, the driver of the bus to be ridden will be contacted by the school's principal or designee to arrange transportation.

DISSEMBARKING AT A DIFFERENT LOCATION

Students are to be delivered only to the locations established as the delivery point on drivers' routes. A student may not disembark at another location, unless the driver has in his or her possession a signed note from a child's parents indicating the date and alternate destination for their child. While alternative destinations may be used for children on occasion, parents should work cooperatively with the Transportation Department to establish a regular schedule. In emergency cases, a student may be delivered to an alternate destination if the driver is contacted by the child's school and instructed to do so.

LOCKER POLICY

All lockers and other storage areas provided for student use on school premises remain the property of the school corporation and are provided for the use of students subject to inspection, access for maintenance, and search pursuant to this policy.

Lockers are subject to search at any time. Anything found in the course of a search, which is evidence of a violation of student conduct standards or the law, may be seized and:

1. Admitted in evidence in a suspension or expulsion hearing.
2. Turned over to a parent or guardian.
3. Destroyed.
4. Turned over to any law enforcement officer.

Students are expected to keep lockers in an orderly fashion and free of debris, stickers, etc.

Items can only be attached to the inside of lockers with magnets. Do not use tape or any other products that might stick permanently.

1. Students are to use only the locker assigned to them. Students who

- share lockers are in violation of this policy and are subject to disciplinary action.
2. Locker damage will be assessed and appropriate fees will be assessed to students.
 3. If a locker is not functioning properly, please notify the office.
 4. Students are discouraged from bringing valuables (watches, necklaces, rings, etc.) and large amounts of money to school. The school does not assume responsibility for lost or stolen articles.
 5. Students are held responsible for the contents of their assigned lockers.
 6. It is the student's responsibility to clean out his/her locker at the close of each school year. Lockers will be cleaned and inspected immediately. All items left in the lockers will be discarded and students will be assessed a fine for lockers that are in less than acceptable condition.

HUNTINGTON COUNTY COMMUNITY SCHOOL CORPORATION

2485 Waterworks Road
Huntington, IN 46750
 260-356-8312

The following is the policy of the Board of School Trustees of the Huntington County Community School Corporation concerning search of student lockers and storage areas, students, and motor vehicles. It represents a sincere effort to balance students' right to privacy with our need to find and remove things which threaten their health, safety, or the learning atmosphere in our schools. Your comments and support would be appreciated.

**BOARD POLICY
 SEARCH AND SEIZURE ON SCHOOL PREMISES
 OR DURING A SCHOOL ACTIVITY**

Adopted September 8, 1980

SEARCH AND SEIZURE—PROCEDURE—USE OF EVIDENCE

- A. As used in this section, "reasonable cause for a search" means circumstances which would cause a reasonable person to believe that the search of a particular person, place, or thing will probably lead to the discovery of:
 1. Evidence of a violation of the student conduct standards and/or corporation policies and/or regulations as contained or referenced in the student handbook;
 2. Anything which because of its presence presents an immediate danger of physical harm or illness to any person or damage to property.
- B. All lockers and other storage areas provided for student use on school premises remain the property of the school corporation and are provided for the use of the students subject to inspection, access for maintenance, and search pursuant to this section. No students shall lock or otherwise impede access to any locker or storage area except with a lock provided by or approved by the principal of the school in which the locker or storage area is located or his designee. Unapproved locks shall be removed and destroyed.
 1. The principal, or a member of the administrative staff designated in writing by the principal may search a locker and its contents at any time where the person conducting the search or the principal designating the person to search has reasonable cause for a search of the locker searched. Other than a general search of lockers of all students, where the locker to be searched is assigned to a particular student, where possible the student shall be present at the search.
 2. The principal, a member of the administrative staff, or a teacher may search a desk or any other storage area on school premises, other than a locker, when the person conducting the search has reasonable cause for a search.
- C. The principal, or another member of the administrative staff designated in writing by the principal and acting at the direction of the principal, may search the person of a student during a school activity if the principal has reasonable cause for a search of that student. Searches of the person of a student shall be limited to:
 1. Searches of the pockets of the student;
 2. Any object in the possession of the student such as a purse or briefcase; and/or

3. A "pat down" of the exterior of the student's clothing. Searches of the person of a student which require removal of clothing other than a coat or jacket shall be referred to a law enforcement officer in accordance with subsection G of this section. Searches of the person of a student shall be conducted in a private room by a person of the same sex as the student being searched. At least one, but not more than three additional persons of the same sex as the student being searched shall witness but not participate in the search. At the request of the student to be searched, an additional person of the same sex as the student designated by the student, and then reasonably available on school premises, shall witness the search. The parent or guardian of any student searched shall be notified of the search as soon as reasonably possible.
- D. The principal or a member of the administrative staff designated in writing by the principal may request a law enforcement officer to search a motor vehicle on school premises, subject to subsection G of this section.
- E. Anything found in the course of a search conducted in accordance with this section which is evidence of a violation of the student conduct standards and/or this corporation's policies and/or regulation as contained or referenced in the student handbook may be:
 1. Seized and admitted as evidence in any suspension or expulsion proceeding if it is tagged for identification at the time it is seized and kept in a secure place by the principal or the principal's designee until it is presented at the hearing;
 2. Returned to the parent, guardian, or the student from whom it was seized; and
 3. Destroyed (if it has no significant value) or turned over to any law enforcement officer in accordance with subsection G.
- F. Anything found in the course of a search conducted in accordance with this section which, by its presence, presents an immediate danger of physical harm or illness to any person may be seized and:
 1. Returned to the parent, guardian, or student from whom it was seized;
 2. Destroyed; or
 3. Turned over to any law enforcement officer in accordance with subsection G.
- G. The principal, or a member of the administrative staff designated in writing by the principal, may request the assistance of a law enforcement officer to:
 1. Search any area of the school premises, any student, or any motor vehicle on school premises;
 2. Identify or dispose of anything found in the course of a search conducted in accordance with this section.

Where law enforcement officers respond to such a request, no school employee shall assist or otherwise participate in any search conducted.

HCCSC STUDENT ASSISTANCE POLICY

The Board of School Trustees supports the concept that students will function at school with greater effectiveness if they are not under the influence or in illicit possession of alcohol, controlled substances, or involved in the abuse or inappropriate use of prescription or over-the-counter drugs. The use of illicit drugs and the unlawful possession and use of alcohol is wrong and harmful. The Board believes that a penalty consisting of suspension or expulsion is appropriate and may act as a deterrent for those who choose to illicitly use, at school or school-related functions, alcohol or other substances in such manner that is likely to alter one's mood or lead to intoxication or chemical dependency. The Board believes that substance abuse may lead to chemical dependency which is a disease of major proportions in our society. The Board recognizes that chemical dependency is chronic, progressive, but is also treatable.

The unlawful possession, use, or distribution of illicit drugs or alcohol on school premises or as a part of the school's activities is strictly prohibited. Any student who knowingly possesses, uses, provides, or transmits to another person, or is under the influence of any substance which is, looks like, or which is or was represented to be a tobacco product, narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage, substance containing alcohol, heavily-based caffeine product, substance containing phenylpropanolamine (PPA), steroid, stimulant, depressant, or intoxicant of any kind, (use of a drug authorized by a physician is not a violation of this subdivision) while on school premises or as a part of any of the school's activities is subject to disciplinary sanctions up to and including expulsion from school and referral to local law enforcement authorities for prosecution.

The Board believes that, in addition to a penalty or disposition, help should be offered to those students found to be under the influence or in illicit possession of alcohol/drugs, as described in the above paragraph.

Therefore, the Board mandates that students under the influence or in illicit possession of alcohol, controlled substances, or involved in the abuse or inappropriate use of prescription or over-the-counter drugs shall be brought to the attention of the core team leader. The core team leader will facilitate help in the form of an assessment of chemical use, education, and/or further recommendations to the family for professional counseling or treatment.

The administration shall inform parents and students that compliance with this policy is mandatory and the disciplinary sanctions to be imposed for violation of this policy. Parents and students shall further be notified concerning available drug and alcohol counseling, rehabilitation, and re-entry programs.

Legal Authority:

Drug Free Schools and Communities Act Amendments of 1989.

(Public Law 101-226); 20 U.S.C. 1145; 34 CFR Part 86

Adopted by the School Board of Trustees - February 11, 1991

SMOKE FREE POLICY :

Property

The School Board is committed to providing students, staff, and visitors with a tobacco-free environment. The negative health effects of tobacco use for both users and non-users, particularly in connection with second hand smoke, are well-established. Further, providing a tobacco-free environment is consistent with the role-modeling responsibilities of teachers and staff to our students

Accordingly, the Board prohibits the use of tobacco including, but not limited to, cigarettes, cigars, snuff, and chewing tobacco on Corporation premises, in Corporation vehicles, within any facility owned or leased or contracted for by the District, and used to provide education or library services to children and at all Corporation-sponsored events.

SMOKE FREE POLICY :

Students

The Huntington County Community School Corporation is committed to providing a school environment free of health hazards. The School Board recognizes that the use of tobacco presents a health hazard which can have serious consequences both for the user and the nonuser and is, therefore, of concern to the Board.

In accordance with United States Federal and Indiana State Law, the use of tobacco products, including cigar, cigarette, electronic smoking devices, pipe, snuff, or any other matter or substance that contains tobacco, is prohibited in any of the buildings, grounds, or vehicles belonging to the Huntington County Community School Corporation.

1. Building administrators and directors are instructed to include information in building handbooks which reflects the Smoke Free Policy to students.
2. Huntington County Community School Corporation students will receive education on tobacco health hazards coordinated by Huntington County Community School Corporation nurses, administrators, and health teachers.
3. Huntington North High School students shall not possess or use any tobacco products on school grounds
4. Appropriate supervisory personnel will be provided to enforce the Student Smoke Free Policy at Huntington North High School.
5. Violations of the Smoke Free Policy subject students to disciplinary measures consistent with current due process policies.

Pro-Children Act of 1994, I.C. 16-41-37.

Adopted by the Board of School Trustees - June 26, 1995

Elementary School Note: Knowingly possess, use, provide, or transmit to another person or be under the influence of any substance which is, looks like, tastes like, smells like, or which is or was represented to be a tobacco product, narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage, substance containing phenylpropanolamine (PPA), steroid, stimulant, depressant, or intoxicant of any kind. Use of a drug authorized by a medical prescription from a physician is not a violation of this policy.

ELEMENTARY SCHOOL SUBSTANCE ABUSE POLICY

Students: Drugs, Tobacco, Alcohol, Paraphernalia

Drugs: Using, Possessing, Selling

Substance abuse and addiction should be considered a medical/psychological problem. The morality of substance use is not the issue in establish-

ing policy. The primary concern is the use of substances and the resulting injury to everyone. The greatest need is for all to deal intelligently and knowledgeably with the very difficult problem of substance abuse. The school should work with students, parents, community agencies, and other community groups in helping to develop realistic attitudes and behavior patterns in combating substance abuse.

It is expressly prohibited by the Board of School Trustees that any person or persons carry, be in possession of, use, purvey, or place anywhere on school corporation-owned premises (or within legal limits) and/or at and during school-sponsored activities any substances or paraphernalia associated with substance abuse.

The Board of School Trustees empowers and instructs the Superintendent of Schools and his/her designee to establish administrative procedures for immediately removing students found in violation of this board policy from the company of other students. The guidelines for the aforementioned actions shall include, but not be limited to: Any student who knowingly possesses, uses, provides, or transmits to another person, or be under the influence of: any substance which is, looks like, or which is or was represented to be a tobacco product, narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage, substance containing alcohol, heavily-based caffeine product, substance containing phenylpropanolamine (PPA), steroid, stimulant, depressant, or intoxicant of any kind, possession or use of any contraband or substance that may be purchased legally (or illegally) and used to produce an effect similar to a drug or controlled substance (eg. K2 and Spice). (Use of a drug authorized by a physician is not a violation of this subdivision.)

Subdivision - Controlled Substances, Tobacco, Alcohol, Etc.

Guidelines for Handling Students Who Appear to be Under the Influence of a Controlled Substance

Controlled substance effects can be manifested in a variety of ways depending upon the substance taken and the individual who takes the substance. There are times when the individual's behavior can be quite obvious, and thus, disturbing and detrimental to the student and to others. At other times, the appearance of the student can suggest that he/she is experiencing a substance effect, but the behavior will not cause him/her to draw undue attention. These guidelines are designed to give direction for handling cases where the most noticeable and disturbing behavior is evident, and when the student is not capable of functioning properly in the classroom or in school. It should be kept in mind that there are causes other than the illegal use of substances and alcohol which may produce behavior of a similar nature: epilepsy, allergies, diabetes, hypertension, and other disorders are often medicated with substances which produce similar effects. These guidelines will serve to give direction to teachers, counselors, and administrators for assisting students who demonstrate behavior of a questionable nature. In all cases, since substance abuse is only suspected and not confirmed, discretion and ethical professional behavior must be exercised by all school personnel. A good rule to apply in these cases would be for each school person to ask, "Who needs to be aware of this incident, who is responsible for making them aware, and what action on my part is necessary for the overall well-being of the individual student and the school?" This will eliminate the discussions that often occur in these cases. The guidelines presented herein apply to the general situation and again professional judgment and discretion must be exercised in situations which require that there be deviation from these guidelines:

1. **Guidelines for Teachers:** If a teacher observes a student on school property (or within legal limits) who appears to be in violation of the substance abuse policy, the teacher should:
 - a. approach the student in a non-threatening, non-judgmental, supportive manner and ask the student if he/she is feeling well.
 - b. encourage the student to accompany the staff member to the principal's office. If the principal is not in the office, the teacher should call for a counselor.
 - c. describe to the principal the behavior observed and then return to his/her assigned location.
 - d. submit a written statement of the incident to the principal. In cases where the student will not willingly accompany the teacher to the office, the teacher should:
 - a. send another teacher or a reliable student to get the assistance of the principal.
 - b. encourage the student to remain in the class-room or in the building – exercise good judgment and reasonable restraint to see that the student complies with this request.
 - c. keep the student under observation until assistance arrives. Teachers who do not feel it advisable to leave their classrooms under such conditions should:
 - a. send a reliable student to the principal or ask a colleague to either

supervise the classroom or to accompany the student to the office.

2. **Guidelines for Counselors:** If a student who is suspected to be under the influence of a substance is observed by a school counselor while in the guidance office area or on school property, the counselor should:
 - a. inform the student that his/her condition is such that he/she cannot participate in school and that he/she must go to the principal's office.
 - b. accompany the student to the principal's office and follow the procedure as stated for the classroom teacher.

If the student will not go willingly to the principal's office, the counselor should follow the guidelines established for teachers under e, f, and g.

Counselors can be of great assistance in helping work with other students who are not directly involved but who become emotionally upset when a friend has a substance abuse problem. Teachers or administrators should send such students to see their counselors if they notice that a student is extremely emotionally upset because of a friend's involvement with substance abuse.

3. **Guidelines for Building Principal:** The principal of the school is directly responsible for the health and safety of the faculty and students; therefore, he/she should be kept totally informed of suspected substance and/or alcohol abuse situations in the building. The building principal should:
 - a. use his/her own prerogative in dealing with each individual case.
 - b. notify Huntington County security officers when indicated.
 - c. have turned over to him/her any substance or suspected substance confiscated in the investigation of a particular incident. This is then turned over to the Huntington County security officers.
 - d. brief Huntington County security officers on all matters pertinent to the individual case.
 - e. keep the parent/guardian informed of any matters related to the situation.

Disciplinary Action

The need for any disciplinary action and the nature of that action should be guided by two (2) controlling principles: (1) a desire to help the individual and his/her parents to recognize and deal with a potentially serious problem, and (2) the need to prevent the actions of the individual from disturbing the order and effective functioning of the school or from jeopardizing the welfare of other students. The first of these principles is paramount, but in some situations it must give way to the second principle.

Distinction should be made between the first-time offender and one who has been involved in one (1) or more previous incidents of suspected or proven substance and/or alcohol abuse. Distinctions should also be made between (1) the student who is in possession, under the influence, or transmits an illegal substance, and (2) a student who is engaged in the unlawful selling or distribution of such substances.

If a student is in violation of the board policy and Indiana Code 20-33-8 which addresses the use of illegal substance, the violation must be handled in the following manner.

ELEMENTARY SCHOOL DISPOSITION PROCEDURES

The procedures apply to all students attending school or school-related events. Due process policies will be followed. The disposition of each offense may be imposed at the discretion of the building principal.

I. INDIVIDUAL SUBSTANCE ABUSE

A. First Offense

1. Parents/Guardian will be notified.
2. Core team leader will be notified (principal/ counselor).
3. Proper school authorities will meet with the parents and student.
4. Appropriate recommendations will be made to the parents. (i.e. professional evaluation by a substance counselor, in-school suspension, suspension, etc.)
5. Proper legal authorities will be notified.

B. Second Offense

1. Parents/Guardian will be notified.
2. The student may be punished to the full extent of school policy with regard to the student's needs, other school problems, and safety for the entire school population.
3. Proper school authorities will meet with the parents of students and various recommendations will be made to the

parents. Included will be such ideas as: professional substance abuse evaluation and counseling, outpatient treatment, self-help, support groups, etc.

4. Proper legal authorities will be notified.

C. Third Offense

1. Proper school authorities and parents/guardian will be notified.
2. The student may be excluded or expelled.
3. Professional intervention will be mandated.
4. Proper legal authorities will be notified.

II. SELLING/DISTRIBUTION

It is essential that our school environment remain safe and drug free. We must attempt to prevent individuals from distributing materials which could be a hazard to the health and safety of other students.

Dealing, selling, or distribution includes the purposeful transmission of any substance which is, looks like, or which is or was represented to be a tobacco product, narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage, substance containing alcohol, heavily-based caffeine product, substance containing phenylpropanolamine (PPA), steroid, stimulant, depressant, or intoxicant of any kind (use of a drug authorized by a physician is not a violation of this subdivision) of alcoholic beverages, intoxicants, drug paraphernalia and marijuana and shall include any other substance represented as a controlled substance (look-alike) even if not actually a controlled substance, dealing or distribution of any contraband or substance that may be purchased legally (or illegally) and used to produce an effect similar to a drug or controlled substance (eg. K2 and Spice).

In the event that an incident occurs, the administration may recommend to the superintendent that the student be expelled from school for the remainder of the school year. If the request for expulsion takes place during the second semester of a school year, the expulsion, if imposed, shall remain in effect for summer school and for the first semester of the following year subject to the provisions of I.C. 20-33-8.

III. EXPENSES

Any services or materials rendered or provided by school employees shall be without charge to the student. Any services or materials rendered or provided by professionals, or other persons not school employees, will be at the student's and his/her parent's or guardian's cost. The school will assume no responsibility for payment of such costs.

HCCSC ELEMENTARY AND MIDDLE SCHOOL ATHLETIC AND EXTRA-CURRICULAR POLICY

ACADEMIC ELIGIBILITY

- (1) Students must maintain a grade of "D-" or better for all classes in which grades are given.
- (2) If a student receives a failing grade on a mid-term report or report card, that student will be declared academically ineligible until the next mid-term progress report or report card is issued. During the four and one-half (4 1/2) week time period, the student may practice for, but not participate in, competitions, games, or programs.
- (3) Student grades will be reviewed to determine eligibility by the coach or sponsor at the mid-term progress reports and grading periods.
- (4) Grades from the final nine week grading period of the school year will be used to determine eligibility for the beginning of the next school year.
- (5) Grades from the previous school will be used to determine initial eligibility for transfer or move in students.
- (6) Eligibility for special education students will not be affected if they are successfully meeting the goals and standards determined by their individual education plan.

AGE ELIGIBILITY

- (1) Students in grade 5 may participate in a sport as long as they do not reach the age of 13 before the last scheduled contest in that sport.
- (2) Students in grade 6 may participate in a sport as long as they do not reach the age of 14 before the last scheduled contest in that sport.
- (3) Students in grade 7 may participate in a sport as long as they do not reach the age of 15 before the last scheduled contest in that sport.
- (4) Students in grade 8 may participate in a sport as long as they do not reach the age of 16 before the last scheduled contest in that sport.

ATTENDANCE AND CONDUCT ELIGIBILITY

- (1) Students must attend the last one-half (1/2) day of school before participating in an extracurricular activity on that day.

- (2) Students serving supervised study or out-of-school suspension may not practice or participate in extracurricular activities on suspension day(s).
- (3) Attendance for ineligible students is mandatory at curriculum-related performances during non-school hours.
- (4) Participation in extracurricular activities may be suspended by the principal due to conduct, scholarship, and/or attendance.

Physician Certificate — To participate, even in the first practice, the student athlete must have the form signed and approved by the parent and physician.

Insurance — Since the school has no funds to pay for injuries, participants must provide the principal with written proof that the parents have insurance that will cover injuries.

Practice Bus — Practice busses are provided to transport students who are participating in extracurricular activities at school. Practice busses will drop students at designated areas.

HCCSC POLICY ON SEXUAL AND OTHER FORMS OF HARASSMENT

I. THE POLICY

The School Board recognizes that a student has the right to learn in an environment untainted by sexual or other forms of harassment or discrimination. Offensive conduct which has the purpose or effect of unreasonably interfering with learning performance or creating an intimidating, hostile, discriminatory, or offensive learning environment disrupts the educational process and impedes the legitimate pedagogical concerns of the Corporation. Sexual and other forms of harassment will not be tolerated.

Sexual harassment includes all unwelcome sexual advances, requests for sexual favors, and verbal or physical contacts of a sexual nature. Other prohibited harassment includes conduct which has the purpose or effect of creating an intimidating, hostile, discriminatory, or offensive learning environment on the basis of gender, religion, race, color, national origin or ancestry, age, disability, and/or any other legally protected characteristic.

The harassment by a student of a staff member or fellow student of this Corporation or third party (e.g. visiting speaker, athletic team member, volunteer, parent, etc.) is strictly forbidden. Any student who is found to have harassed a staff member, or third party, or student will be subject to discipline in accordance with the Code of Conduct. Any visitor who is found to have harassed a staff member or student will be reported to the appropriate civil authorities.

The Superintendent shall establish administrative guidelines which address the conduct prohibited by the policy and describe a reporting procedure. The Superintendent shall ensure that explanations of the prohibited conduct and reporting procedure are available to all students and are posted in appropriate places throughout the Corporation.

HCCSC POLICY PARENT PARTICIPATION IN TITLE I PROGRAMS (2261.01)

In accordance with the requirement of Section 1118 of Title I, programs supported by Title I funds must be designed and implemented in consultation with parents of the students being served.

The Superintendent shall ensure that the Title I plan contains a written statement of guidelines which has been developed with, approved by, and distributed to parents of participating students. The guidelines shall describe how:

- A. the Corporation expects the parents to be involved in the program, including their participation in the development of the plan;
- B. meetings will be conducted with parents including provisions for flexible scheduling and whatever assistance the Corporation may be able to provide parents in order to better ensure their attendance at meetings and for providing information in a language the parents can understand;
- C. meetings will include review and explanation of the curriculum, means of assessment, and the proficiency levels students are expected to achieve and maintain;
- D. opportunities for parents to formulate suggestions, interact and share experiences with other parents, and participate appropriately in the decision-making about the program and revisions in the plan;
- E. parents will be involved in the planning, review, and improvement of the Title I program;
- F. information concerning school performance profiles and their child's individual performance will be communicated to parents;

- G. parents will be assisted in providing help to their children in achieving the objective of the program by such means as ensuring regular attendance; monitoring television-watching; providing adequate time and the proper environment for homework; guiding nutritional and health practices; and the like;
- H. timely responses will be given to parental questions, concerns, and recommendations;
- I. the Corporation will provide coordination, technical assistance and other support necessary to assist Title I schools to develop effective parental participation activities to improve academic achievement;
- J. an annual evaluation of the parental involvement plan will be conducted with parents, identifying any barriers to greater parental involvement (such as limited English, limited literacy, economic disadvantage, disability, etc.) and devising strategies to improve parental involvement;
- K. the parental involvement plan will be coordinated with other programs, such as Head Start, Reading First, and Even Start;
- L. other activities will be conducted as appropriate to the plan and State or Federal requirements.

The superintendent shall also assure that each Title I participating school develops a specific plan, with parental involvement, to:

- A. convene an annual meeting at a convenient time to which parents of participating children are invited, to explain the parents' rights to be involved and the schools obligations to develop an involvement plan;
- B. devise a flexible meeting schedule and describe assistance to encourage parental involvement, such as child care, transportation, home visits or similar aid;
- C. involve parents in an organized, on-going and timely way in the development, review and improvement of parent involvement activities;
- D. provide participating students' parents with:
 1. timely information about the Title I programs;
 2. an explanation of the curriculum, the forms or academic assessment and the proficiency levels expected;
 3. regular meetings, upon request, to make suggestions and receive response regarding their student's education;
- E. develop jointly with parents a school-parent compact which outlines the responsibilities of the school staff, the parents and the student for academic improvement, including:
 1. the school's responsibility to provide high quality curriculum, and instruction in a supportive, effective learning environment;
 2. parent's responsibility for such things as monitoring attendance, homework, extracurricular activities and excessive television watching; volunteering in the classroom;
 3. the importance of parent/teacher communication on an on-going basis through at least annual parent/teacher conferences to discuss achievement and the compact; frequent progress reports to the parents; reasonable access to the staff and to observe and participate in classroom activities.

20 U.S.C. 6318 et seq., Elementary and Secondary Education Act of 1965
34 C.F.R. Part 200 et seq.

Revised 12/16/02

HCCSC ADMINISTRATIVE GUIDELINES SUGGESTIONS AND COMPLAINTS (5710)

The primary purpose of these procedures is to clarify channels of communication available to parents/students when they have complaints about certain actions, policies, or procedures and to provide ways for parents/students to present suggestions for the improvement of the system.

A. Suggestions

1. Parent/student suggestions, in contrast to complaints, should be of a constructive nature and contribute toward the realization of the educational goals of the Corporation.
2. Staff members should be open to the opinions of parents/students who seek to contribute toward the betterment of the school.
3. Parents/students shall be encouraged to approach appropriate

staff members directly and offer suggestions. If advisable, and if the suggestion cannot be dealt with at that level, the staff member should relay the suggestion to the principal.

4. Parents/students may submit a suggestion in writing to the principal who shall consult with the appropriate staff members.
5. Parents/students suggestions should be given proper consideration and then acted upon.
6. If the parent/student feels his/her suggestion has not received a satisfactory hearing or is dissatisfied with the action, he/she should use the complaint procedure referred to below.
7. In all cases, the parent/student shall be informed of the disposition of his/her suggestion. When a suggestion has been offered in writing, the response shall be made in writing.

B. Complaints

Parent/student complaints generally involve academic matters, disciplinary action, and/or student social, physical, or operational conditions. Parents/students should use the procedures described in Policy 9130 to resolve any complaints.

IMPORTANT INFORMATION REGARDING MENINGOCOCCAL DISEASE

What is Meningococcal Disease?

Meningitis, an infection of a person's spinal cord fluid and the fluid that surrounds the brain, is a very dangerous disease that can strike children and youth. The disease may be caused by a virus or bacterium. Viral meningitis is generally less severe and goes away without specific treatment. Bacterial meningitis, on the other hand, can be very serious and may lead to hearing loss, brain damage, learning disabilities, or death. The disease can progress rapidly and within hours of the first symptoms.

What are the symptoms of this disease?

Symptoms of meningococcal disease include high fever, headache, and stiff neck. These symptoms can develop in a few hours or a couple of days. Other symptoms may include nausea, vomiting, discomfort looking into bright lights, confusion, and sleepiness. Because some of the symptoms of this disease resemble those of influenza, meningitis may be difficult to diagnose.

How is Meningitis diagnosed?

Early diagnosis and treatment are very important. Anyone who may have the disease should see a doctor immediately. For bacterial meningitis, the doctor must grow bacteria from a sample of spinal fluid. A number of effective antibiotics can be used to treat those who have been diagnosed with bacterial meningitis. Recovery can depend on how early treatment began.

How does a person get Meningococcal Disease?

The bacteria that cause meningococcal disease are transmitted through airborne droplets and by direct contact with an infected person. Bacteria that cause meningitis are not as contagious as diseases like the common cold or flu and are not spread by casual contact with others. Sometimes the bacteria can spread between people who have close or prolonged contact with one another. Those in the same household, daycare centers, college dormitories, and those who may come into contact with an infected person's saliva are at risk.

How can a person protect himself/herself?

There are safe and effective vaccines available and recommended for children eleven or twelve years of age. For older teenagers and young adults, immunization is recommended upon entry into high school and college.

Where can I find out more information about vaccines and meningococcal disease?

More information about this disease may be obtained from your physician or through the following organizations:

Huntington County Department of Health.....(260) 358-4831
Indiana State Department of Health.....(317) 233-1325
Centers for Disease Control and Prevention.....(800) 311-3435

IMMUNIZATIONS

All students are required by law to be immunized against certain childhood diseases (Indiana Code 20-34-4-2). A copy of the im-

munization record must be on file with the school within 20 days of enrollment in school. The **minimum** immunizations requirements for children enrolling in or currently enrolled in grades K-5 are:

Five (5) doses of diphtheria-tetanus-pertussis, or tetanus-diphtheria vaccine (DTaP/DTP/DT/Td). Four doses are acceptable if the 4th dose was administered on or after the child's 4th birthday.

Four (4) doses of polio vaccine, 3 doses are acceptable if the 3rd dose was given on or after the 4th birthday and the three doses are all IPV or all OPV.

Two (2) doses of Measles Mumps, Rubella (MMR). The initial dose is to be given on or after the 1st birthday.

Three (3) doses of Hepatitis B vaccine. There must be 6 months between the initial and final dose of the series.

Two (2) doses of Varicella (chickenpox) vaccine. The initial vaccine must be given on or after the 1st birthday. **If the child had the disease, month and year of chickenpox disease and physician's signature are required.**

Two (2) doses of Hepatitis A vaccine. 1st dose should be given after 1st birthday and then a 6 months interval between doses.

The Indiana State Department of Health Immunization Division has specific requirements in place as to the timing of the administration of vaccines. As mentioned above there are vaccines that are not to be given before the 1st birthday, 6 months apart, etc. Live viruses (MMR, Varicella and others) are to be given on the same day if not they must be given at least 28 days apart. You may receive information from the school if there is a question of the timing of a vaccine received. If you do receive a notice, please take the information provided you to your physician or facility where you received the questioned vaccines. Return any updated vaccine information to your school.

Please feel free to contact the school nurse if you have questions about your student's immunization record.

CELL PHONES & WIRELESS COMMUNICATION DEVICES

Students may not possess cell phones on school property unless the student and parent have signed and returned the **Elementary School** student/parent handbook acknowledgement page. Students who bring cell phones on campus without signing this form are subject to disciplinary action described in the handbook. Students must store their cell phone in their lockers or in coat closets (book bag) during the school day with the phone switched off.

Students who choose to bring cell phones to school must acknowledge the following points:

1. I acknowledge that having a cell phone on school property is a privilege and not a right. I further understand that students must store their cell phones in their lockers or coat closets (book bag) during the school day. The phone must be switched off.
2. I agree that my cell phone or any cell phone I possess will not be used to view, transmit or store photographs, voice or text messages or other communications that constitute a violation of school rules. This includes, but is not necessarily limited to, lewd, vulgar, indecent or profane images, audio or text.
3. I acknowledge that taking or displaying pictures utilizing my cell phone without the consent of the student or staff member or in a situation not related to a school purpose or educational function is forbidden and could lead to disciplinary action up to and including suspension/expulsion from school.
4. I agree that any cell phone I bring on school property will not be used for the purposes of harassment or the facilitation or furtherance of any violation of rules established in the student handbook or state or feder-

HCCSC Technology Handbook/ Computer Use Agreement

Mission Statement:

Huntington County Community School Corporation is committed to providing all students with an environment that promotes learning, adapts to the individual needs of each student, and is safe and drug free. Every student has the right to be a productive, self-fulfilled citizen, contributing to the quality of life in his or her community. Therefore students will be assisted in developing to the fullest potential: a base of general knowledge, critical thinking skills, creativity, and understanding of self and others. Through the use of a wide variety of technology formats, students will be provided with hands-on experiences integrated into the curriculum to develop critical thinking skills and creativity.

Software Acquisition Policy for HCCSC

The purpose of technology in the Huntington County Community School Corporation is:

- 1) To enhance learning
- 2) To improve communications
- 3) To improve productivity

In order to have some form of continuity in such a broad school system, HCCSC has incorporated a Software Acquisition Policy. It is imperative that we follow the attached guidelines when making vital software decisions. Software decisions should be made by one of the following groups or individuals:

- φ Superintendent
- φ Assistant to the Superintendent for Instruction
- φ Director of Technology
- φ Building Principal or Assistant Principal with approval from: Superintendent, Asst. Superintendent for Instruction, or Dir. of Tech.
- φ Building Technology Committee or Department with approval from: Superintendent, Asst. Superintendent for Instruction, or Dir. of Tech.
- φ Corporation Technology Committee with approval from: Superintendent, Asst. Superintendent for Instruction, or Dir. of Tech.

Software/Copyright Policy for HCCSC

The Copyright Act was amended on December 12, 1989, to define computer programs and provide for the reproduction of another copy of a computer program by the owner. Section 117 of the Copyright Act reads as follows: "Notwithstanding the provisions of Section 106, it is not an infringement for the owner of a copy of a computer program to make or authorize the making of another copy or adoption of that computer program provided:

- φ That such new copy or adoption is created as an essential step in the utilization of the computer program in conjunction with a machine and that it is used in no other manner.
- φ That such new copy or adoption is for archival purposes only and that all archival copies are destroyed in the event that continued possession of the computer program should cease to be rightful.

"Any exact copies prepared in accordance with the provisions of this section may be leased, sold, or otherwise transferred, along with the copy from which such copies were prepared, only as part of the lease, sale, or other transfer of all rights in the program. Adaptations so prepared may be transferred only with the authorization of the copyright owner."

OBTAINING PERMISSION FOR COPYING

- φ A teacher may request and obtain permission to copy material from copyrighted work; they may then use the work as expressly permitted and will not be bound by the limitations and prohibitions set forth above.
- φ A request for permission must be in writing and should be sent, together with an envelope addressed to the sender, to the permissions department of the publisher of the work. The request should include the title, author or editor, and edition of the materials for which permission is sought; the exact materials to be used, with specification of the amount, page numbers, chapters, including, if possible, a photocopy of the material; the number of copies to be made; the use to be made of the duplicated materials; the form of distribution; whether or not the copies will be sold; and the process by which the material will be reproduced.
- φ A copy of the written permission granted by the publisher or copyright owner shall be preserved by the Director of Technology or Technology Team Building Team Representative.

HCCSC will abide by all state and federal copyright policies in regard to computers and other material. Where investigation confirms any copyright violations, prompt corrective action shall be taken.

Use of Corporation Computers Policy for HCCSC

Corporation personnel authorized to operate a computer on either a building level or district-wide computer network and related terminals shall be assigned a user code/password by the district Director of Technology or Network Administrator.

Each user's password shall be changed periodically by the user for security reasons. (Each building in HCCSC will have a building representative with password rights or a corporation technician.)

φ No person (employee, student, or visitor) is to use any computer and/or related equipment without proper authorization.

φ In order to become authorized to use the Corporation's building level or district-wide computer network, a person must qualify in at least one (1) of the following categories:

- Ⓡ be an employee of the Corporation with an assigned user code/password;
- Ⓡ be a student in the Corporation with an assigned user code/password;
- Ⓡ be an employee or student in the Corporation with an assigned user code/password from another school Corporation or nonprofit organization for which the Corporation processes data;
- Ⓡ be a maintenance person from the computer manufacturer providing the corporation with a maintenance contract;
- Ⓡ be a temporary user approved by the Superintendent or his designee.

The purpose for technology in HCCSC is:

- To enhance learning;*
- To improve communications;*
- To improve productivity;*

Any other use of HCCSC Computers is not authorized. Where investigation confirms any unauthorized use, corrective action shall be taken.

Lending of Corporation-Owned Equipment

Policy for HCCSC

The HCCSC School Board believes that Corporation-owned equipment is a valuable resource which may be loaned for community use under certain conditions, provided that such use does not infringe on the original and necessary purpose of the equipment or interfere with the educational program of the Corporation.

The Board may lend specific items of equipment on the written request of the user and approval granted by the Superintendent or his designee. Approval will be based in the following provisions:

- Corporation-owned equipment may be removed from the Corporation property by students or staff only when such equipment is necessary to accomplish tasks arising from their school or job responsibilities. The consent of the Superintendent or his designee is required for such removal.
- Employees or students using Corporation-owned equipment shall be liable for any damage or loss to the equipment.
- Removal of Corporation-owned equipment by employees or students from school property for personal use is prohibited.

HCCSC Network Policy

Members of the HCCSC Network Community have certain network privileges and rights. Infringement of or disrespect for the rights of others may result in the loss of your network privileges. These rights include:

® **Privacy.** All members of the HCCSC Network Community have the right to privacy in their e-mail, documents and files, and management software. However, if a user is believed to be in violation of the guidelines stated in this policy, system administrators or teachers may need to gain access to private correspondence or files. System administrators may need to access private files as part of regular maintenance. An attempt will be made to notify the user of this in advance whenever possible.

® **Equal Access.** All members of the HCCSC Network community will be granted free and equal access to as many network services as the technology allows. Exploration of the Internet is encouraged relative to the purposes of the Network; however, no single user should monopolize a computer or the network they use. You may be asked to remove personal files if total system storage space becomes low.

® **Safety.** To the greatest extent possible, members of the HCCSC Network Community will be protected from unwanted or unsolicited contact. Any community member who receives threatening or unwelcome communications should bring them to the attention of a system administrator or teacher. Users must be aware that there are many services available on the network or Internet that could potentially be offensive to certain groups of users.

® **Intellectual Freedom.** The HCCSC Network must be a free and open forum for expression, within corporation guidelines. However, the composer of an opinion should be aware that other community members may be openly critical.

® **Others.** Anyone may request a special account on the Network (school server). These requests will be granted on a case-by-case basis, depending on need and resource availability. Approval will be granted by the Superintendent or his designee.

® **Solicitation.** It is the policy of the School Board that students, staff members, and Corporation facilities not be used for advertising or promoting the interests of any nonschool agency or organization, public or private, without the approval of the Board or its delegated representative; and any such approval, granted for whatever cause or group, shall not be construed as an endorsement of said cause by this Board. (HCCSC Bylaw 9700)

Responsibility of Network Community Members

- 1. Never share your password or account with anyone.** Each individual, student or teacher, has the responsibility for the appropriate use of his/her account and will be held responsible for any policy violations that are traced to your account.
- 2. Do not knowingly degrade the performance of the network.** For example, electronic chain letters are prohibited for this reason.

3. Honor all rules of copyright and personal property. Ownership of text, music, software, and other media is protected to the full extent of the law and must be protected.

4. Do not quote personal communications in a public forum without the original author's prior consent.

5. Use of the network for any illegal activity is prohibited.

6. Avoid knowingly or inadvertently spreading of computer viruses.

7. Use appropriate language. Profane or obscene language is not permitted under any circumstance.

8. Avoid using inflammatory speech. Be courteous and polite.

Huntington County Community School Corporation

Policy on Corporation-Provided Access to Electronic Information, Services, and Networks

Freedom of expression is an inalienable human right penned in the Constitution. It is the foundation for self-government. Freedom of expression encompasses the right to freedom of speech and the corollary right to receive information. Such rights are influential to the complete spectrum of its citizens. Schools facilitate the exercise of these rights by providing access to information regardless of format or technology. In a free and democratic society, access to information is a fundamental right of citizenship.

In making decisions regarding student access to the Internet, HCCSC considers its own stated educational mission, goals, and objectives. Electronic information research skills are now fundamental to preparation of citizens and employees. Access to the Internet enables students to explore thousands of libraries, databases, bulletin boards, and other resources while exchanging messages with people from around the world. The Corporation expects that the faculty will blend thoughtful use of the Internet throughout the curriculum and will provide guidance and instruction to students in its use. As much as possible, access from school to Internet resources should be structured in ways which point students toward sites which have been evaluated prior to use. While students will be able to move beyond these resources to others that have not been previewed by staff, they shall be provided with guidelines and lists of resources particularly suited to learning objectives.

Outside of school, families bear responsibility for the same guidance of Internet use as they exercise with information sources such as television, telephones, radio, movies, and other possible offensive media.

Use by students of Corporation-provided Internet access is to facilitate communication in support of research and education. To remain eligible as users, students' use must be in support of and consistent with the educational objective of HCCSC. Access is a privilege, not a right. Access entails responsibility.

Users should not expect that files stored on school-based computers will always be private. Electronic messages and files stored on school-based computers may be treated like school lockers. Administrators and faculty may review files and messages to maintain system integrity and insure that users are acting responsibly. The following uses of school-provided Internet access are not permitted:

- A. To access, unload, download, or distribute pornographic, obscene, or sexually explicit material;
- B. To transmit obscene, abusive, or sexually explicit language;
- C. To violate any local, state, or federal statute;
- D. To vandalize, damage, or disable the property of another individual or organization;
- E. To access another individual's material, information, or files without permission;

F. To violate copyright or otherwise use the intellectual property of another individual without permission.

Any violation of corporation policy and rules may result in the loss of Corporation-provided access to the Internet. Additional disciplinary action may be determined at the building level in keeping with existing procedures and practices regarding inappropriate language or behavior. When and where applicable, law enforcement agencies will be involved.

HCCSC makes no warranties of any kind, neither expressed nor implied, for the Internet access it is providing. The Corporation will not be responsible for any damages users suffer, including—but not limited to—loss of data resulting from delays or interruptions in service. The Corporation will not be responsible for the accuracy, nature, or quality of the information stored on corporation diskettes, hard drives, or servers; nor the accuracy, nature, or quality of information gathered through Corporation-provided Internet access. The Corporation will not be responsible for unauthorized financial obligations resulting from Corporation-provided access to the Internet.

Huntington County Community School Corporation

***Policy on Corporation-Provided Access to Electronic Information, Services, and Networks
Letter to Parent or Guardian Regarding Internet
Parents of students in Huntington County Community School Corporation***

Huntington County Community School Corporation

is pleased to offer its students access to the Internet. The Internet is an electronic highway connecting hundreds of thousands of computers and millions of individual users all over the world. Computer technology will help propel our school through the communication age, allowing students and staff to access and use resources from distant computers; communicate and collaborate with other individuals and groups around the world; and significantly expand their available information base. **The Internet is a tool for lifelong learning.**

Families should be aware that some material accessible via the Internet may contain items that are illegal, defamatory, inaccurate, or, potentially offensive to some people. In addition, it is possible to purchase certain goods and services via the Internet which could result in unwanted financial obligations for which the student's parent or guardian would be liable.

While the corporation's intent is to make Internet access available in order to fulfill its educational goals and objectives, students may find ways to access other material(s) as well. If the Corporation decides to install technical methods or systems to regulate Internet access, those methods could not guarantee compliance with the Corporation's acceptable policy. The Corporation believes the benefits to students having access to the Internet exceeds the disadvantages.

Ultimately, parents and guardians of minors are responsible for setting and conveying the standards that their children should follow when using media and information sources. To that end, HCCSC makes the Corporation's complete Internet policy and procedures available for review to

parents, guardians, and community patrons. HCCSC provides parents and guardians the opportunity to exclude their child from using the Internet. HCCSC also provides parents and guardians the option of requesting for their minor child alternative activities not requiring Internet use.

NOTICE: This policy and all its provisions are subordinate to local, state and federal statutes.

Huntington County Community School Corporation Web Pages

The HCCSC School Board authorizes the creation of web sites by employees and students of the School Corporation to be published on the World Wide Web. The creation of web sites by students must be done under the supervision of the Corporation, its employees, and students. The content of all pages must be consistent with the School Corporation's Mission Statement. The purpose of the web site is to educate, inform, and communicate. The following criteria should be used to guide the development of such web sites:

A. Educate

Content provided in the web site should be usable by students and teachers to support the curriculum and School Corporation Objectives.

B. Inform

Content may inform the community about school, teachers, students, or departments, including information about curriculum, events, class projects, student activities, and departmental policies.

C. Communicate

Content may provide an avenue to communicate with the community. The information contained on the web site should reflect and support the Corporation's Mission Statement, Educational Philosophy, and the Academic Improvement process.

When the content includes a photograph or information relating to a student the Corporation will abide by the provisions of Policy 8330 - Student Records.

All links included on the pages must also meet the above criteria.

Under no circumstances is a web site to be used for commercial purposes or to provide financial gains for any individual.

Pages should reflect an understanding that both internal and external audiences will be viewing the information.

School web sites must be located on Corporation affiliated servers.

Huntington County Community School Corporation

Internet Use Agreement

This is an access contract for anyone using Internet connections from the facilities of, or associated with HCCSC. This is a basic contract that simply states:

1. I have read and understand the HCCSC *Policy on Corporation-Provided Access to Electronic Information, Services, and Networks*.
2. Any Modem or outside communication from this facility must be under direct supervision of a staff member of HCCSC.
3. Any Bulletin Board Space access from this lab must be under the direct supervision of a staff member of HCCSC.
4. Any Internet Connection (Direct or Indirect) must be under the supervision of a staff member of HCCSC.
5. HCCSC does not authorize use of the modem or any communication device for any reasons other than educational purposes.
6. HCCSC releases itself from any inappropriate, unfit, and illegal action taken while using the modem or any other communication devices in its labs.
7. HCCSC supports and respects each family's right to decide whether or

not to apply for Internet access. Parents of students who choose not to apply for access will have alternate activities not requiring the Internet.

Terms and Conditions

1) Security - Security on any computer system is a high priority, especially when the system involves many users. If you think you can identify a security problem, you must notify a system administrator in your building or the Director of Technology. Do not demonstrate the problem to other users. Any users identified as a security risk or having a history of problems with other computer systems may be denied access to Internet. Note that electronic mail (e-mail) is not guaranteed to be private. People who operate the system have access to all mail.

2) Privileges - The use of the Internet is a privilege, not a right, and inappropriate use will result in sanctions. Students will be instructed in proper use and will not access the Internet without teacher permission. The system administrators will deem what is inappropriate use and their decision is final.

3) Sanctions - Sanctions that may result from violation of this policy include:

a) the loss of access.

b) additional disciplinary action determined at the building level in line with existing practice regarding inappropriate language or behavior.

c) contacting law enforcement agencies when applicable.

4) Acceptable Use - While there are many ways to use the Internet to enhance education, unacceptable uses also exist. Student access to the Internet should be only for educational purposes. Practices that are not allowed and will result in sanctions are listed below. It is prohibited to use school corporation Internet resources and accounts to access, upload, download, or distribute pornographic, obscene, or sexually explicit materials. Internet users should refrain from transmitting obscene, abusive, or sexually explicit language. Appropriate use also dictates that users not violate any local, state, or federal statute. Do not vandalize, damage, or disable the property of another person or organization. This includes accessing another person's materials, information, or files without the implied or direct permission of that person. In the event of any unsolicited on-line contact, users must contact the system administrator. Users must not violate copyright laws, or otherwise use another person's intellectual property without his or her prior approval or proper citation. School resources or accounts may not be used to access the Internet for financial or commercial gain.

5) Liability - When using the Internet, individuals need to be aware that the school corporation assumes no liability relative to the following:

a) information stored on school corporation diskettes, hard drives or servers.

b) information retrieved through corporation computers, networks, or online resources.

c) personal property used to access corporation computers, networks, or on line resources.

d) unauthorized financial obligations resulting from use of school corporation resources and accounts to access the Internet. Parents or guardians should be aware it is possible to purchase unauthorized goods and services via the Internet for which parents are responsible.

6) Network Etiquette - Internet users are expected to abide by the generally accepted rules of network etiquette. These include (but are not limited to) some of the following: Be polite and use appropriate language. Internet users should safe-guard personal information such as name, address or phone number or those of other students or colleagues. Do not use the network in such a way that you would disrupt the use of the network by other users. All communications and information accessible via the network is private property and should be respected as such.

AGREEMENT TO ABIDE BY

Huntington County Community School Corporation's Network/Internet Use Regulations

I have read, understand and will abide by the Internet Use Regulations approved by the Huntington County Community School Corporation's Board of School Trustees on October 23, 1995. I understand that any violation of those regulations is inappropriate and some violations would constitute criminal offenses. I understand it is my responsibility to pay for

any financial obligations I have incurred without the school corporation's administrative approval. I further understand that should I commit any such violation, my Internet access privileges may be revoked, and additional school disciplinary action and/or appropriate legal action may result. *(If you are under the age of 18, a parent or guardian must also read the Regulations, and read and sign the Elementary School student/parent handbook acknowledgement page.)*

Parent/Guardian's Informed Consent and Assumption of Certain Responsibilities

As the parent or guardian of the user student signing the **Receipt of HCCSC Elementary Student Handbook** page, I have read and understand the referenced Internet Use Regulations. I understand that Internet access is a privilege extended for and limited to educational purposes and that it is the joint responsibility of students, parents, and employees of the School Corporation to see to proper use of the Internet when that use is a part of the educational program. The School Corporation has taken precautions with regard to controversial material, but I recognize that this program does not completely avoid the potential for exposure to controversial materials. I agree that the School Corporation shall not be held responsible for the exposure of the student to such materials on the Internet.

I understand it is my responsibility to pay for any financial obligation incurred by the student user unless the school administration has given permission for such expense.

I understand the School Corporation has no responsibility for supervision of the user's Internet use which is not in a school setting or part of the school's educational program.

I hereby grant permission for the student listed on the **Receipt of HCCSC Elementary Student Handbook** page to use the Internet as a part of the School Corporation's educational program, and understand that the School Corporation may rely on this consent for as long as that user is a student within the Huntington County Community School Corporation or until I revoke this assumption and consent in an express written instrument delivered to the principal's office of the school which that user is then attending.

HCCSC Elementary Compact

Families and schools must work together to help students achieve success in school and in life. We as partners agree to carry out...

Staff Pledge

I agree to carry out the following responsibilities to the best of my ability:

- Provide a safe and supportive learning environment.
- Teach classes with an interesting and challenging curriculum.
- Motivate my students to learn using a variety of Multiple Intelligence pathways.
- Identify rigorous goals that help every child be successful in meeting the Indiana standards.
- Communicate frequently and meet with families about student progress to maintain the relationship noted in the HCCSC School-Parent Compact.
- Provide opportunities for parents to volunteer, participate, and observe in my classroom.
- Participate in professional development that improves teaching and learning for students.
- Participate in collaborative decision making with parents to help our school be more welcoming.
- Respect the school, students, staff and families.

Student Pledge

I agree to carry out the following responsibilities to the best of my ability:

- Come to school ready to learn and work hard.
- Bring necessary materials, completed assignments and homework.
- Know and follow school and class procedures. Use my LifeSkills and Lifelong Guidelines daily.
- Communicate regularly with my parents and teachers about school experiences so that they can help me to be successful in school.
- Limit my TV watching, video game playing, and internet usage.
- Read every day after school—at least 20 minutes daily; complete 'study' assignments when required.
- Respect the school, classmates, staff and families.

Family/Parent Pledge

I agree to carry out the following responsibilities to the best of my ability:

- Seek ways to participate and become involved such as through volunteering.
- Provide a quiet time and place to support homework completion and monitor TV viewing.
- Encourage my child to read a minimum of 20 minutes daily, every day.
- Ensure that my child attends school every day.
- Ensure my child gets adequate sleep, regular medical attention and proper nutrition.
- Regularly monitor my child's progress in school.
- Participate in decisions about my child's education.
- Attend parent-teacher conferences when needed.
- Communicate the importance of education and learning to my child.
- Respect the school, staff, students, and families.

Huntington County Community School District

Title I Complaint Procedure

In the Huntington County Community School District, every effort is made to resolve conflict at the building level. If an issue is not resolved within the school, and the individual feels a violation of a federal statute or regulation has occurred, they may initiate the following complaint procedure:

The individual speaks directly with the staff person involved (*if applicable*).

2. If not satisfied, the individual notifies the Building Level Administrator of the issues surrounding the complaint. The individual may at this time complete the *Title I Complaint Form Request for Meeting with Principal* to formally meet to discuss the concerns and issues with the Principal in an effort to come to a resolution. (*Complaint Forms are located at the Central Office and in the Main Office at the School*).

3. If the individual continues to feel Federal Requirements are not being met, the individual may complete the *Title I Complaint Form Request for Meeting with Superintendent* to formally meet to discuss the concerns and issues with the Superintendent in an effort to come to a resolution. (*Complaint Forms are located at the Central Office and in the Main Office at the School*).

4. Should the complaint remain unresolved after these meetings, the Title I Coordinator or Program Administrator will forward the *Title I complaint Form Notification State and Board* (Form) to their State Title I Director and their Local School Board for documentation.

5. The Parent or Guardian may follow up with a written complaint to our Local School Board following District's Handbook procedures which are on file at the District Office. Please contact our Central Office for guidance at 260-356-8312.

6. Additionally, the individual may contact the Indiana Department of Education Grants Management Division Title I at the following link and scroll to the bottom of the page for a staff directory for further guidance. <http://www.doe.in.gov/grantsmgt>

**Title I Complaint Form Huntington County Community School District
Request for Meeting with Principal**

Date Form Submitted: _____

Purpose of this Form: I request a meeting with the Principal to discuss the issues involving my child and Title I Services.

Parent/Guardian First Name: _____

Parent/Guardian Last Name: _____

Parent/Guardian Cell Phone: _____

Parent/Guardian Home Phone: _____ Your Work Phone: _____

Email: _____

Parent/Guardian Street Address: _____

Parent/Guardian City: _____

Parent/Guardian State: _____ Your Zip: _____

Student's First Name: _____ Last Name: _____

School Name: _____

Date of Issue or Date Span of Issue if Applicable: _____

Briefly Describe Issue or Concern:

You will be contacted by the Principal approximately 5 business days after they received this form to set up a conference meeting time.

Date of Meeting: _____

Parties Present:

Outcome/Resolution:

Signature of Principal or Administrator:

Signature of Parent (s) /Guardian (s):

**Title I Complaint Form Huntington County Community School District
Request for Meeting with Superintendent**

Date Form Submitted: _____

Purpose of this Form: I request a meeting with the Superintendent to discuss the issues involving my child and Title I Services.

Parent/Guardian First Name: _____

Parent/Guardian Last Name: _____

Parent/Guardian Cell Phone: _____

Parent/Guardian Home Phone: _____ Your Work Phone: _____

Email: _____

Parent/Guardian Street Address: _____

Parent/Guardian City: _____

Parent/Guardian State: _____ Your Zip: _____

Student's First Name: _____ Last Name: _____

School Name: _____

Date of Issue or Date Span of Issue if Applicable: _____

Briefly Describe Issue or Concern:

You will be contacted by the Superintendent approximately 5 business days after they received this form to set up a conference meeting time.

Date of Meeting: _____

Parties Present:

Outcome/Resolution:

Signature of Superintendent or Administrator:



Elementary Student iPad Usage Guide

1.0 GENERAL INFORMATION

- The policies, procedures, and information within this document apply to all student iPads used in the Huntington County Community School Corporation (HCCSC), including any other device considered by the Administration to come under this policy. Teachers may set additional reasonable requirements for use in their classroom.

1.1 Receiving your iPad

- iPads will be distributed by classroom teachers at the start of the school year. Parents & students must sign and return the Technology Responsible Usage Policy (RUP), iPad Acceptable Use/Student Pledge (SP), and iPad Damage, Repair, & Replacement Agreement (DRRA) **before** the iPad can be issued to their student. These forms can be signed during registration or the first couple days of school.

1.2 iPads Use at Home

- **Grades K-5:** iPads will primarily be utilized at school. The iPads will remain at school for the first nine weeks of the school year as students learn how to utilize and take care of the iPads. Beginning the second nine weeks, the iPads and charging blocks may be sent home with students to complete assignments or projects at the teacher's discretion. iPads and charging blocks will also be sent home for prescheduled eLearning Days for staff professional development or in anticipation for weather related eLearning Days.

1.3 Returning your iPad

- iPads will be returned back to HCCSC during the final week of school. If a student transfers out of HCCSC during the school year, the iPad must be returned at that time to the front office. Students who withdraw, are suspended or expelled, or terminate enrollment at HCCSC for any other reason must return their individual school iPad with accessories on the date of termination. Parents/guardians will be charged the full cost of the iPad if it is not returned upon withdrawal from school. The failure to return the school issued iPad will be considered theft or conversion of the device and this action will be turned over to local law enforcement for prosecution purposes.
- Furthermore, the student will be responsible for any damage to the iPad, consistent with HCCSC's iPad Damage, Repair, & Replacement Agreement (DRRA) and must return the device to the front office in satisfactory condition. The student will be charged a fee for any needed repairs, not to exceed the replacement cost of the iPad.

1.4 Student-Owned Devices

- Should a student and his/her parent/guardian choose to purchase their own iPad 3 or newer version for school use, the student and parent/guardian must understand that the device will need to be sent to school daily and will be regulated by the same rules and requirements as if it was a school-owned device. This includes, but is not limited to, the responsible use policy, iPad agreement, student handbook, and all appropriate laws and regulations.

2.0 CARE OF THE IPAD

- The iPad is school property and all users will follow this policy and the HCCSC Responsible Use Policy for this technology. Students are responsible for the general care of the iPad they have been issued by the school. iPads that are broken or fail to work properly must be taken as soon as possible to an HCCSC representative for an evaluation of the equipment.

2.1 General Precautions

- Only use a clean, soft, **dry** cloth to clean the screen. Do not use cleansers of any type.
- Cords and cables must be inserted and removed carefully into the iPad to prevent damage.

- iPads must remain free of any writing, drawing, stickers, or labels that are not the property of the HCCSC. Students should NOT remove the corporation label at any time.
- iPads must never be left in an unlocked locker, unlocked car, or any unsupervised area.
- Students are responsible for keeping their iPad's battery charged for school each day regardless of whether they are kept at school or sent home.
- Cameras/video tools should only be used appropriately with teacher permission.
- Protect iPads from exposure to any liquid (rain, drinks, cleansers, etc.)

2.2 iPad Care

- It is required that the iPad be in the school issued protective case **at all times**. iPads may **not** be removed from the school issued case at any time.
- Backpacks that hold other objects (such as folders and textbooks), should not be used to carry iPads to avoid placing too much pressure and weight on the iPad screen
- Do not lean on the top of the iPad when it is closed.
- Do not place anything near the iPad that could put pressure on the screen.
- Do not place anything in the carrying case that will press against the cover.
- Clean the screen with a soft, dry cloth or anti-static cloth.
- Do not “bump” the iPad against lockers, walls, car doors, floors, etc.

3.0 USING YOUR IPAD AT SCHOOL

3.1 iPads Left at Home

- If students leave their iPad at home, they are responsible for getting the course work completed as if they had their iPad present.

3.2 iPad Undergoing Repair

- Loaner iPads may be issued from the Technology Lab Assistant to students when their iPads are being repaired. There may be a delay in getting an iPad should the school not have enough to loan.

3.3 Screen Savers/Background Photos

- Inappropriate media may not be used as a screensaver or background photo. Inappropriate media includes but is not limited to the presence of guns, weapons, pornographic materials, inappropriate language, alcohol, drugs, tobacco, and gang-related symbols or pictures and will result in disciplinary actions.

3.4 Home Internet Access

- Students are allowed to set up wireless networks on their iPads. Printing at home would require a specific make/model printer at this time, proper settings on the iPad, and the correct app. Home wireless Internet access is not required by HCCSC; while helpful, most educational activities can be completed offline.

3.5 Individual Student Passwords

- HCCSC recommends that students set a personal password on their iPad in order to secure the content of the iPad. However, if a student forgets his/her password it is important that the student take the iPad directly to the media center so that the password can be reset. If the student repeatedly incorrectly guesses the wrong password, the iPad will be locked up and will have to be reimaged. This will cause the student to lose content.

4.0 MANAGING YOUR FILES & SAVING YOUR WORK

4.1 Saving to the iPad/Home Directory

- Students may save work directly on the iPad. It is recommended students have a method of backing up their information personally or on an online resource such as skydrive or dropbox service. Storage space will be

available on the iPad—BUT it will NOT be backed up in case of re-imaging. It is the student's responsibility to ensure that work is not lost due to mechanical failure or accidental deletion. iPad malfunctions are not an acceptable excuse for not submitting work. HCCSC makes no guarantee that their network will be up and running 100% of the time. In the rare case that the network is down, the Corporation will not be responsible for lost or missing data.

5.0 SOFTWARE ON IPADS

5.1 Originally Installed Software

- The software/Apps originally installed by HCCSC must remain on the iPad in usable condition and be easily accessible at all times. From time to time, the school may add software applications for use in a particular course. Periodic checks of iPads will be made to ensure that students have not removed required apps or added apps that are not school appropriate as defined by the student handbook, responsible use policy, and all applicable laws.

5.2 Additional Software

- HCCSC will regularly update the iPads so that they contain the necessary Apps. Elementary students may not load their own Apps, music, games, etc. onto the iPad from the App Store. All Apps will be provided by HCCSC. Attempting to load personal Apps, music, videos, etc. may be subject to disciplinary action. Students must remember the iPad is property of HCCSC.

5.3 Inspection

- Students may be selected at random to provide their iPad for inspection. Individual student's iPads may also be inspected or monitored at any time with reasonable suspicion.

6.0 RESPONSIBLE USE

6.1 Statement of Responsibility

- The use of the network is a privilege. The user is responsible for what he/she says and does on the network. Network administrators will make reasonable efforts to maintain reliable service. They cannot, however, absolutely guarantee that the system will always be available or operating correctly. Student users should assume that none of their data is private or confidential. Any communication or data may be subject to review by network or school administration.

6.2 Parent/Guardian Responsibilities

- Talk to your student about values and the standards that your student should follow on the use of the Internet just as you would on the use of all media information sources such as television, telephones, movies, and radio.

6.3 School Responsibilities

- Provide Internet and e-mail/Learning Management System access to its students.
- Provide Internet blocking of inappropriate materials as able.
- Provide access to online data storage services. These will be treated similarly to school lockers. HCCSC reserves the right to review, monitor, and restrict information stored on or transmitted via HCCSC-owned equipment and to investigate inappropriate use of resources.
- Provide staff guidance to aid students in doing research and help assure student compliance of the responsible use policy.

6.4 Students Responsibilities:

- Using computers/devices in a responsible and ethical manner.
- Obeying general school rules concerning behavior and communication that apply to network use and according to the HCCSC Responsible Use Policy.

- Using all technology resources in an appropriate manner so as to not damage school equipment. This “damage” includes, but is not limited to, the loss of data resulting from delays, non-deliveries, mis-deliveries, or service interruptions caused by the students’ own negligence, errors, or omissions. Use of any information obtained via HCCSC’s designated Internet System is at your own risk. HCCSC specifically denies any responsibility for the accuracy or quality of information obtained through its services.
- Helping HCCSC protect our computer system/device by contacting an administrator about any security problems they may encounter.
- Monitoring activity on their account(s).
- Manage their personal and school issued passwords.
- If a student should receive e-mail or other electronic message containing inappropriate or abusive language or if the subject matter is questionable, he/she should show their teacher or administrator.
- Students will return their iPad to the school corporation at the end of each school year. Students who withdraw, are suspended or expelled, or terminate enrollment at HCCSC for any other reason must return their school iPad on the date of termination.

6.5. Student Activities Strictly Prohibited

- Illegal installation or transmission of copyrighted materials
- Any action that violates existing School Board policy or public law
- Sending, accessing, uploading, downloading, or distributing offensive, profane, threatening, pornographic, obscene, or sexually-explicit materials
- Use of sites selling term papers, book reports, and other forms of student work
- Use of messaging services and chat rooms (i.e.: MSN Messenger, ICQ, etc.) without prior staff permission
- Use of Internet/computer games against corporation policy
- Changing of iPad settings/profile (exceptions include personal settings such as font size, brightness, etc.)
- Loading any personal Apps, music, video, etc.
- Removing the school issued protective case without permission
- Jailbreaking (downloading Apps, movies, music, etc. from any site other than I-Tunes or Apple’s App Store)
- Spamming or sending mass or inappropriate e-mails
- Gaining access to other student’s accounts, files, and/or data
- Use of the school’s Internet/e-mail accounts for financial or commercial gain or for any illegal activity
- Use of anonymous and/or false communications
- Participation in credit card fraud, electronic forgery, or other forms of illegal behavior
- Vandalism (any malicious attempt to harm or destroy hardware, software, or data) of school equipment will not be allowed
- Transmission or accessing materials that are obscene, offensive, threatening, or otherwise intended to harass or demean recipients
- Bypassing the HCCSC web filter through a web proxy
- Other activities deemed inappropriate by HCCSC

6.6 iPad Care

- ***iPad batteries must be charged and ready for school each day.***
- Students will be held responsible for maintaining their individual iPads and keeping them in good working order.
- Only labels or stickers approved by HCCSC may be applied to the device.
- iPads that malfunction or are damaged must be reported to the front office. The school corporation will be responsible for repairing iPads that malfunction. iPads that have been damaged from student misuse, neglect, or are accidentally damaged will be repaired with cost being borne by the student. Students will be responsible for the entire cost of repairs to iPads that are damaged intentionally.
- iPad damage: Students are responsible for any and all damage.

- iPads that are stolen must be reported immediately to the front office.

6.7 Legal Propriety

- Comply with trademark and copyright laws and all license agreements. Ignorance of the law is not immunity. If you are unsure, ask a teacher, administrator, or parent.
- Use or possession of hacking software is strictly prohibited and violators will be subject to HCCSC Student/Parent Handbook. Violation of applicable state or federal law will result in criminal prosecution or disciplinary action by the district.

6.8 Student Discipline

- The discipline procedure in the HCCSC Student Handbook addresses serious and major offenses such as stealing and destruction of school or personal property; cell phone user policy; possession of improper images on any electronic device; or any other violation of the school discipline policy will apply to the iPad device. Depending on the severity of the offense, students may lose iPad and/or network privileges as well as possible detention, suspension, or expulsion.

7.0 PROTECTING & STORING YOUR IPAD

- When students are not using their iPads, they should be stored in their locked lockers or designated area within the classroom. Nothing should be placed on top of the iPad, when stored in the locker or bookbag. Students must take their iPads home every day to be charged when directed by the teacher. iPads should not be stored in a vehicle while at school or at home. If a student needs a secure place to store their iPad, they may check it in for storage with their teacher.

8.0 LOSS OR DAMAGE

- Once a school-owned device has been reported as lost or stolen, HCCSC will make every attempt to find the iPad utilizing the GPS feature. Stolen iPads will also be reported to law enforcement.

Huntington County Community School Corporation Student Pledge For iPad Use:

- I will take good care of my assigned iPad.
- I will never leave my iPad unattended.
- I will never loan out my iPad to other individuals.
- I will know where my iPad is at all times.
- I will charge my iPad's battery nightly.
- I will keep food and beverages away from my iPad.
- I will not disassemble any part of my iPad and case or attempt any repairs.
- I will protect my iPad from damage with my school-issued carrying case. I will never remove my iPad from the school issued case.
- I will use my iPad in ways that are appropriate and meet HCCSC expectations.
- I will not place decorations (such as stickers, markers, etc.) on the iPad. I will not deface the serial number iPad sticker on any iPad.
- I understand that my iPad is subject to inspection at any time without notice and remains the property of HCCSC.
- I will follow the policies outlined in the Student iPad Usage Guide while at school, as well as outside the school day.
- I will file a police report in case of theft, vandalism, and other acts covered by insurance.
- I will be responsible for all damage or loss caused by neglect or abuse.
- I agree to return the corporation iPad, power cords, and protective case in good working condition.

I understand and agree to follow the guidelines included in the Student iPad Usage Guide.

Student Grade: _____

School Attending _____

Student Name (Printed): _____

Student Signature: _____

Date: _____

Parent Name (Printed): _____

Parent Signature: _____

Date: _____



Elementary Student iPad Responsible Use Agreement

HCCSC believes that students need access to technology when they act in a responsible, efficient, courteous, and legal manner which supports the district vision and mission. Internet access and other technologies available to students and teachers offer a multitude of global resources. Our goal in providing these services is to enhance the educational development of our students. It is important that users understand their responsibilities and conduct themselves as responsible learners at all times. As part of 21st Century Learning, teachers and students will be using web tools which may include, but not be limited to: blogs, wikis, podcasts, and video casts through appropriate supervision. These technologies improve student communication and collaboration skills, provide a real audience, and extend learning beyond the classroom walls while building digital citizenship skills.

Responsible uses of technology are devoted to activities that support teaching and learning. The following are our agreements about the use of technology.

Make sure you understand your responsibilities:

I Will:

1. Protect my passwords (e-mail, I-Tunes, etc.) and my identity. Keep private information private; do not share them with anyone.
2. Treat others with respect, both online and offline.
3. Strive to be a responsible digital citizen and encourage others to be good digital citizens.
4. Bring your iPad back to school every day when it's allowed to go home. The iPad must be transported in the school issued case. iPads are NOT to be removed from the school issued case at any time.
5. Make sure that your iPad is fully charged every day when you come to school.
6. Make sure you know what your teacher expects in his/her classroom
7. Use my iPad for school-related purposes during school hours.
8. Credit my sources when I am using other people's information, images, or other materials.
9. Respect the work of other students and not copy, alter, or otherwise damage work that is not mine..
10. You are responsible for any damage to your iPad. Immediately report a damaged or lost/stolen iPad to the front office.
11. Remember the school's policy on the transmission of inappropriate materials including pictures, videos, or text messages.
12. Keep my iPad in the school issued protective case at all times.
13. Keep iPad free of writing, marks, stickers, or other attachments.
14. Keep the school's attached label on my iPad at all times.
15. Keep my iPad with me or in a secure location (locked locker) at all times.
16. Do not leave my iPad in a car, with a friend, or unattended.
17. Only visit school appropriate and/or approved web sites.
 - * Do not attempt to or intentionally "go around" the school's web filtering system.
 - * Do not use any "hacking software" or attempt to gain access without permission.
18. Notify an adult immediately if by accident I encounter content which violates the rules of responsible use.
19. Leave "push notifications" turned off unless otherwise directed by your teacher.

I Will Not:

1. Read another student’s private communications and schoolwork without permission.
2. Use improper language or pictures.
3. Use any form of electronic communication to harass, intimidate, ridicule, or otherwise harm others.
4. Pretend to be someone else online.
5. Give out my full name, password, address, phone numbers, or any other personal information to someone I don’t know.
6. Give out full names, addresses, or phone numbers of others.
7. Look for, read, view, or copy inappropriate pictures or information.
8. Load my own software on the district network to use at school, unless I have received permission.
9. Damage, change, or tamper with the hardware, software, settings, or the network in any way.
10. Decorate the physical computer with stickers, writing, or other markings.

I Understand:

1. My iPad is like my locker: it can be inspected at any time by a school administrator or designee.
2. I am responsible for any damage to my iPad. Immediately report a damaged or lost/stolen iPad to the front office.
3. All student handbook rules also apply to digital communication.
4. I should be careful to back up important work so that it is not lost.
5. Some things I read on the internet may not be true.
6. The computers, iPads, and network belong to the district and that using them is a privilege, not a right.
7. The computers, iPads, network, and printers may not work every day.
8. It is my responsibility to make sure that any devices I use on the district network are approved.
9. The things I do using a school computer, iPad, or network are not private and that my teachers and district staff may review my work and activities at any time.
10. If I break any of my promises, I might not be able to use technology or may experience other appropriate consequences.
11. It is my responsibility to read and abide by the terms and conditions of and all revisions of this policy.

Potential consequences for violating the expectations listed above:

- Losing your iPad for a class period.
- Not being able to take your iPad home.
- Not being able to have an individual iPad.
- Facing other discipline such as detention, in-school suspension, or out of school suspension/expulsion.

Student Name (printed) _____ **Date** _____

Student ID Number _____ **Grade Level** _____

Student Signature _____

Parent Signature _____



Elementary Family-Owned iPad Loaner Agreement

Students utilizing family-owned iPads may temporarily utilize an HCCSC owned device on loan, if available, while their family-owned iPad is being repaired. To receive a loaner device from the school district this form **MUST** be completed and signed. A \$25 Rental/TBR fee (per semester) will be assessed after the loaner device has been used for a maximum of 20 total school days.

While my family-owned iPad is being repaired and I am utilizing an HCCSC owned iPad on loan, I agree to the HCCSC’s damage, repair, & replacement plan for coverage of theft, loss, or damage of my student’s school owned iPad as outlined below. The fees listed below cover damaged and lost devices that are not covered in the limited warranty.

Damaged Device	Lost Device
Any Occurrence – Full Cost of Repair	Any Occurrence – Full Cost of the device
Damaged or Lost Charging Block/Cord	
Any Occurrence – \$30.00 Fee	

- **I will not load any of my personal apps, music, videos, or any other media on the device I receive from HCCSC on loan. It will be returned in its original condition.**
- **Failure to return school issued iPad:** If the school issued iPad is not returned after family-owned iPad is repaired, at the end of the school year or upon withdrawal from this school district or upon moving to another school district, the failure to return the school issued iPad will be considered theft or conversion of the device and this action will be turned over to local law enforcement for prosecution purposes.
- **Lost/stolen iPads:** HCCSC will make every attempt to locate lost and stolen iPads utilizing the GPS feature. Any reported theft of an iPad will be fully investigated and reported to authorities. The student will not be charged to replace an iPad that is confirmed to be stolen.
- **Intentional Damage:** Students/Parents are responsible for full payment of intentional damages to the iPad. Warranty and AppleCare+ protection **DOES NOT** cover intentional damage of the iPad. This would also include intentional damage to another student’s iPad.
- **“Jailbreaking”** the device results in the loss of the AppleCare+ warranty. Parents & students will then be responsible for any and all fees and/or replacement of the iPad.
- **Protective Cases:** Students are **NOT** to remove the iPad from the school issued protective case for any reason. If there is an issue that may require the case to be removed, the student should take the iPad to the school library. Removing an iPad from the protective case and causing damage to the iPad while outside of the case may result in a higher repair fee.

Parent Name (Please Print) _____

Parent Signature _____

Student Name (Please Print) _____

Student Signature _____

School Attending _____

Date _____



Elementary iPad Damage, Repair, & Replacement

Please see the following policies on iPad Damage Repair and Replacement for School Owned Devices and Family Owned Devices. Parents must select one of these two options upon registering their student(s).

School Owned Device:

_____ I have read and understand the HCCSC’s damage, repair, & replacement plan for coverage of theft, loss, or damage of my student’s school owned iPad as outlined below. The annual textbook rental (TBR) fees cover the AppleCare+ limited extended warranty for the first three years. The fees listed below cover damaged and lost devices that are not covered in the limited warranty. Failure to pay TBR fees will discontinue this coverage and upon any damage the full replacement/repair amount will be charged for each occurrence.

Damaged iPad	Lost iPad
1 st Occurrence – \$50.00 Fee	1 st Occurrence - \$250 Fee
2 nd Occurrence - \$50.00 Fee	2 nd Occurrence - \$350 Fee
3 rd Occurrence/+ - Full cost of repair	3 rd Occurrence/+ - Full cost of the device
Damaged or Lost Charging Block and/or Cord	Damaged iPad Protective Case
Any Occurrence – Charging cord only = \$10	Any Occurrence - \$18
Any Occurrence – Charging block only = \$20	
Any Occurrence – Both charging block & cord = \$30	

- **Charging Blocks & Cords:** Each elementary student will be issued a block and cord along with his/her iPad. If a block and/or cord is damaged or lost, the student must purchase a new block and/or cord from HCCSC.
- **Protective Cases:** Students are **NOT** to remove the iPad from the school issued protective case for any reason. If there is an issue that may require the case to be removed, the student should take the iPad to the Technology Lab Assistant. Removing an iPad from the protective case and causing damage to the iPad while outside of the case may result in a higher repair fee.
- **Failure to return school issued iPad:** If the school issued iPad is not returned at the end of the school year or upon withdrawal from this school district or upon moving to another school district, the failure to return the school issued iPad will be considered theft or conversion of the device and this action will be turned over to local law enforcement for prosecution purposes.
- **Lost/stolen iPads:** HCCSC will make every attempt to locate lost and stolen iPads utilizing the GPS feature. Any reported theft of an iPad will be fully investigated and reported to authorities. The student will not be charged to replace an iPad that is confirmed to be stolen.
- **Intentional Damage:** Students/Parents are responsible for full payment of intentional damages to the iPad. Warranty and the HCCSC Break/Fix Fee **DOES NOT** cover intentional damage of the iPad. This would also include intentional damage to another student’s iPad.
- **“Jailbreaking”** the device results in the loss of the Apple warranty through HCCSC. Parents & students will then be responsible for any and all fees and/or replacement of the iPad.

Family-Owned Device: The device must be an Apple iPad Air 2 or newer in order to be compatible with all instructional apps/software currently being used in the school district.

_____ I purchased an Apple iPad Air 2 or newer for my student and will accept all responsibility for repairing, replacing, and upgrading, as necessary. I understand an iPad Mini is not acceptable because of testing purposes. HCCSC will not be responsible for lost or damaged personally owned devices. I understand that my student’s family-owned device is subject to the same guidelines as a school owned device: management of Apps, subject to search, etc. Students utilizing family-owned devices are not subject to the entire textbook rental fee.