

Northeast East ELEMENTARY SCHOOL



Phone: (812) 383-4671 Fax: (812) 383-7213

SCHOOL - FAMILY HANDBOOK 2023-2024

“Soaring Above and Beyond”

NOTE:

The Student/Parent Handbook is based in significant part on policies adopted by the Board of School Trustees and Administrative Guidelines developed by the Superintendent. Those Board Policies and Administrative Guidelines are incorporated by reference into the provisions of this Handbook. The Policies and Administrative Guidelines are periodically updated in response to changes in law and other circumstances. Therefore, there may have been changes to the documents reviewed in this Handbook since it was printed in Aug. 2014. If you have any questions or would like information about a specific issue or document, contact your school principal at 812-696-2176, or access the document on the Corporation’s website: NEESC@nesc.k12.in.us by clicking on “Bylaws and Policies” and finding the specific policy or administrative guideline in the Table of Contents for that section.

FACULTY & STAFF

Principal	Sarah Hannon
Secretary	Karen Sampson
Preschool	Paulette Lannan
Kindergarten	Tina Ficklin
Grade 1	Julie Baker
Grade 2	Jessica Kamman
Grade 3	Beth Hunt
Grade 4	Jaime Weir
Grade 5	Jenna Redman
Grade 6	Jennifer Strahle
Special Ed	Nicole Weir
Resource Room	Anita Zellers
Nurse	Candice McCammon

Educational Student Assistants: Pam McAnally, Debbie Norris, Melanie Boyll, Ashley Robinson, Stacy Ross, Clair Wendel, Tabby Brinegar

Librarian: Melanie Boyll

Encore Staff: Mackensie Aarnink

Custodial Staff: Amy Jeffries and Tuesday McCammon

Bus Drivers: Emma Anderson, Jim Larger, Liz Chesterfield, Charlotte Himebrook

Cafeteria Staff: Darcy Street and Sara McDaniel

INTRODUCTION

It is a pleasure to welcome you to Northeast East Elementary School in Hymera, Indiana. We hope and expect that your years of working with us will be a stimulating, challenging, rewarding, and fruitful adventure.

We believe we have the facilities, the staff, and the curriculum to provide you with the educational experiences necessary for future success in high school and beyond. Our first priority is academic success. As you go through your school years with us, we expect to provide you with many opportunities to grow in knowledge, in physical skills, in social interaction, and in emotional growth. Your part in this growth process is to come to school, to work hard, to attempt new things, and to do your best. We will hold you accountable for your progress throughout the years to help you understand the importance of growing as a leader. We expect you to be a lifelong learner.

Rules and regulations are necessary to give order and direction to the school and to your efforts. The rules are designed with the safety and well being of each student in mind. They are intended to enhance the educational setting of the school and to make it possible for each student to reach his/her potential.

The safety and security of our students and staff are of paramount importance to our school. All students and staff are expected to inform the principal whenever they have reason to believe students or staff are "at risk" to their own or others health and well-being. Certain measures have been taken and others will be implemented to insure the safety of students and staff. The input from and the cooperation of our parents is vitally important to making this a safe and secure campus.

Northeast East Elementary School uses the Harmony Student Information System. This system may be accessed by parents to review grades, homework, discipline and attendance. Each parent will be provided with a system login and password for each child. The information will be sent home at the beginning of each school year. You may call the school at any time if you misplace the information. The secretary will be happy to assist you.

This handbook is intended to help students and parents become better informed as to the operations and policies of their school. Any questions you may have should be referred to the principal's office (812-383-4671). The Superintendent of Schools and his office are always willing to help students and parents in any way they can (812-397-5390).

MISSION STATEMENT

Northeast East Elementary School believes that students are entitled to an education commensurate with their abilities and aspirations. The mission of the school is to provide all students with an appropriate education and the opportunity to acquire basic academic grade level skills. This, we hope, will help them earn a living, cope with everyday problems, enjoy their leisure time, and develop positive emotional and social growth in a supportive environment. The staff of the Northeast East Elementary School accepts the responsibility for instruction of students to maximize their potential and instill a desire for lifelong learning.

EQUAL EDUCATION OPPORTUNITY

It is the policy of this corporation to provide an equal education opportunity for all students.

Any person who believes that the school or any staff person has discriminated against a student on the basis of race, color, creed, disability, religion, gender, ancestry, national origin, place of residence within the boundaries of the corporation, or social or economic background, has the right to file a complaint. A formal complaint can be made in writing to the School Corporation's Compliance Officer listed below:

Candice McCammon

Compliance Officer/ Corporation Nurse

(812) 383-5761

The complaint will be investigated and a response, in writing, will be given to the concerned person within 30 days. The compliance officer can provide additional information concerning access to the equal education opportunity. Under no circumstances will the Corporation threaten or retaliate against anyone who raises or files a complaint.

MOMENT OF SILENCE

In order that the right of each student to the free exercise of religion is guaranteed and the freedom of each student is subject to the least possible coercion from the State either to engage in or refrain from religious observation on school grounds, there shall be a daily observance of a moment of silence in every classroom or on school grounds.

During the moment of silence, the teacher responsible for a classroom shall ensure that all students remain seated or standing and silent during the moment of silence and the students make no distracting display so that each student may, in the exercise of the student's individual choice, meditate, pray, or engage in any other silent activity that does not interfere with, distract, or impede another student in the exercise of the student's individual choice.

This "moment of silence" is not intended to be and shall not be conducted as a religious exercise. This policy precludes students from using the occasion to pray audibly or otherwise speak, singly or in unison. We will not allow or tolerate any coercion or overbearing by anyone to force other students to engage in or refrain from prayer or any other permitted activity under this policy.

The student code of conduct applies to disruptive behavior during a moment of silence in the same manner as provided for in other circumstances of such behavior.

SCHOOL HOURS

OFFICE HOURS

The school office will normally be open from 7:35 am – 3:30 pm.(Northeast North) 7:45-3:00pm (Northeast East)

SCHOOL TAKE-UP AND DISMISSAL INFORMATION

Students are to go to the gym when arriving at school by bus and will be dismissed to classes at 8:00. There is no supervision for students who walk to school or who are dropped off by parents before 7:45 a.m. Classes start at 8:10 a.m. School bus dismissal is at 2:50 p.m. Town dismissal will be at 2:55 p.m. Students are asked not to arrive at school before 7:45 a.m. Our buses will load/unload students on Vine Street Please do not block the bus route or park in the loading or unloading area. Students use the main entrance each morning. All walkers will be dismissed from the main exit by the office. We prefer that students bring in a written notice of changes in dismissal routines. We understand that emergencies do occur. **THERE WILL NO BUS CHANGES FOR STUDENTS UNLESS DONE PRIOR TO THE DAY OF THE CHANGE.**

DELAYED START/ EARLY DISMISSAL/ CANCELED DAYS

It may be necessary to delay/cancel school due to adverse weather conditions or other problems. The superintendent of schools will notify WTWO, WTHI, WNDI RADIO (95.3), and HI-99 as early as possible if school is delayed or canceled. The superintendent will also activate the School Reach Telephone Notification System. Parents may designate up to four numbers for this notification system. When we have questionable conditions you may wish to monitor these stations. Please be sure that your student's Harmony account has the correct most up to date alert phone numbers in the system.

At times, it may be necessary to dismiss school early. Your child(ren) should be given instructions about what to do if school is dismissed early. This should be done especially when the weather forecast is particularly bad. **DO NOT EXPECT STUDENTS TO CALL YOU ON THE PHONE IN ORDER TO FIND OUT WHAT TO DO! WE DO NOT HAVE ENOUGH TIME OR PHONE LINES FOR STUDENTS TO MAKE CALLS AT THE LAST MINUTE. PLEASE**

HAVE AN EMERGENCY PLAN THAT YOUR CHILD CAN UNDERSTAND AND FOLLOW IN CASE THEY HAVE BEEN SENT HOME AND NO ONE IS THERE.

SCHOOL FEES

If paying for fees by check, please write separate checks for book rental, lunch and milk, and supplies. Please indicate the amount of checks or cash on the front of the money envelope along with the student's name and grade. If you have more than one student in school you may write one check to cover all student book rental and one check to cover cafeteria expenses. Checks need to be for the exact amount only because we cannot give change for checks.

BOOK RENTAL FEES AND PAYMENT INFORMATION

Families who are eligible for free or reduced lunches are eligible for textbook assistance. This is requested by filling in the appropriate section of the "Application for Free or Reduced Price Meals and Other Benefits". You must provide all information and income for all members in your residence that is requested on the application in order for it to be processed accurately and legally.

Please send your rental fees to the principal's office as soon as possible. If you are sending checks, make them payable to Northeast East Elementary School. You may send one check to cover more than one student's fees. If you send cash with elementary children, please put the money in an envelope with their name and grade on it and indicate what the money is for.

Indiana Law authorizes collection of due and unpaid school fees by court action, if necessary. If for any reason these fees cannot be paid when due and you are not eligible for financial assistance, please come into the school office and discuss payment arrangements. Payments can be made weekly or monthly. Fees should be paid before the beginning of second semester, unless you have made arrangements with the school.

We will not be charging book rental fees for the 2022-23 school year. The only fee that will be assessed is the \$25 technology fee that covers Harmony and Securely.

LUNCH/ BREAKFAST INFORMATION

NEWS FOR THE 2022-2023 SCHOOL YEAR

Lunch will be free in the Northeast School Corporation.

The school participates in the National School Lunch Program. Breakfast and lunch prices are listed below. Students may purchase a plate lunch or bring a sack lunch (milk/juice/water is available at school)

BREAKFAST INFORMATION

Our school will be participating in the breakfast program. Breakfast will be served from 7:50 am - 8:10 am. Students eating breakfast should report directly to the cafeteria when arriving at school. Students riding buses who do not eat breakfast are to report directly to the classroom. All students not eating breakfast are not to be at school before 8:00 am. Students will be dismissed to their classrooms at 8:00 am.

Grades K-6: FREE Extra milk \$.75 Adult breakfast tray \$2.75

LUNCH INFORMATION

Students are encouraged to put money in their lunch account on the first day of the week or further in advance. *Extra milk* for meals or milk break is **\$0.75** each. We will use a roster/checklist system for milk break accountability. Daily

breakfasts and lunches will be paid as students go through the lunch line. ***Students will be allowed to charge up to two lunches. Notices and phone calls home will help parents to know lunch balances due. Please be sure to monitor accounts on family Harmony accounts.*** Students are to remain quietly in line and go through the line in the designated order. While in the cafeteria, students are to act in an orderly and **quiet** manner. Before returning trays, silverware, napkins, and milk cartons, students are to check the area where they are sitting to ensure it is cleaned up. Students are to eat in a timely fashion and report to the assigned area without lingering in the cafeteria, hallways, or bathrooms. Please put your student's name on his/her lunch box as these are easily misplaced or forgotten. Students will not be allowed to use a microwave oven.

Grades K-6:	Full cost meal	FREE	Extra milk \$.75	Extra Sandwich \$2.50
	Reduced cost meal	FREE	Extra entree \$2.00	Extra snacks (\$1.00 and up)
	Adults-full cost meal	\$4.70		

The school cannot be responsible for monitoring the spending of your child for extras. Parents are asked to have conversations about spending for extras with their child. Parents may wish to consider setting a limit on spending money on extras. Lunch balances are a family responsibility. ***Please be sure to monitor accounts on family Harmony accounts.***

LUNCH/BREAKFAST ASSISTANCE INFORMATION

Lunch assistance applications are included in the packet of information sent home with the students the first day of school. Please fill out and return to the school office as soon as possible. If you need help in filling out the form, please stop by the office for assistance. These forms must be returned regardless of free lunch agreement in the Corporation.

ACADEMICS

Our first priority is the academic growth of our students. We take a great deal of pride in those accomplishments. Academic growth does not just happen but takes a great deal of planning and work. Our curriculum follows closely the state guidelines but does allow for classroom individualization and initiative. A conscious effort is made to keep interruptions and distractions to a minimum to keep the students on task. We expect students to give their best each day. We expect parents to take an active role by knowing what is going on at school and by working with their child(ren) each night. Outside resources and technology are utilized to enhance the educational program.

REPORT CARDS

All grades are on a nine-week reporting system which means report cards will be sent home four times a year. If you have any questions at all about your child's work, feel free to call and schedule a conference. Our teachers are happy to meet with you and discuss what is happening in their classroom. A scheduled conference allows more time and gives the teacher a chance to be better prepared to answer your questions and to offer suggestions. Report cards will usually be available on the Wednesday following the end of a grading period.

GRADES

The school has a standard grading procedure, as well as additional notations that may indicate work in progress or incomplete work. The purpose of a grade is to indicate the extent to which the student has acquired the necessary learning. In general, students are assigned grades based upon test results, quizzes, homework, projects, and classroom participation. Each teacher may place a different emphasis on these areas in determining a grade and will inform the students at the beginning of the course work. If a student is not sure how his/her grade will be determined, he/she should ask the teacher. Different grade levels may use different marking systems. Each system is explained on the student's report card.

ELEMENTARY SCHOOL HONOR ROLL POLICY

1. Honor Roll Classifications shall be established as follows:

Exceptional Honor Roll 3.70 -4.00

Honor Roll 3.00 - 3.69

Please note: A grade of a B- will automatically keep a student off of the honor roll due to the numerical value.

2. The following numerical values will be assigned to the letter grades:

A 4.0 B 3.0 C 2.0 D 1.0

A- 3.7 B- 2.7 C- 1.7 D- 0.7

B+ 3.5 C+ 2.5 D+ 1.5 F 0.0

HOMEWORK POLICY - NORTHEAST SCHOOL CORPORATION

DEFINITION OF HOMEWORK: An outside class activity designed to provide reinforcement or enrichment as a supplement to the classroom activity. Homework is typically an individual undertaking that is often a required part of the course. The type, frequency, and quantity of homework assigned should be determined by the teachers.

WHAT THE STUDENT SHOULD EXPECT FROM A HOMEWORK ASSIGNMENT:

1. Immediate feedback from the teacher.
2. An assignment that is relevant to the classroom activity.
3. Teacher option to supplement the classroom grade with credit-earning homework assignments.
4. Complete instructions regarding the completion of the assigned task.
5. Tasks that are not punitive.
6. Tasks that can be completed in a reasonable amount of time.
7. An assignment that reflects material previously introduced by the teacher, a practice page.
8. If you are requesting homework please notify the school by 10:00 am. Requests after 10:00 am may not be fulfilled until the following day.

CLASSROOM ENVIRONMENT

It is the responsibility of students, teachers, and administrators to maintain a classroom environment that allows:

- A. A teacher to communicate effectively with all students in the class: and
- B. All students in the class the opportunity to learn to meet academic goals: and
- C. An environment free of interruptions from student misbehaviors and off task work.

PROMOTION, PLACEMENT, AND RETENTION

Promotion to the next grade (or level) is based on the following criteria:

1. current level of achievement
2. potential for success at the next level
3. emotional, physical, and/or social maturity

4. Attendance (Ten absences during the school year is considered excessive by the state of Indiana. Missing too many days of school may cause the school to have to consider retention. Conferences will be held to determine with the parent if this is warranted by the end of the school year.) Every effort should be made to get the student to school daily, in order to ensure a quality education is obtained. See policy on attendance included in the handbook on the following pages.

STUDENT ASSESSMENT

To measure student progress, students will be tested in accordance with State Standards and Corporation policy. Students will be expected to pass the ISTEP+ test which is given on dates selected by the Indiana Department of Education. In addition to the ISTEP+ Assessment third grade students will be required to pass the IREAD3 Assessment as required by the state of Indiana. Students who do not pass the IREAD3 Assessment will be automatically retained in the third grade per state law. Additional group tests (NWEA) may be given to students to monitor progress and determine educational mastery levels. These tests are used to help the staff determine instructional needs. Classroom tests will be used to assess student progress and assign grades. These are selected or prepared by teachers to assess how well the students have achieved specific objectives.

STUDENT FOLDERS

All students will be issued a student folder. These folders will be used as a communication tool between parent and teacher. It is the student's responsibility to use the folder properly. We highly encourage parents to review the contents of the folder and backpack for school information, student work and grades, and all communication from the community and district. If a student needs a replacement folder, one may be purchased at the school office.

STUDENT AWARDS

Student participation and achievement will be recognized in several ways. As much as possible, students will be recognized in the local paper and school newsletters. Academic and Athletic team/squad members will receive certificates of participation. Awards typically presented include: Honor Roll, Award of Honor, Citizenship, Attendance, Accelerated Reader, Spelling and Conduct.

FIELD TRIPS

Field trips are academic activities that are held off school grounds. There are also other trips that are part of the school's co-curricular and extra-curricular programs. No student may participate in any school-sponsored trip without parental consent. Field trips are privileges and participation may be denied. No chaperones will be required for field trips unless asked specifically by the sponsor of the field trip or the building principal. Chaperones must be the parent or legal guardian of the child attending the trip. Chaperones must have a background check on file with the school office at least a week before the trip. If chaperones are asked to be a part of the field trip, they may be asked to ride the school bus with their child and the class if there is a need for more supervision. We highly encourage parents/guardians to engage with their child during the trip in conversation and fun throughout the day. Should parents/guardians wish to drive separately they may follow behind the bus to the destination with permission from the school. Students will be expected to ride the bus to the destination. Parents must provide a note a week before the field trip if they wish to take their child home in their own vehicle after the event is complete. Teachers must know this information in advance and must have parents sign the student out to the parent before leaving the site. Chaperones are required to stay with the group assigned to them for the entire trip and to support the education of the students during the day. Field trips are part of the learning that takes place during the school year.

ANNOUNCEMENTS AND SCHOOL INFORMATION

Each school has created a Facebook page. Please be sure to use it to gain valuable information about happenings. Parents should also be sure to save the monthly newsletters from the school as it provides dates, times and events that we encourage families to be a part of. Most classroom teachers provide newsletters and notices for events as well. Please check your child's backpack and folders for information. The school year calendar is posted on the NESC webpage for your convenience at : <http://www.nesc.k12.in.us/> If your child's teacher uses class dojo please be sure to sign up and give your cell phone number to the teacher in order to get information via text messages.

PARENTAL INVOLVEMENT

Parental involvement is one of the keys to your child's education. Some ways to be involved are to: discuss each day's events with your child, check and discuss papers and assignments he/she brings home, ask questions over material he/she is studying and has read, provide a quiet time and quiet study place for him/her, read to him/her or have him/her read to you on a regular basis, make sure he/she gets a good breakfast and plenty of sleep, and **INSIST ON HIM/HER DOING HIS/HER BEST.**

We need lots of parent help and support for extra-curricular activities, for our sports programs, as room parents, etc. The more people we have involved and working together the better our school can be. COVID -19 will affect the parent volunteers coming into the school.

FUNDRAISING

Most fundraising activities are handled by our school office and parent volunteers. School organizations/groups may have additional fundraisers with the principal's approval. Door to door sales to people not already known to the student are prohibited. Students may not sell any item or service in school without the prior approval of the school principal. Violation of this policy may lead to disciplinary action.

PRIVATE BIRTHDAYS AND EVENTS

The school understands the importance of celebrating birthdays and holidays with friends. If you plan on hosting a private birthday or celebration for your child outside of school, please be sensitive to your child's classmates. If it is within your means, we recommend that you invite all of your child's classmates or all of your child's classmates of the same gender to his/her party. We suggest that all invitations be sent via the post office. Children are sensitive to being excluded, even those as young as five years old. Including some children from your child's class and not others can create hurt feelings and disrupt the school day. Also, please be sensitive to the dietary and religious observances of your child's classmates.

ATTENDANCE / ENROLLMENT

ATTENDANCE

Daily attendance of all students who are enrolled in the Northeast School Corporation is required in accordance with State law and the Board of School Trustees' policy. Daily attendance is important so that your child may derive maximum benefits from curricular and extra-curricular programs. When your child is going to be absent, we encourage you to call the school office before 9:30 am. Our school counselor or nurse will be making phone calls to your home if we do not have information regarding an absence each day. If we do not have information about the absence, we will mark your child as unexcused. We will be monitoring attendance closely. When returning to school, **your child must present a written notice from home to the school office stating the reason for the absence. Students who miss ten (10) or more unexcused full days of school per year will risk possible retention regardless of grades earned.**

The following reasons are considered excused absences; illness or recovery from an injury accompanied by a doctor's note, illness with a parent or guardian note up to five absences per semester, professional appointments, a death in the immediate family, or such other good cause as may be acceptable to the principal or permitted by law. Parent/Guardian will be notified when your child has been absent six (6), ten (10) days from school per semester. Parent/Guardian will also be notified daily if your child is not at school by 9:00 am unless the school has had prior notification of the absence. Letters requesting an attendance hearing will be sent to parents after six (8) days of unexcused absences. At such hearing, the student will be required to sign an attendance agreement.

The Superintendent of the Northeast School Corporation will be notified when any student has missed more than ten (10) unexcused days of school per year. Also, **the Sullivan County Probation Office and the Department of Child Services will be notified when a student has been absent more than ten (10) unexcused days per year.**

Tardiness to school is rarely justified and is usually disruptive of the educational process. **Students tardy more than 5 times a grading period may be subject to disciplinary action.**

Please help us keep your child in school. Call the school principal when you notice a problem or need information.

UNEXCUSED ABSENCES

Any student who is absent from school for all or any part of the day without a legitimate excuse shall be considered truant and the student and his/her parents shall be subject to the truancy laws of the State.

Students will not be allowed to receive credit for any work missed as a result of truancy.

VACATIONS DURING THE SCHOOL YEAR

Parents are encouraged not to take their child out of school for vacations. When a family vacation must be scheduled during the school year, the parents should discuss the matter with the principal to make necessary arrangements. Students/parents must consult with teachers with respect to assignments. Missed work is due to the teacher within five days of returning to school unless other arrangements have been approved by the school.

ENROLLING IN THE SCHOOL

Students are expected to enroll in the attendance district in which they have legal settlement, unless other arrangements have been approved. Students that are new to the school are required to enroll with their parent(s) or legal guardian(s). When enrolling, the parent(s) or legal guardian(s) will need to bring:

- a birth certificate or similar document,
- court papers allocating parental rights and responsibilities, or custody (if appropriate),
- proof of residency,
- proof of immunizations.

In some cases, a temporary enrollment may be permitted. If that is done, the parents will be told what records are needed to make the enrollment complete.

Students enrolling from another accredited school must have an official transcript from the sending school in order to receive credit from that school. The school office will assist in obtaining the transcript, if not presented at the time of enrollment.

ATTENDANCE AREAS/TRANSFER POLICY

Students currently attending a school different than their assigned school within the Northeast School Corporation should be allowed to remain in that school if they so choose.

Students wishing to transfer to a different school other than their assigned school within Northeast School Corporation must:

1. Request transferring in writing to the Superintendent prior to August 1 and December 15 each year. If the transfer is granted, it is for the entire school year following the request. Please see form on the district website for transfers.

Transfer will be approved by the Superintendent if:

1. The transfer does not have adverse effects on the pupil/teacher ratio of the receiving school's class.
2. There are unique circumstances involved with the request that support the requested transfer.

Bus routes will not be altered to provide transportation for the transferring students. Routes may require that students arrive a few minutes late and leave a few minutes early each day in order for students to make connections to transferring buses.

If a student plans to transfer from our school, the parent must notify the principal. School records will be transferred within fourteen (14) days to the new school corporation. Parents are encouraged to contact the school for details.

The corporation may accept nonresident students if a transfer is requested by a parent or adult student (18 or older) and agreed to by the school corporation of legal settlement. The transfer policy in its entirety may be obtained from the school office.

SCHEDULING AND ASSIGNMENT

The principal will assign each student to the appropriate classroom and the program in which the student will be participating. Any questions or concerns about the assignment should be discussed with the principal.

STUDENT RECORDS

Many student records are kept by the corporation, teachers, counselors, and administrative staff. There are two (2) basic kinds of records – directory information and confidential records.

NESC Board Policy ensures compliance with the new FERPA requirements as found on NESC policy 8330. This policy may be found at nesc@nesc.k12.in.us.

Directory information can be given to any person or organization for nonprofit making purposes when requested, unless the parents of the student restrict the information, in writing, to the principal. Directory information includes: student's name, addresses, telephone listings, date & place of birth, major field of study, participation in officially recognized school activities and sports, information about members of athletic teams, dates of school attendance, and awards received by students including the listing of honor roll information.

Confidential records contain educational and behavioral information that has restricted access based on the Family Education Rights and Privacy Act (FERPA). This information can only be released with the written consent of the parents, the adult student, or a surrogate. The only exception to this is to comply with State and Federal laws that may require release without consent.

Included in the confidential records may be test scores, psychological reports, behavioral data, disciplinary actions, and communications with the family and outside service providers. The school must have the parents' written consent to obtain records from an outside professional or agency. Confidential information that is in a student's record that originates from an outside professional or agency may be released to the parent through the originator and parents should keep copies of such records for their home file. Parents may also provide the school with copies of records made by non-school professional agencies or individuals. Students and parents have the right to review all educational records generated by the school corporation, request amendment to these records, insert addendum to records, and obtain copies of such records. Copying costs may be charged to the requester. If a review of records is wanted, please contact the school principal, in writing, stating the records desired. The records will be collected and an appointment will be made with the appropriate persons present to answer questions.

Consistent with the Protection of Pupil Rights Amendment (PPRA), no student shall be required, as part of the school program or the Corporation's curriculum, without prior written consent of the student (if an adult, or an emancipated minor) or, if an unemancipated minor, his/her parents, to submit to or participate in any survey, analysis, or evaluation that reveals information concerning:

- a. political affiliations or beliefs of the student or the student's parents;
- b. mental or psychological problems of the student or the student's family;
- c. sexual behavior or attitudes;
- d. illegal, anti-social, self-incriminating or demeaning behavior;

- e. critical appraisals of other individuals with whom respondents have close family relationships;
- f. legally recognized privileged and analogous relationships, such as those of lawyers, physicians, and ministers;
- g. religious practices, affiliations, or beliefs of the student or his/her parents; or
- h. income (other than that required by law to determine eligibility for participating in a program or for receiving financial assistance under such a program).

Further, parents have the right to inspect, upon request, a survey or evaluation created by a third party before the survey/evaluation is administered or distributed by the school to the student. The parent will have access to the survey/evaluation within a reasonable period of time after the request is received by the principal. The information the parent may access includes:

- a. activities involving the collection, disclosure, or use of personal information collected from students for the purpose of marketing or for selling that information or otherwise providing that information to others for that purpose: and
- b. the administration of any survey by a third party that contains one or more of the items described in A through H above.

The Family Policy Compliance Office in the U.S. Department of Education administers both FERPA and PPRA. Parents and/or eligible students who believe their rights have been violated may file a complaint with:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW 20202-4605
Washington, D.C.
www.ed.gov/offices/OM/fpco

Informal inquiries may be sent to the Family Compliance Office via the following email addresses: FERPA@ED.Gov and PPRA@ED.Gov

SPECIAL EDUCATION

The Americans with Disabilities Act (A.D.A.) and Section 504 of the Rehabilitation Act prohibit discrimination against persons with a disability in any program receiving Federal financial assistance. This protection applies not just to students, but all individuals who have access to the Corporation's programs and facilities.

The law defines a person with a disability as anyone who:

- a. has a mental or physical impairment that substantially limits one or more major life activities;
- b. has a record of such an impairment; or
- c. is regarded as having such an impairment.

The corporation has specific responsibilities under these two laws, which include identifying, reviewing and, if the child is determined to be eligible, affording access to appropriate educational accommodations.

Students are entitled to a free and appropriate public education in the "least restrictive environment." The school provides a variety of special education programs for students identified as having a disability as defined by the Individuals with Disabilities Education Act (IDEA). A student can access special education services only through the proper evaluation and placement procedure. Parent involvement in this procedure is required. More importantly, the school encourages the parent to be an active participant. To inquire about the procedure, a parent should contact the school principal.

Students with disabilities who do not qualify for IDEA may be served within the regular education program with an accommodation plan developed through an interactive dialogue between the school, the student and the student's parent(s). Parents who believe their child may have a disability that interferes substantially with the child's ability to function properly in school should contact the building principal.

HOMELESS STUDENTS

HOMELESS YOUTH SERVICES FOR STUDENTS IN THE NESC

As parents raising children while trying to manage the difficulties of homelessness, the last thing you want to worry about is your children's education. The McKinney-Vento act was created to give your children rights as you navigate your way to a permanent housing situation. The rights of your children include the following:

1. **The right to enroll immediately, even if you do not have all the required paperwork.**
2. **The right to school placement at the school that is in your best interest.**
3. **The right to other services such as fees for breakfast and lunch provided by the school, as well as fees for textbooks should be waived for the children.**
4. **The right to appeal decisions regarding enrollment and services.**
5. **The right to attend school and school activities without the fear of being singled out.**

WHO CAN HELP

Trina Noel is the NESC's McKinney-Vento Liaison. Her role is to assist families in homeless situations with school related issues such as: enrollment, transportation, and obtaining records for the school.

Contact Trina Noel at 812-696-2176 or by email at noelt@nesc.k12.in.us

Quick links for Parents/Youths

McKinney-VentoAct-(<http://www.doe.in.gov/student-services/mckinny-vento-homeless-assistant-act>)
National Association for Homeless Children (<http://www.naehcy.org>)

HEALTH

SCHOOL NURSE

The Northeast School Corporation employs a school nurse who is responsible to all the schools in the corporation. She is scheduled to be at each school at a certain time each week but that schedule has to be very flexible to meet the changing needs of our students. If your child is in need of medical attention, please see a physician instead of hoping that she will be available that day.

Students who are sick or ill should not be at school where the illness may be spread to other students. Students with possible contagious diseases should be referred to the family physician for treatment and guidance on when students should return to school. We encourage parents to pick-up your child's books and assignments so that they do not fall too far behind. Please call early in the day so that we might have the books and assignments ready to be picked up in the afternoon.

IMMUNIZATIONS

Students must provide documentation that complies with the rules set forth by the Indiana State Board of Health that all immunizations required by law are current, including but not limited to poliomyelitis, measles, diphtheria, rubella, pertussis, tetanus, and mumps, or have an authorized exemption from State immunization requirements (I.C. 20-8.1-7-9.5). Every student who enters kindergarten or grade one shall be immunized against hepatitis A and B,

diphtheria, tetanus, pertussis, polio, measles, mumps, rubella, and chicken pox. Every child who enters grades 6 through 12 shall also have a meningococcal vaccine. From time-to-time other communicable diseases may be designated by the State Board of Health as diseases that require immunizations. **For the safety of all students, the school principal may remove a student from school or establish a deadline for meeting State requirements if a student does not have the necessary immunizations or authorized exemption.** In the event of a chicken pox epidemic, the Superintendent may temporarily deny admission to a student otherwise exempted from the chicken pox immunization requirement. Any questions about immunizations or exemptions should be directed to the Corporation Superintendent or Nurse.

Information concerning meningococcal disease (meningitis) and its vaccine shall be provided to students and parents at the beginning of the school year by the Superintendent. The information must include information concerning the causes, symptoms, and spread of meningococcal disease and where parents may obtain additional information and vaccinations for their children.

The parent of each female student entering grade six shall be provided with information prescribed by the State Department of Health concerning cervical cancer and the Human Papillomavirus (HPV) infection and that an immunization against the HPV infection is available.

INJURY AND ILLNESS

All injuries must be reported to a teacher or the office. If minor, the student will be treated and may return to class. If medical attention is required, the office will follow the school's emergency procedures.

A student who becomes ill during the school day should request permission from the teacher to go to the office. The office will determine whether or not the student should remain in school or go home. No student will be released from school without proper parental permission.

MEDICATION POLICY

In compliance with Indiana Code 34-4-16.5-3.5 and the Indiana Administrative Code 511 IAC 7-1-2, the following medication policy was written and approved by the Northeast School Corporation Board of Directors in 1995.

1. Medications prescribed for a student are kept in the original container or package with the pharmacy label and student's name affixed. The pharmacy label can serve as the written order of the practitioner.
2. A medication form is completed and signed at least annually by the physician and parent of a student who is to receive prescription medication at school. Parent(s) or guardian(s) must have this form on file with the district nurse.
3. Parents may give written permission and instruction for non-prescription medications.
4. All medications are kept in the school health office of each school in a locked area or in tamper-proof containers. An exception to this policy could be children using inhalers for asthma.
5. Parents have the responsibility to instruct their child to take the medication at the scheduled time and the child has the responsibility both to present him/herself on time and for taking the prescribed medication.
6. The building principal is responsible for designating the employee(s) who are to administer medication in the absence of the school corporation nurse.
7. As soon as the medication has been given to a student, it is recorded on a medication log sheet with time and initials of the person giving medication.
8. Designated employees may dispense over-the-counter medication to students at a parent's/guardian's request.
9. If medication is given in error, the parents of the child who received the wrong medication or dosage will be notified.
10. Unused medication is to be picked up by the child's parent/guardian or discarded by school personnel at the end of the school year within 10 days of the year ending.

11. The school corporation nurse will provide training for persons authorized to administer medication and a record will be kept of this training.
12. Parents are responsible for transporting prescription medication to and from school. If this is a hardship that cannot be resolved easily, the school bus driver may transport the medication to and from school.

CONTROL OF CASUAL CONTACT COMMUNICABLE DISEASES AND PESTS

Because a school has a high concentration of people, it is necessary to take specific measures when the health or safety of the group is a risk. The school's professional staff has the authority to remove or isolate a student who has been ill or has been exposed to a communicable disease or highly-transient pest, such as lice. (The School Board has approved a policy that students must be free of nits to return to school.)

Specific diseases include: pink eye, diphtheria, scarlet fever, strep infections, whooping cough, mumps, measles, rubella, chicken pox, and other conditions indicated by the Local and State Health Departments. Any removal will be only for the contagious period as specified in the school's administrative guidelines.

CONTROL OF NON-CASUAL CONTACT COMMUNICABLE DISEASES

The Corporation has an obligation to protect staff and students from non-casual contact communicable diseases. When a non-casual contact communicable disease is suspected, the staff or student's health will be reviewed by a panel of resource people, including the County Health Department. The school will protect the privacy of the person affected and those in contact with the affected person. Students and staff will be permitted to remain in school unless there is definitive evidence to warrant exclusion. Non-casual contact communicable diseases include sexually transmitted diseases, AIDS, ARC-AIDS Related Complex, HIV, Hepatitis B, and other diseases that may be specified by the State Board of Health.

As required by Federal law, parents will be requested to have their child's blood checked for HIV and HBV when the child has bled at school and students or staff members have been exposed to the blood. Any testing is subject to laws protecting confidentiality.

MENINGOCOCCAL DISEASE

A new Indiana law requires each year that parents/guardians be informed "about meningococcal disease and its vaccine" (IC 20-30-5-18).

Meningococcal disease is a dangerous disease that can strike children and youth. The disease can progress rapidly and within hours of the first symptoms, may result in death or permanent disability including loss of hearing, brain damage, and limb amputations.

Symptoms of meningococcal disease often resemble the flu and can include a fever, headache, nausea, and stiff neck, making the disease difficult to diagnose. The bacteria that cause meningococcal diseases are transmitted through air droplets and by direct contact with an infected person. Fortunately there is an immunization available and the U.S. Centers for Disease Control and Prevention recommends routine meningococcal immunizations at 11 to 12 years old. For teenagers, immunization is recommended at high school entry and incoming college freshman.

Please talk with your child's health care provider about meningococcal disease and vaccination.

SCHOOL BOARD POLICY ON DRUG-FREE SCHOOLS

In accordance with Federal Law, the Board of School Trustees prohibits the use, possession, concealment, or distribution of drugs by students on school grounds, in school or school-approved vehicles, or at any school-related event. The corporation further establishes a drug-free zone within 1000 feet of any facility used by the corporation for educational purposes. Drugs include any alcoholic beverage, anabolic steroid, dangerous controlled substance as defined by State statute or substance that could be considered a "look-a-like" controlled substance. Compliance with this policy is mandatory for all students. Any student who violates this policy will be subject to disciplinary action, in accordance with

due process and as specified in the student handbook, up to and including expulsion from school. When required by Indiana State law, the corporation will also notify law enforcement officials.

The corporation is concerned about any student who is a victim of alcohol or drug abuse and will facilitate the process by which he/she received help through programs and services available in the community. Students and their parents should contact the school principal or counseling office whenever such help is needed.

SCHOOL BOARD POLICY ON CRIMINAL GANGS AND ACTIVITY (see Policy 5840 from 2016)

The School Corporation adopts this policy pursuant to State law in order to address the detrimental effects of criminal gangs and criminal gang activity on its students, demonstrate its commitment to preventing and reducing criminal gang membership and eliminating criminal gang activity, educate Corporation students, employees, and parents about criminal gangs and criminal gang activity, and comply with State and Federal laws and regulations.

The Corporation prohibits criminal gang activity and similar destructive or illegal group behavior on Corporation property, on buses owned by the Corporation or used to transport Corporation students, and at school-sponsored functions. The Corporation prohibits reprisal or retaliation against individuals who report criminal gang activity and similar destructive or illegal group behavior or who are victims, witnesses, bystanders, or others with reliable information about an act of criminal gang activity and similar destructive or illegal group behavior.

SCHOOL BOARD POLICY ON WELLNESS

In accordance with Federal Law, the Board of School Trustees has passed a WELLNESS POLICY for the Northeast School Corporation. The Board has set these goals in an effort to enable students to establish good health and nutrition habits. The policy seeks to involve school staff, parents, students, and the community at-large in an effort to promote, support, and model healthy behaviors and habits. This includes limiting carbonated drinks during the school day. We ask that students bringing beverages only have water or juice for lunch purposes. Water must be in a clear container with a lid if used in a classroom setting. The goals are aimed at nutrition education, physical activity, school-based activities, and the Food Service program. A copy of the policy may be obtained at our corporation office.

SCHOOL PROPERTY & USE

BUILDING AND GROUNDS

Northeast School Corporation's building and grounds are tobacco free. Per the NESC School Board Policy, there should be no tobacco use on school grounds. This includes during school hours and at school functions and sporting events held after regular school hours. Students are not to run in the hallways or classrooms. Yelling, shoving, and "horseplay" have no place in the school. Students must always use acceptable language and show respect to and for all school personnel.

Any agency or group wishing to use school property for events must contact the Superintendent's office or school principal for approval. Groups must provide the district with insurance documentation and adhere to all safety and security regulations set forth by the school district Board. (See care of property information on following pages.)

AHERA NOTIFICATION

In accordance with the US EPA's AHERA Standard (ref: 40 CFR 763.80), all information concerning asbestos-containing materials in the schools of the Northeast School Corporation is available for review and copying by students, staff and guardians during normal business hours.

ADVERTISING OUTSIDE ACTIVITIES

No announcements or posting of outside activities will be permitted without the approval of the principal or central office.

USE OF SCHOOL EQUIPMENT AND FACILITIES

Students must receive the permission of the teacher before using any equipment or materials in the classroom and the permission of the principal to use any other school equipment or facility. Students will be held responsible for the proper use and safe-keeping of any equipment or facility they are allowed to use.

USE OF TELEPHONES

Office and classroom telephones are not to be used for personal calls. Except in an emergency, students will not be called to the office to receive a telephone call. **Students may bring cellphones to school but they need to be turned off and put away upon entering the building or school bus. They should not be out or in use during the school day. Violation of this policy will result in disciplinary action.**

PHOTOGRAPH/VIDEO RELEASE

During the course of the school year, Northeast School Corporation may wish to use photographs or videos of NESC students on school bulletin boards, in educational publications, general media releases, or on the NESC website or approved web services on a controlled basis. Any such photographs would highlight the student(s) either demonstrating learning techniques or participating in approved school activities. If pictures are used for school purposes (Facebook), please know that we may post/publish your student's first name and last initial. **If you DO NOT wish for your student's photograph to be published, please notify your student's school in writing.**

CARE OF PROPERTY

Damage to or loss of school equipment and facilities wastes taxpayers' money and undermines the school program. Therefore, if a student does damage to or loses school property, the student or his/her parents will be required to pay for the replacement or damage. If the damage or loss was intentional, the student will also be subject to discipline according to the student behavior standards.

STUDENT LOCKERS

All lockers made available for student use on the school premises are the property of the school corporation. They are subject to inspection at any time. Lockers are to be kept locked at all times and are to be kept in a neat and orderly fashion. Students are not to keep food, candy, or drinks in their lockers other than what is needed each day for that lunch. Lockers are not to be shared. Lock combinations are to be kept confidential as security against theft. However, the school is not responsible for the loss of items left in the locker.

TECHNOLOGY USE

EQUIPMENT

Northeast School Corporation (NESC) retains sole right of possession of the Technology Device and related equipment. The Technology Device will be issued to students according to the guidelines set forth in this document. The classroom teacher, school administration, or district employee retains the right to collect and/or inspect the Technology Device at any time and to alter, add or delete installed software or hardware. Usage is a privilege and not a right.

SUBSTITUTION OF EQUIPMENT

In the event that the Technology Device is inoperable (not due to neglect or abuse), NESC has a limited number of spare Technology Devices for use while the Technology Device is repaired or replaced. This agreement remains in effect for the substitute. If a student forgets to bring their Technology Device a substitute will not be provided.

CUSTOMIZATION OF EQUIPMENT

The student is permitted to alter or add files to customize the assigned Technology Device to their own working styles (i.e. System Preferences). The student is not permitted to install software on the assigned Technology Device. Students are required to use the school assigned case in order to prevent damage. The device must be kept in the case except when not in use. This includes carrying it from class to class and carrying it from home to school and back. Students who are found not to be following this directive will be disciplined for insubordination.

DAMAGE OR LOSS OF EQUIPMENT

Report any damage or loss to the building administration team or IT Department who will determine the necessary action. All Technology Devices are covered by a manufacturer's warranty. The manufacturer's warranty covers the manufacturer's defects. The first claim will cost the students' family for the Chromebook \$50. The student will be provided a replacement device if one is available. The second claim will cost the total amount of the repair. If a Technology Device is lost or damaged by neglect or abuse, it is the family's financial responsibility to replace the Chromebook device.

Standards for Personal Technology Device Care

Student Responsibilities:

- Bring the Technology Device to school every day.
- Keep the Technology Device with you or within your sight or in a secure location at all times.
- Do not let anyone use the Technology Device other than your parents or guardians.
- All users must adhere to Northeast School Corporation's Acceptable Use Policy (AUP) at all times.
- Report any problems, damage or theft immediately to your teacher or administration.
- Arrive to school each day with a fully charged battery; Students ARE NOT allowed to charge their devices at school unless given specific directions by a school administrator.

General Care:

- Do not do anything to the device that will permanently alter it in any way.
- Do not remove any serial numbers or identification placed on the device.
- Keep the equipment clean. For example, do not eat or drink while using the device.

Carrying the Technology Device:

- Transport the Technology Device in the case provided by NESC at all times when not in use.

Screen Care:

- Clean the screen with a soft, dry anti-static cloth or with a screen cleaner designed specifically for LCD type screens only.

Personal Health & Safety:

- Avoid extended use of the Technology Device while resting directly on your lap. The bottom of the device can generate significant heat.

- Take frequent breaks when using the Technology Device for long periods of time. Look away from the Technology Device approximately every fifteen minutes.
- Do not provide your personal information to anyone over the Internet.
- Do not share your passwords with anyone.
- Keep the Technology Device in a secure location when it is not at school.

STUDENT/PARENT FINANCIAL COMMITMENT

The device, power cord, and a case will be provided to the student as a part of textbook rental fees. Prior to checking out the equipment listed above, both the student and the parent must sign this agreement which is part of the Student Handbook. The device, case, and the power cord are to be returned in good working condition. A replacement fee will be asked if the student loses or damages the power cord and/or case. See above section for Chromebook replacement.

RESTRICTED USE

A student placed on restrictive use must only use a device on the school's campus during days of regular instruction. Students must retrieve a device provided in the office prior to the start of regular instruction and return it at the end of each instructional day.

Students who violate one or more of the conditions below may, at the Principal's or District's discretion, be placed on Restricted Use until the student's Principal determines the student has satisfied the conditions for non-restrictive use as specified by the Principal. Reasons for placing a student on Restrictive Use may include the following:

- Excessive damage
- Excessive loss
- Non-acceptance of user agreements
- Excessive interruptions in service due to repair of local modifications
- Violation of Board of Education Policies and/ or Administrative regulations (technology device) is considered an Instructional material and subject to damaged or Lost Instructional materials found in Board Policy.
- Violation of NESC Responsible Use Agreement
- Inappropriate, defamatory, inaccurate, abusive, obscene, profane, or illegal material found on the technology device.
- Violating Standards for Personal Technology Device Care
- Repeated failure to bring to class daily/failure to bring charged
- Lack of minimum attendance requirement
- Excessive class tardies
- Resetting the Technology Device to bypass the filter or other installed software.

SAFETY AND SECURITY

VISITORS

Parents, grandparents and visitors are welcome at the school. All visits should be pre-arranged. It is not just a mere courtesy but for the students' safety and education that we cannot allow parents to just walk into the classroom unexpectedly. In order to properly monitor the safety of students and staff, exterior doors will be locked after 8:15 am.

Parents, grandparents, and visitors must report to the office upon entering the school. Any visitor found in the building without registering shall be reported to the principal. In order to prevent any inconvenience, if a person wishes to confer with a member of the staff, he/she should call for an appointment prior to coming to the school. Student visitors are not permitted. Parents should not plan on visiting their child (ren) at school. The rights and privilege of other children are to be considered and safe guarded. Parents are not to sit in classrooms or during special times such as recess or lunch. Parent respect of the rights of other parents' children need and must be honored while they are at school. All parents, adult, wishing to participate in or supervise on a volunteer basis, must complete a background check prior to participating in our school.

- A. ALL PARENTS AND VISITORS TO THE SCHOOL ARE TO REPORT TO THE OFFICE UPON ENTERING THE BUILDING.
- B. Parents or other designated persons who pick up students prior to dismissal must come to the principal's office and sign the dismissal sheet before a student may leave the school premises.
- C. Any individual entering the building or attending a school function will be expected to use appropriate language and behavior.
- D. Staff are expected to question people in the building whom they do not recognize.
- E. Students and staff are expected to immediately report to a teacher or administrator any suspicious behavior or situation that makes them uncomfortable.
- F. All outside doors as possible will be locked during the school day.
- G. Portions of the building that will not be needed after the regular school day are closed off, if possible.
- H. If a person wishes to confer with a member of the staff he/she should call for an appointment prior to coming to the school in order to schedule a mutually convenient meeting time.
- I. Students may not bring visitors to school without first obtaining written permission from the school principal.
- J. As per corporation policy, all corporation volunteers and chaperones must pass a NESC yearly criminal background check.

FIRE, TORNADO and SAFETY DRILLS

The school complies with all fire safety laws and will conduct fire drills in accordance with State law. Specific instructions on how to proceed will be provided to students by their teachers who will be responsible for safe, prompt, and orderly evacuation of the building.

Tornado drills will be conducted during the tornado season using the procedures prescribed by the State. The alarm system sound for tornadoes is different from the alarm system for fires.

Safety drills will be conducted once per semester. Teachers will provide specific instruction on the appropriate procedure to follow in situations where students must be secured in their building rather than evacuated. These situations can include a terrorist threat, a person in possession of a weapon on school property, or other acts of violence.

STUDENT WELL-BEING

Student safety is a responsibility of the students and the staff. All staff members are familiar with emergency procedures such as fire and tornado drills and accident reporting procedures. Should a student be aware of any dangerous situation or accident, s/he must notify any staff person immediately.

All students must have an enrollment form completed with emergency medical information, signed by a parent or guardian, and filed in the school office.

Students with specific health care needs should submit those needs, in writing and with proper documentation by a physician, to the school office.

STUDENT ATTENDANCE AT SCHOOL EVENTS

The school encourages students to attend as many school events held after school as possible, without interfering with their school work and home activities. Enthusiastic spectators help to build school spirit and encourage those students who are participating in the event.

However, in order to ensure that students attending evening events as non-participants are properly safe-guarded, it is strongly advised that students be accompanied by a parent or adult chaperone when they attend the event. Students should be advised by parents/chaperones to be seated during events and to be within visual proximity of the adult at all times. Students should not be in hallways or “horseplaying” during events. The school will not be able to supervise unaccompanied students nor will it be responsible for students who arrive without an adult chaperone. Please be sure you and your child are safe at all times during events.

The school will continue to provide adequate supervision for all students who are participants in a school activity.

SPORTS PROGRAM

Northeast North and East Elementary Schools provide students with the opportunity to become involved with certain sports. The beginning programs are designed to provide experiences in the basics of the sport with the intent of having maximum participation. Sport programs offered include: 5th grade basketball for boys and girls and cheerleading.

ELIGIBILITY AND RULES FOR ATHLETIC / EXTRACURRICULAR PARTICIPATION

1. A student must have a parent’s consent form and a physical on file.
2. A student receiving one “F” in any subject or below a “C” in citizenship in any subject at the end of a grading period or at which time grades are reviewed is ineligible to participate in athletics.
3. Academic and conduct requirements will be reviewed every three weeks.
4. A student’s behavior must be such that it does not reflect poorly on themselves or the school. Participation is a privilege which may be denied by parents, coaches, sponsors, or principals.
5. Decisions of eligibility are a function of the coach, sponsor, and principal. The principal has the authority to exclude a student from participating in any school activity.
6. Coaches have the authority to take routine disciplinary action whenever necessary.
7. Students are expected to provide proper care of uniforms and equipment. Students are expected to provide appropriate clothes and shoes for athletics.
8. Students must be in attendance **all** day to be able to participate in that day’s activity. **Exceptions:** verified absence by a doctor, dentist, court, funeral, or school related absence.
9. Students are expected to attend each scheduled meeting/practice unless they are absent from school or excused by the coach.
10. The possession or use of a controlled substance at school, at a school activity or while away from school and not while participating in a school activity will result in the suspension of extracurricular activities for one (1) calendar year.

Reinstatement may occur upon the enrollment and completion of a drug rehabilitation program. Corporation policy will be followed.

11. The use or possession of tobacco products and the use or possession of an alcoholic beverage at school, at a school related activity or while away from school and not while participating in a school activity will result in exclusion from extracurricular activities for nine (9) weeks. Corporation policy will be followed.
12. Coaches are responsible for issuing and collecting all uniforms and equipment. Students are responsible for equipment issued to them. All uniforms will be turned in immediately following the final game of the season.
13. Parental participation in score keeping, running the clock, selling tickets, and working the concession stand is mandatory. Parents of student players are asked to support the sports program by working as part of the team to make games run smoothly. Parents can sign up with the coach at the beginning of the season for a work schedule.
14. Students are to be picked up promptly after activities are concluded.
15. Students who complete an athletic season will be honored during an awards program.

GOOD SPORTSMANSHIP

1. Be considerate of the rights and belongings of others.
2. Show respect for all school personnel, property, and personal property.
3. Display good sportsmanship during activities at all times.

LOST AND FOUND

The lost and found area is in the cafeteria. Students who have lost items should check there and may retrieve their items if they give a proper description. Unclaimed items will be donated to charity at the close of each semester.

STUDENT GROUPS

It is the policy of the School Board that student groups be recognized as authorized school organizations only if they are approved by the school administration, sponsored by school personnel, composed of members of the current student body, hold the majority of their meetings at school, and have established aims which are educational in nature.

Membership in the organization or operation of any high school fraternity, sorority, or any other secret society as described by law is prohibited throughout the School Corporation.

INSURANCE INFORMATION

The school has student insurance available through Markel Insurance Company. **All students are encouraged to purchase the economical insurance coverage.** The link to Markel Insurance may be found on the NESC website.

STUDENT CONCERNS, SUGGESTIONS AND GRIEVANCES

The school is here for the benefit of the students. The staff is here to assist a student in becoming a responsible adult. If a student has suggestions that could improve the school, he/she should feel free to offer them. Written suggestions may be presented directly to the principal.

When concerns or grievances arise, the best way to resolve the issue is through communication. No student will be harassed by any staff member or need fear reprisal for the proper expression of a legitimate concern. As with suggestions, concerns and grievances may be directed to the principal or to the student government.

A student has the right to a hearing if the student believes he/she has been improperly denied participation in a school activity or has been subjected to an illegal rule or standard. A student may not petition to have a change in grade.

STUDENT RIGHTS AND RESPONSIBILITIES

The rules and procedures of the school are designed to allow each student to obtain a safe, orderly, and appropriate education. Students can expect their rights will be protected and that they will be treated with fairness and respect. Likewise, students will be expected to respect the rights of their fellow students and the staff. Students will be expected to follow staff members' directions and obey all school rules. Disciplinary procedures are designed to ensure due process (notice and a fair hearing) before a student is disciplined because of his/her behavior.

Parents have the right to know how their child is succeeding in school and will be provided information on a regular basis and as needed, when concerns arise. Many times it will be the responsibility of the student to deliver that information. If necessary, the U.S Mail or hand delivery may be used to ensure contact. Parents are encouraged to establish constructive communication channels with their child's teachers and support staff and to inform the staff of suggestions or concerns that may help their child better accomplish his/her educational goals.

The staff expects students to arrive at school prepared to learn. It is the student's responsibility to arrive on time and be prepared to participate in the educational program. If, for some reason, this is not possible, the student should seek help from the school nurse.

STUDENT CONDUCT

A student's conduct is a matter of courtesy, manners, good sense, self respect, respect for others, respect for property, and attitude towards school. Students are expected to respect all staff members and to follow their directives. Teachers are employed to teach, not police, and students are expected to act accordingly. Student conduct at extra-curricular programs is expected to conform to these same standards. Students are expected to obey all Federal, State, and local laws as well as to follow all policies of the Northeast School Corporation. Students are not to bring matches, lighters, knives, or other weapons of any kind to school. Toys, fidget spinners (unless prescribed by medical professional) play equipment, radios, baseball cards, playing cards (i.e. Pokemon), and technical equipment SHOULD NOT BE brought to school.

Occasionally, with the permission of the classroom teacher students may be asked to bring in items, such as those listed above. However, notices will be sent informing parents of the need for these requested items. Parents should be sure all items sent to school are labeled with the child's name. **The school is not responsible for lost or stolen items that the child brings to school. Parents should be aware of items that are being brought to school and monitor this closely.**

Students are not permitted to bring pets to school. Students should bring only enough money for needed purchases. Personal items such as lunch boxes, jackets, etc. should be labeled with the student's name.

STUDENT SALES

No student is permitted to sell any item or service in school unless approved by the school administration. Violations lead to disciplinary action.

STUDENT VALUABLES

Students are encouraged not to bring items of value to school. Items such as jewelry, expensive clothing, electronic equipment, and the like, are tempting targets for theft and extortion. The school cannot be responsible for their safe-keeping and will not be liable for loss or damage to personal valuables. Students are encouraged to put their names in clothing and other articles.

Most electronic equipment necessary in school is supplied by the school. **Students are not allowed to bring Ipads/Ipods, DS, Game Boys and other electronic toys, and the like without the permission of the principal.** Any forbidden equipment will be confiscated and disciplinary action will be taken.

COMPUTER TECHNOLOGY AND NETWORKS

Before any student may enhance his/her school career through participation in the school's computer network, he/she and his/her parents must sign an agreement defining the conditions under which the student may participate. Failure to abide by all of the terms of the agreement may lead to termination of the student's computer account and possible disciplinary action up to and including suspension from school or referral to law enforcement authorities.

EXPECTED BEHAVIORS

Students are expected to:

- A. act courteously and respectful to adults and fellow students; (including on technical devices)
- B. be prompt to school and attentive in class;
- C. work cooperatively with others when involved in accomplishing a common goal;
- D. complete assigned tasks on time and as directed; have a strong work ethic and put forth effort
- E. help maintain a school environment that is safe, friendly, and productive
- F. set personal and academic goals and work to achieve them
- G. have a growth mindset and positive attitude
- H. use quiet inside voices in hallways, classrooms, and other areas of the school

SCHOOL RULES PERTAINING TO DRESS CODE

Personal appearance should not disrupt the educational process; call undue attention to the individual; violate Federal, State, or local health and obscenity laws; or affect the welfare and safety of the student or his/her classmates. Students are expected to use good personal hygiene habits and to wear clean clothes, socks and underwear.

While fashion changes, the reasons for being in school do not. Students are in school to learn. **All clothing is to be school appropriate, as determined by the building administrators or their designee.** The administration is authorized to take action in instances where individual dress does not meet these standards or wears clothing, jewelry or a hair style that is dangerous to the student, indecent, vulgar, profane, presents a message that is inconsistent with the educational mission of the school district, or results in disruption of an education function.

The following styles or manners of dress are prohibited:

1. T-shirts with vulgar, or statements with double meanings, or suggestive slogans or advertising which promote alcohol, tobacco, drugs or any illegal products are not permitted.
2. Bandanas, hats, sun-glasses, and headgear are not to be worn or carried in the building. Tops with hoods are allowed, but hoods must remain off of a student's head at all times.
3. Clothing that exposes the midriff or cleavage is inappropriate. Any apparel that exposes undergarments is not acceptable. Pants must be worn above the hips. Lingerie or see through material is not acceptable as an outer garment.
4. No see-through tops, tank tops, spaghetti strap tops, muscle shirts, or bare midriff tops are not to be worn. Shirts/tops must have sleeves with shoulders covered. Shirts/tops must be tuckable at all times.
5. Revealing fashions such as short shorts, short skirts, extremely slit skirts, half-shirts, fish net shirts, halter-tops, midriff tops, or shirts that expose mid-torso are not acceptable dress for school. Spandex or excessively tight attire is unacceptable. All shorts, skirts, dresses, skorts, and pants may not be shorter than mid-way on the thigh (finger-tip length) when standing.

6. Flannel pants and pajamas are not to be worn at school.
7. Students may wear pants with holes in the pants as long as the holes are not above mid-way on the thigh.
8. Blankets are not an acceptable article of clothing and are not allowed in the school.
9. No chains attached to billfolds, belt loops, etc. will be permitted.
10. Appropriate shoes must be worn at all times. Slippers are not permitted. Students may wear sandals or flip flops, but parents should be aware that playgrounds have wood mulch and exposed bare toes/feet may be injured during recess times. Please consider the safety of your child when sending him or her in flip flops. Specific classes may require shoes for safety purposes.
11. Trench coats, winter coats, jackets, bags, backpacks or the like should not be worn during the school day and should be secured in the student's locker. Students may use a bag to/from PE to carry items related to that class. The bag must be returned to their locker for the remainder of the day. Bags/coats are not to be carried from class to class.
12. Group dress associated with known gangs is prohibited.
13. No headphones are to be worn except during lunch unless directed by the teacher for a class assignment.

PLAYGROUND RULES

Students should wear proper attire for outside recess especially during winter months.

1. Get permission to leave the area.
2. Do not pull on shirts, coats, caps, etc.
3. Play only in assigned areas.
4. No fighting. No piggyback.
5. No rock throwing.
6. No snowball throwing. Snow stays on the ground at all times.
7. No running or tag in the equipment area.
8. Be ladies and gentlemen. Use respectful language at all times.
9. Students must remain in sight of the supervisor at all times. The only exception is when the supervisor gives permission to leave the area.
10. Students are not to walk up the slide and must use the sitting position only to go down the slide.
11. Students are only to use playground equipment in the manner in which it is designed to be used, or the offending student will not be allowed to use the equipment.
12. The teacher on duty may make any rules they feel are necessary for the safety of the student.
13. Students must not hold onto the feet/body of any student hanging from the monkey bars at any time.
14. Students must keep hands, feet, and all objects to themselves at all times.

**All school behavior rules and expectations should be followed.*

RULES FOR SAFE CONDUCT IN GYM

1. Only clean soled shoes are allowed on the playing surface.
2. Play area is the gym floor.
3. Students may go to the restroom with teacher permission.

4. No fighting or horseplay.
5. When an accident occurs, the accident should be reported first to the supervisor and then turned in to the office. Supervisor should follow up with an accident report.
6. Students are not to kick balls in the bleachers, nor throw balls up against the wall.
7. Basketballs are to be used only on basketball courts.
8. Students are not to play full court basketball - half court or individual baskets are allowed. Long passes or extra long shots are not permitted.
9. No sports equipment from home is allowed without permission from the teacher or principal.
10. Students are not to lie on the floor.
11. Students are to avoid running, diving, and jumping recklessly on the gym floor.
12. Students are not to run on the bleachers. Students are not to be on the folded set of bleachers at any time when they are folded. Students sitting in the bleachers are to remain seated.
13. Students must get teacher's permission to retrieve basketballs and equipment from the stage.
14. Students are expected to line up and place equipment into appropriate receptacles the first time they are asked to do so. Students should not linger on equipment or on the playground. Students are expected to line up in alphabetical order, have hands to themselves and voices off when lining up to return to their classes. Students not following directions of the supervisor during recess and lining up may face disciplinary actions.
15. Students must keep hands, feet, and all objects to themselves.

**All school behavior rules and expectations should be followed.*

BUS SAFETY RULES

Students will ride only assigned school buses and will board and depart from the bus at assigned bus stops. School bus drivers are to have control of all school children conveyed between the homes of the children and the school. The bus driver shall keep order, maintain discipline among the children while on the bus or along the route, shall treat all the children in a civil manner, and see that no child is imposed upon or mistreated while in his charge. School bus drivers shall follow the recommended rules for pupil safety upon approval by the school authority.

1. Each pupil shall be located immediately upon entering the bus in the place assigned by the driver/building level administrator.
2. No pupils shall stand or move from place to place during the trip.
3. Loud, boisterous, or profane language, or indecent conduct shall not be tolerated.
4. There shall be no smoking on the bus. Smoking on the bus is a violation of State law and will result in immediate suspension of the riding privilege. This action will be taken by the bus driver without prior consultation with the principal or other school authorities.
5. Pupils shall not be allowed to bully, tease, scuffle, trip, hold, hit, or use their hands, feet or body or items (ie.pencil) in any objectionable manner.
6. No windows or doors will be opened or closed except by permission of the bus driver.
7. No pupils shall enter or leave the bus until it has come to a full stop and the door has been opened by the driver.
8. Upon the recommendation of the bus driver (3 warnings), school authorities may deny the privilege of riding the bus to any pupil who refuses to conduct himself or herself in a proper manner. If this should occur, parents will have the responsibility of getting the child to school on time during the suspension of riding the bus.

9. The student should be waiting at his loading station when the bus arrives. In case of an emergency causing late arrival by the pupil at this station, the bus driver will be required to wait no longer than three minutes after the scheduled time for arrival at the pupil station. If the driver is already three minutes late, he need not wait at all.
10. Requests by students to get off the bus at unauthorized stops will not be permitted.
11. Students will stay off the road at all times when walking to and waiting on the bus. Students will line up single file off the roadway to enter the bus. Students will wait until the bus is completely stopped before moving forward to enter the bus. Students will refrain from crossing a highway until the bus driver signals it is safe.
12. Students are requested to not bring balloons on the bus because of safety considerations.

VIDEOTAPES - The School Board has authorized the installation of video cameras on school buses for purposes of monitoring student behavior. Actual videotaping of the students on any particular bus will be done on a random-selection basis. If a student is reported to have misbehaved on a bus and his/her actions were recorded on a videotape, the tape will be submitted to the principal and may be used as evidence of the misbehavior. Since these tapes are considered part of a student's record, they can be viewed only in accordance with Federal law.

DISCIPLINARY MEASURES

Each teacher will establish classroom rules and behavior expectations with/for their students for their classrooms and for recess times. These rules are expected to be followed at all times.

Disciplinary measures used by the staff of Northeast North and East Elementary Schools may include the following: verbal reprimand, student conference, principal's conference, parent conference, teacher assigned consequences (separating a student from the rest of the class, changing seating assignments, etc.), recess detentions, after-school detention, exclusion from the classroom, loss of privileges, suspension, and expulsion.

CLASSROOM PROCEDURES

1. Work quietly and listen attentively
2. Follow directions, be an active learner
3. Finish work on time (includes homework assigned)
4. Respect others with your words and actions (includes on technology devices)
5. Follow all Northeast East Elementary School procedures

DETENTIONS

A student may be detained after school at the teacher's discretion after giving the student and his/her parents one day's notice. The student or his/her parents are responsible for transportation.

SEARCH AND SEIZURE

The School Board recognizes its obligation to balance the privacy rights of its students with its responsibility to provide students, faculty and authorized visitors with a safe, hygienic, and drug-free learning environment.

In balancing these competing interests, the Board directs the Superintendent to utilize the following principles:

A. School Property

School facilities such as lockers and desks are school property provided for student use subject to the right of the Superintendent and his/her designee to enter the facility as needed and inspect all items in the facility searched. Students shall not have an expectation of privacy in any facility provided by the school.

B. Student Person and Possession

Searches of the student's person and personal items in the student's immediate possession shall be done with the consent of the student if the student consents. If the student does not consent, such a search shall be permitted based upon the administrator's individualized reasonable suspicion to believe that the search will produce evidence of a violation of the law, school rule, or condition that endangers the safety or health of the student or others. Searches of the person of a student shall be conducted and witnessed by a person of the same sex as the student and shall be conducted in a private office. The student shall be given the option of selecting the witness from the faculty members on the school premises at the time of the search. A searched student's parent or guardian shall be notified of the search within twenty-four (24) hours if possible.

The superintendent may request the assistance of a law enforcement agency in implementing any aspect of this policy. Where law enforcement officers participate in a search on school property or at a school activity pursuant to a request from the superintendent, the search shall be conducted by the law enforcement officers in accordance with the legal standards applicable to law enforcement officers.

Anything found in the course of a search pursuant to this policy which constitutes evidence of a violation of a law, school rule, or which endangers the safety or health of any person shall be seized and utilized as evidence if appropriate. Seized items of value shall be returned to the owner if the items may be lawfully possessed by the owner. Seized items of no value and seized items that may not lawfully be possessed by the owner shall be destroyed.

The superintendent shall promptly record in writing the following information for each search pursuant to this policy:

1. the information upon which the search was based
2. the time, date, location, students, or places searched, and persons present
3. a description of any item seized and its disposition
4. the time and date of notice to the parent or guardian in the case of the search of the person of a student

CODE OF CONDUCT

The Board of School Trustees has adopted the following Code of Conduct. This Code of Conduct is applicable to students:

1. on school property at any time;
2. during and immediately before and after any school activity at any location;
3. traveling to and from school or to and from a school activity.

Violations of the Code of Conduct may be punished by suspension or expulsion:

1. Knowingly interfering with school purposes or inducing another student to do so;
2. Stealing or damaging school property or property of another person;
3. Knowingly causing bodily harm to another person;
4. Threatening another person with bodily injury;
5. Possessing a firearm or any other object that is readily usable as a weapon or is dangerous to others (such as fireworks);
6. Possessing, providing or using a drug or any type of drug-related paraphernalia except as authorized by prescription;
7. Possessing, providing or using any substance or any type of paraphernalia represented to be a drug or drug-related paraphernalia;
8. Possessing or providing an alcoholic beverage;
9. Consuming or being under the influence of a drug or alcohol except as authorized by prescription;
10. Possessing, providing, or using tobacco or any tobacco product, or electronic cigarettes or similar devices.

11. Knowingly failing to report to scheduled assignment without permission or acceptable excuse;
12. Failing or refusing to comply with directions of an adult supervising a class or school activity;
13. Directing unwelcome statements, communications, or conduct of a sexual nature to another person; (See Harassment below);
14. Materially altering any school document such as a hall pass;
15. Violating Indiana or Federal law;
16. Leaving a school activity or school property without prior approval of a teacher or supervising adult;
17. Cheating on an academic assignment such as a test or homework, or knowingly assisting another student in cheating;
18. Attempting or conspiring with another person to violate any student behavior standard;
19. Anti-Harassment

The school prohibits the harassment, intimidation, or bullying of any student on school property or at school sponsored events. Harassment, intimidation and bullying are defined as any intentional written, verbal or physical act directed towards another student that:

- a. causes mental or physical harm to the other student; and
- b. is sufficiently severe, persistent, or pervasive that it creates an intimidating, threatening, or abusive educational environment for another student.

Discipline for any substantiated incidents of bullying, harassment, or intimidation will be prescribed in accordance with the appropriate section of the Student Discipline Code. The school also prohibits retaliation against any person who reports an incident, files a complaint, or otherwise participates in an investigation. Filing false charges is also prohibited and will result in appropriate disciplinary sanctions.

Conduct constituting harassment/bullying may take different forms, including, but not limited to, the following:

Sexual Harassment

- a. Verbal harassment or abuse;
- b. Pressure for sexual activity;
- c. Repeated remarks with sexual or demeaning implications;
- d. Unwelcome touching;
- e. Sexual jokes, posters, cartoon, etc.;
- f. Suggesting or demanding sexual involvement, accompanied by implied or explicit threats concerning one's grades or safety;
- g. A pattern of conduct, which can be subtle in nature, that has sexual overtones and is intended to create or has the effect of creating discomfort and/or humiliation to another;
- h. Remarks speculating about a person's sexual activities or sexual history, or remarks about one's own sexual activities or sexual history.

Race/Color/Religion/National Origin/Age/Disability/Other Protected Forms of Harassment

A. Verbal

1. Written or oral innuendoes, comments, jokes, insults, threats, or disparaging remarks concerning a person's gender, national origin, religious beliefs, etc. toward a fellow student, staff member, or other person associated with the corporation, or third parties.

2. Conducting a “campaign of silence” toward a fellow student, staff member, or other person associated with the corporation, or third parties, by refusing to have any form of social interaction with the person.

B. Nonverbal

Placing insulting or threatening objects, pictures, or graphic commentaries in the school environment or making insulting or threatening gestures toward a fellow student, staff member, or other person associated with the corporation, or third parties.

C. Physical Contact:

Any intimidating or disparaging action such as hitting, pushing, shoving, or spitting on a fellow student, staff member, or other person associated with the corporation, or third parties.

Any student who believes that he/she is the victim of any of the above actions or has observed such actions taken by another student, staff member, or other person associated with the corporation, or third parties, should make contact with one of two or three staff members selected by each building principal with whom the students would most likely be comfortable in discussing a matter of this kind.

- A. If the alleged harasser is a student, staff member, or other person associated with the corporation other than the student’s principal, the affected student should, as soon as possible after the incident, contact the school nurse, classroom teacher, or the school principal.
- B. If the alleged harasser is the student’s principal, the affected student should, as soon as possible after the incident, contact Dr. Mark Baker, Superintendent.

The student may make contact either by a written report or by telephone or personal visit. During this contact, the reporting student should provide the name of the person(s) whom he/she believes to be responsible for the harassment and the nature of the harassing incident(s). A written summary of each such report is to be prepared promptly and a copy forwarded to the school principal.

Each report received by a designated person shall be investigated in a timely and confidential manner. While a charge is under investigation, no information is to be released to anyone who is not involved with the investigation, except as may be required by law or in the context of a legal or administrative proceeding. No one involved is to discuss the subject outside of the investigation.

The purpose of this provision is to:

- A. Protect the confidentiality of the student who files a complaint;
- B. Encourage the reporting of any incidents of sexual or other forms of harassment.
- C. Protect the reputation of any party wrongfully charged with harassment.

20. Possession of Electronic Equipment

Most electronic equipment necessary in school is supplied by the school. Students are not allowed to bring radios, ipods, DS games, game boys, electronic toys, and other like without the permission of the principal. Any forbidden equipment will be confiscated and disciplinary action will be taken.

CELL PHONES: A student may possess a cell phone in school, on school property, at after school activities, and at school related functions, provided that during school hours and on a school bus the cell phone remains off and out of sight. Use of a cell phone or other wireless communication device (WCD) in an unauthorized manner or in violation of these rules may result in loss of this privilege, additional disciplinary action (e.g., warnings, parental notification and conferences, suspension, expulsion), or confiscation of the phone or WCD. If a phone or WCD is confiscated, it will only be released/returned to the student or parent/guardian after the student complies with any other disciplinary consequence that is imposed and/or referral to law enforcement if the violation involves an

illegal activity. A student possessing a cell phone shall assume responsibility for its care. At no time will the school be responsible for preventing theft, loss or damage to cell phones brought onto its property.

Using a digital camera, cellular phone, personal digital assistant (PDA) or any other personal wireless communication device capable of taking and/or transmitting digital photographic images to take and/or transmit pictures of an individual without his or her consent anywhere on school premises or any other location during a school related activity is considered an invasion of privacy and is not permitted without the express permission of the school principal. Any use of personal communication devices in areas when privacy is expected is prohibited. Such areas include but are not limited to bathrooms, dressing rooms, locker rooms, etc. The possession of, the taking of, or the transmitting of an inappropriate image is not permitted. In most cases, this is a violation of the Indiana Penal Code and such cases will be referred to the proper authorities for possible prosecution.

21. Use of an object as a weapon

Any object that is used to threaten, harm, or harass another may be considered a weapon. This includes but is not limited to padlocks, pens, pencils, laser pointers, jewelry and so on. Intentional injury to another may result in a report to the police as well as discipline by the school. (This violation may subject a student to expulsion.)

22. Knowledge of Deadly or Dangerous Weapons or Threats of Violence

Because the School Board believes that students, staff members and visitors are entitled to function in a safe school environment, students are required to report knowledge of deadly or dangerous weapons or threats of violence to the principal. Failure to report such knowledge may subject the student to discipline.

A. Student Misconduct and/or Substantial Disobedience

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. Using violence, force, noise, coercion, threat, intimidation, fear, passive resistance, or other conduct constituting an interference with school purposes, or urging other students to engage in such conduct. The following enumeration is only illustrative and not limited to the type of conduct prohibited by this rule:
 - a. Occupying any school building, school grounds, or part thereof with intent to deprive others of its use.
 - b. Blocking the entrance or exits of any school building or corridor or room therein with intent to deprive others of lawful access to or from, or use of the building, corridor, or room.
 - c. Setting fire to or damaging any school building or property, or attempting to set fire or cause damage. This includes the use of, or attempted use, of pipe bombs, "Molotov cocktails," or other explosive or incendiary devices.
 - 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, or at a school-related activity, including the making of a false report of a bomb, fire, or uncommon disease-producing organism, as well as triggering a false fire alarm and delivering or sending an actual or look-alike uncommon disease-producing substance to any school property, vehicle, or activity.
 - e. Intentionally making noise or acting in any manner so as to interfere with the ability of any teacher or any other person to conduct or participate in an educational function.
 - f. Through any means of communication, including gestures, symbols, or signals placing any student, teacher, employee, or other person in fear of harm to one's self, a family member, or personal property. This includes by way of example such conduct as threatening "to get" the person, creating a "hit list" of persons who are to be put in fear of harm, or warning the person that a family member could get hurt or one's car could be damaged.

2. Engaging in any kind of aggressive behavior that does physical or psychological harm to another person or urging of other students to engage in such conduct. Prohibited conduct includes coercion, harassment, bullying, hazing, or other comparable conduct.
3. Engaging in violence and/or threat of violence against any student, staff member, and/or other persons. Prohibited violent or threatening conduct includes threatening, planning, or conspiring with others to engage in a violent activity.
4. Causing or attempting to cause damage to school property, stealing, or attempting to steal school property.
5. Causing or attempting to cause damage to private property, stealing or attempting to steal private property.
6. Causing or attempting to cause physical injury or behaving in such a way as could reasonably cause physical injury to any person. Self-defense or reasonable action undertaken on the reasonable belief that it was necessary to protect some other person does not constitute a violation of this rule.
7. Threatening or intimidating any person for any purpose, including obtaining money or anything of value from the student.
8. Threatening (whether specific or general in nature) damage or injury to persons or property, regardless of whether there is a present ability to commit the act.
9. Failing to report the actions or plans of another person to a teacher or administrator where those actions or plans, if carried out, could result in harm to another person or persons or damage property when the student has information about such actions or plans.
10. Possessing, handling, or transmitting a knife or any object that can reasonably be considered a weapon, is represented to be a weapon, or looks like a weapon.
11. Possessing, using, transmitting, or being affected by any controlled substance, prescription drug, narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage, or intoxicant or depressant of any kind. Also prohibited is the consumption of any of the stated substances immediately before attending school or a school function or event.
 - a. Exception to Rule 11: a student with a chronic disease or medical condition may possess and self-administer prescribed medication for the disease or condition if the student's parent has filed a written authorization with the building principal. The written authorization must be filed annually. The written authorization must be done by a physician and must include the following information:
 - (1) That the student has an acute or chronic disease or medical condition for which the physician had prescribed medication.
 - (2) The nature of the disease or medical condition requires emergency administration of the prescribed medication.
 - (3) The student has been instructed in how to self-administer the prescribed medication.
 - (4) The student is authorized to possess and self-administer the prescribed medication
12. Possessing, using, or transmitting any substance which is represented to be or looks like a narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage, stimulant, depressant, or intoxicant of any kind.
13. Possessing, using, transmitting, or being affected by caffeine-based substances other than beverages, substances containing phenylpropanolamine (PPA), or stimulants of any kind, or any other similar over-the-counter products.
14. Possessing, using, distributing, purchasing, or selling tobacco products of any kind or in any form.
15. Offering to sell or agreeing to purchase a controlled substance or alcoholic beverages.

16. Failing to comply with directions of teachers or other school personnel during any period of time when the student is properly under their supervision, where the failure constitutes an interference with school purposes or an educational function.
17. Failing to completely and truthfully respond to questions from a staff member regarding school-related matters including potential violations of the student conduct rules or State or Federal law.
18. Falsely accusing any person of sexual harassment, or of violating a school rule, and/or a State or Federal law.
19. Engaging in any activity forbidden by the laws of Indiana that constitutes an interference with school purposes or an educational function.
20. Aiding, assisting, or conspiring with, another person to violate these student conduct rules or State or Federal law.
21. Engaging in academic dishonesty, including cheating, intentionally plagiarizing, wrongfully giving or receiving help during an academic examination, and wrongfully obtaining test copies or scores.
22. Taking or displaying pictures (digital or otherwise) without the consent of the student or staff member in a situation not related to a school purpose or educational function.
23. Possessing sexually-related materials which include images displaying uncovered breasts, genitals, or buttocks
24. "Sexting" or using a cell phone or other personal communication device to possess or send text or email messages containing images reasonably interpreted as indecent or sexual in nature. In addition to taking any disciplinary action, phones will be confiscated and students should be aware that any images suspected to violate criminal laws will be referred to law enforcement authorities.
25. Engaging in pranks that could result in harm to another person.
26. Use or possession of gunpowder, ammunition, or an inflammable substance.
27. Violating any rules that are reasonably necessary in carrying out school purposes or an educational function, including, but not limited to:
 - a. engaging in sexual behavior on school property;
 - b. engaging in sexual harassment of a student or staff member;
 - c. disobedience of administrative authority;
 - d. willful absence or tardiness of students;
 - e. engaging in speech or conduct, including clothing, jewelry or hair style, which is profane, indecent, lewd, vulgar, or refers to drugs, tobacco, alcohol, sex, or illegal activity, or is plainly offensive to school purposes;
 - f. violation of the school corporation's Acceptable Use of Technology Policy or rules;
 - g. violation of the school corporation's Administration of Medication Policy or rules;
 - h. possessing or using a laser pointer or similar device.
28. Possessing or using on school grounds during school hours an electronic paging device or a handheld portable telephone in a situation not related to a school purpose or educational function.
29. Any student conduct rule the school building establishes and gives publication of it to all students and parents in the principal's school building.

B. Bullying

1. Bullying committed by students toward other students is strictly prohibited. Engaging in bullying conduct described in this rule by use of data or computer software that is accessed through any computer, any computer system, or any computer network is also prohibited.
2. For purposes of this rule, bullying is defined as overt, unwanted, repeated acts or gestures, including verbal or written communications or images transmitted in any manner including electronically or digitally, physical acts

committed, aggression, or any other similar behaviors that are committed by a student or group of students against another student with the intent to harass, ridicule, humiliate, intimidate, or harm the targeted student and create for the targeted student an objectively hostile school environment that:

- a. places the targeted student in reasonable fear of harm to the targeted student's person or property;
 - b. has a substantially detrimental effect on the targeted student's physical or mental health;
 - c. has the effect of substantially interfering with the targeted student's academic performance; or
 - d. has the effect of substantially interfering with the targeted student's ability to participate in or benefit from the services, activities, and privileges provided by the school.
3. This rule may be applied regardless of the physical location of the bullying behavior when a student committing bullying behavior and the targeted student attend a school within the school corporation and disciplinary action is reasonably necessary to avoid substantial interference with school discipline or prevent an unreasonable threat to the rights of other students to a safe and peaceful learning environment.
 4. Any student or parent who has knowledge of conduct in violation of this rule or any student who feels he/she has been bullied in violation of this rule should immediately report the conduct to the school administrator who has responsibility for all investigations of student misconduct including bullying. A student or parent may also report the conduct to a teacher or counselor who will be responsible for notifying the school administrator. This report may be made anonymously.
 5. The school administrator shall investigate immediately all reports of bullying made pursuant to the provisions of this rule. Such investigation must include any action or appropriate responses that may be taken immediately to address the bullying conduct wherever it takes place. The parents of the bully and the targeted student(s) shall be notified on a regular, periodic basis of the progress and the findings of the investigation and of any remedial action that has been taken.
 6. The school administrator will be responsible for working with the school counselors and other community resources to provide information and/or follow-up services to support the targeted student and to educate the student engaging in bullying behavior on the effects of bullying and the prevention of bullying. In addition, the school administrator and school counselors will be responsible for determining if the bullying behavior is a violation of law required to be reported to law enforcement under Indiana law based upon their reasonable belief. Such determination should be made as soon as possible and once this determination is made, the report should be made immediately to law enforcement.
 7. False reporting of bullying conduct as defined in this rule by a student shall be considered a violation of this rule and will result in any appropriate disciplinary action or sanctions if the investigation of the report finds it to be false.
 8. A violation of this rule prohibiting bullying may result in any appropriate disciplinary action or sanction, including suspension and/or expulsion.
 9. Failure by a school employee who has a responsibility to report bullying or investigate bullying or any other duty under this rule to carry out such responsibility or duty will be subject to appropriate disciplinary action, up to and including dismissal from employment with the school corporation.
 10. Counseling, corrective discipline, and/or referral to law enforcement will be used to change the behavior of the perpetrator. This includes appropriate intervention(s), restoration of a positive climate, and support for victims and others impacted by the bullying.
 11. Educational outreach and training will be provided to school personnel, parents, and students concerning the identification, prevention, and intervention in bullying.
 12. All schools in the corporation are encouraged to engage students, staff and parents in meaningful discussions about the negative aspects of bullying. The parent involvement may be through parent organizations already in place in each school.
 13. The superintendent or designee will be responsible for developing detailed administrative procedures consistent with the Indiana Department of Education guidelines for the implementation of the provisions of this rule.

LEGAL REFERENCE: I.C. 20-33-8-0.2
I.C. 20-33-8-13.5

C. Possessing a Firearm or a Destructive Device

1. No student shall possess, handle or transmit any firearm or destructive device on school property.
2. The following devices are considered to be a firearm under this rule:
 - a. any weapon which will or is designed to or may readily be converted to expel a projectile by the action of an explosive
 - b. the frame or receiver of any weapon described above
 - c. any firearm muffler or firearm silencer
 - d. any destructive device which is an explosive, incendiary, or poison gas bomb, grenade, rocket having a propellant charge of more than one-quarter ounce, mine, or any similar device
 - e. any weapon which will, or which may be readily converted to, expel a projectile by the action of an explosive or other propellant, and which has any barrel with a bore of more than one-half inch in diameter
 - f. 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
 - (1) an antique firearm
 - (2) rifle or a shotgun that the owner intends to use solely for sporting, recreational, or cultural purposes
3. For purposes of this rule, a destructive device is
 - a. an explosive, incendiary, or overpressure device that is configured as a bomb, a grenade, a rocket with propellant charge of more than four ounces, a missile having an explosive or incendiary charge of more than one-quarter ounce, a mine, a Molotov cocktail or a device that is substantially similar to an item described above,
 - b. a type of weapon that may be readily converted to expel a projectile by the action of an explosive or other propellant through a barrel that has a bore diameter of more than one-half inch, or
 - c. a combination of parts designed or intended for use in the conversion of a device into a destructive device. A destructive device is NOT a device that although originally designed for use as a weapon, is redesigned for use as a signaling, pyrotechnic, line throwing, safety, or similar device.
4. The penalty for possession of a firearm or a destructive device: suspension up to 10 days and expulsion from school for at least one calendar year with the return of the student to be at the beginning of the first semester after the one year period.

The superintendent may reduce the length of the expulsion if the circumstances warrant such reduction.
5. The superintendent shall immediately notify the appropriate law enforcement agency when a student is expelled under this rule.

D. Possessing a Deadly Weapon/Use of an Object as a Weapon

1. No student shall possess, handle or transmit any deadly weapon on school property.
2. The following devices are considered to be deadly weapons as defined in I.C. 35-41-1-8:
 - a. a weapon, taser or electronic stun, or projectile 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.

- b. an animal readily capable of causing serious bodily injury and used in the commission or attempted commission of a crime.
 - c. a biological disease, virus, or organism that is capable of causing serious bodily injury
3. The penalty for possession of a deadly weapon; up to 10 days suspension and expulsion from school
 4. The superintendent shall notify the appropriate local law enforcement agency when a student is expelled under this rule.
 5. Any object that is used to threaten, harm, or harass another may be considered a weapon. This includes but is not limited to padlocks, pens, pencils, laser pointers, jewelry and so on. Intentional injury to another may result in a report to the police as well as discipline by the school. **This violation may subject a student to expulsion.**

E. Unlawful Activity

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 that takes place during weekends, holidays, other school breaks, and the summer period when a student may not be attending classes or other school functions.

ENFORCEMENT OF BEHAVIOR STANDARDS AND CODE OF CONDUCT

1. These standards will be enforced by school administrators, teachers, teacher aides, bus drivers, and any other adult authorized by the school to supervise students.
2. The objectives of the enforcement of the Code of Conduct are:
 - a. to protect the physical safety of all persons and prevent damage to property;
 - b. maintain an environment in which the educational objectives of the school can be achieved;
 - c. to enforce and instill the core values of the Northeast School Corporation and its school community.
3. The seriousness of the offense and nature and extent of any discipline utilized to enforce student behavior standards and Code of Conduct will be determined by:
 - a. the nature and extent of any potential or actual injury, property damage, or disruption;
 - b. the student's prior disciplinary history and the relative success of any prior corrective efforts;
 - c. the willingness and ability of the student and the student's parents to participate in any corrective action;
 - d. the interest of other students in the school in a school environment free from behavior that violates the school's behavior standards.
 - e. any other aggravating or mitigating factor or circumstances that should be considered.

In compliance with State law, the board may expel any student who possesses a deadly or dangerous weapon in a weapon-free school zone or commits either arson or rape in a corporation building or on corporation property, including school buses and other school transportation. It will make no difference whether or not the weapon belongs to someone else, unless the student can provide convincing evidence that the weapon was placed in the student's possession without his/her knowledge. If it can be confirmed that a weapon belonged to a student other than the one who possessed the weapon, that student shall also be subject to the same disciplinary action.

A weapon includes conventional objects like guns, pellet guns, knives, or club type implements. It may also include any toy that is presented as a real weapon or reacted to as a real weapon. Criminal charges may be filed for this violation. Possession of a weapon may subject a student to expulsion.

- A. A firearm is defined as any weapon that is capable of or designed to or that may readily be converted to expel a projectile by means of an explosion.

B. A deadly weapon is defined as:

1. A loaded or unloaded firearm;
2. A weapon, device, taser or electronic stun or projectable 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.

Disabled students under IDEA or Section 504 shall be expelled only in accordance with Board Policy 2461 and Federal due process rights appropriate to disabled students. Students who qualify for service under IDEA or Section 504 may be expelled only after a manifestation determination has been held.

A student who has been expelled may apply for reinstatement in accordance with guidelines which are available in the principal's office.

4. School officials will contact law enforcement authorities whenever, in their discretion, there is reason to believe that a student's conduct is unlawful and has caused or may result in either serious bodily injury to another person or substantial damage to the property of another, including the school corporation.
5. Pursuant to Indiana Code 34-31-4-1, a parent of a child (who lives with parent and over whom the parent has custody) is liable for up to \$5,000 in actual damages arising from each instance of harm to any person or damage to any property that is knowingly, intentionally, or recklessly caused by the child.

DUE PROCESS RIGHTS

Before a decision is made as to whether or not to suspend or expel a student from school, the school will follow specific procedures.

SUSPENSION – When a student is being considered for a suspension, the administrator in charge will notify the student of the reason. The student will then be given an opportunity to explain his/her side. After that informal hearing, the administrator in charge will make a decision whether or not to suspend. If a student is suspended, his/her parents will be notified, in writing, of the reason for and the length of the suspension.

APPEAL PROCESS – The suspension may be appealed after receipt of the suspension notice to the Superintendent of Schools. The request for an appeal must be in writing and made within two (2) days after notification. During the appeal process, the student is allowed to remain in school unless safety is a factor. If that is the case, the student shall not be allowed to remain in school.

When a student is suspended, he/she may do make-up work while on suspension. Any learning that cannot be made up such as labs, field trips, skill practices, and the like or any learning that the student chooses not to make-up may be reflected in the grades earned.

EXPULSION – If, in the principal's opinion, the alleged infraction warrants a longer period of removal from school, he/she shall refer the case to the superintendent for consideration for expulsion. The superintendent shall review the case and may appoint a designee to conduct the expulsion meeting. This person may be an attorney or an administrator who has not been involved in the particular expulsion case or circumstances leading to it.

The student and/or parent(s) will be notified of the time and place of the expulsion meeting and their rights in connection with that meeting as well as their right to waive the meeting if they choose to do so. The expulsion examiner, appointed by the superintendent, will issue a written decision following the expulsion meeting.

APPEAL PROCESS – Upon receipt of a written appeal, the Board shall hold a meeting to consider the written evidence and arguments presented at the expulsion meeting. The Board may then decide to uphold the expulsion, authorize alternative disciplinary action, or decide no disciplinary action is necessary. The student or his/her parent(s) may appeal the Board's decision to the appropriate court.

7540.03 - STUDENT NETWORK AND INTERNET ACCEPTABLE USE AND SAFETY

Advances in telecommunications and other related technologies have fundamentally altered the ways in which information is accessed, communicated, and transferred in society. Such changes are driving the need for educators to adapt their means and methods of instruction, and the way they approach student learning, to harness and utilize the vast, diverse, and unique resources available on the Internet. The School Board is pleased to provide Internet services to its students. The Corporation's Internet system has a limited educational purpose. The Corporation's Internet system has not been established as a public access service or a public forum. The Corporation has the right to place restrictions on its use to assure that use of the Corporation's Internet system is in accord with its limited educational purpose. Student use of the Corporation's devices, network and Internet services ("Network") will be governed by this policy and the related administrative guidelines, and the Student Code of Conduct. The due process rights of all users will be respected in the event there is a suspicion of inappropriate use of the network/devices. Users have a limited privacy expectation in the content of their personal files and records of their online activity while on the network/devices.

The Board encourages students to utilize the Internet in order to promote educational excellence in our schools by providing them with the opportunity to develop the resource sharing, innovation, and communication skills and tools that are essential to both life and work. The instructional use of the Internet will be guided by the Corporation's policy on instructional materials.

The Internet is a global information and communication network that provides students and staff with access to up-to-date, highly relevant information that will enhance their learning and the education process. Further, the Internet provides students and staff with the opportunity to communicate with other people from throughout the world. Access to such an incredible quantity of information and resources brings with it, however, certain unique challenges and responsibilities.

First, and foremost, the Corporation may not be able to technologically limit access to services through the Corporation's Internet connection to only those that have been authorized for the purpose of instruction, study and research related to the curriculum. Unlike in the past when educators and community members had the opportunity to review and screen materials to assess their appropriateness for supporting and enriching the curriculum according to adopted guidelines and reasonable selection criteria (taking into account the varied instructional needs, learning styles, abilities, and developmental levels of the students who would be exposed to them), access to the Internet, because it serves as a gateway to any publicly available file server in the world, will open classrooms and students to electronic information resources which have not been screened by educators for use by students of various ages.

The Corporation has implemented the use of technology protection measures which are specific technologies that will protect against (e.g. filter or block) access to visual displays/depictions that are obscene, child pornography, and materials that are harmful to minors, as defined by the Children's Internet Protection Act. At the discretion of the Corporation or the Superintendent, the technology protection measures may be configured to protect against access to other material considered inappropriate for students to access. The technology protection measures may not be disabled at any time that students may be using the network/devices, if such disabling will cease to protect against access to materials that are prohibited under the Children's Internet Protection Act. Any student who attempts to disable the technology protection measures will be subject to discipline.

Any user who identifies a security problem must notify his/her teacher or building administrator immediately. The user shall not demonstrate the problem to others or access unauthorized material. Staff shall immediately report any potential security breaches to the NESC Technology Department.

The Superintendent or Technology Director may temporarily or permanently unblock access to sites containing appropriate material, if access to such sites has been inappropriately blocked by the technology protection measures. The determination of whether material is appropriate or inappropriate shall be based on the content of the material and the intended use of the material, not on the protection actions of the technology protection measures.

The Corporation utilizes software and/or hardware to monitor online activity of students to restrict access to child pornography and other material that is obscene, objectionable, inappropriate and/or harmful to minors. Nevertheless,

parents/guardians are advised that a determined user may be able to gain access to services on the Internet that the Corporation has not authorized for educational purposes. In fact, it is impossible to guarantee students will not gain access through the Internet to information and communications that they and/or their parents/guardians may find inappropriate, offensive, objectionable or controversial. Parents/Guardians assume risks by consenting to allow their child to participate in the use of the Internet. Parents/Guardians of minors are responsible for setting and conveying the standards that their children should follow when using the Internet. The Board supports and respects each family's right to decide whether to apply for independent student access to the Internet.

Pursuant to Federal law, students shall receive education about the following:

- a. safety and security while using e-mail, chat rooms, social media, and other forms of electronic communications
- b. the dangers inherent with the online disclosure of personally identifiable information and,
- c. the consequences of unauthorized access (e.g., "hacking"), cyberbullying and other unlawful or inappropriate activities by students online.

Building principals are responsible for providing training so that Internet users under their supervision are knowledgeable about this policy and its accompanying guidelines. The Board expects that staff members will provide guidance and instruction to students in the appropriate use of the Internet. All Internet users (and their parents if they are minors) are required to sign a written agreement to abide by the terms and conditions of this policy and its accompanying guidelines.

Students are responsible for good behavior on the Corporation's computers/network and the Internet just as they are in classrooms, school hallways, and other school premises and school sponsored events. Communications on the Internet are often public in nature. General school rules for behavior and communication apply. The Corporation does not sanction any use of the Internet that is not authorized by or conducted strictly in compliance with this policy and its accompanying guidelines.

Unacceptable uses of school electronic resources include, but are not limited to, the following:

1. Accessing or Communicating Inappropriate Materials – Users may not access, submit, post, publish, forward, download, scan or display defamatory, abusive, obscene, vulgar, sexually explicit, sexually suggestive, threatening, discriminatory, harassing, bullying and/or illegal materials or messages.
2. Illegal Activities – Users may not use the school district's computers, electronic devices, networks, or Internet services for any illegal activity or in violation of any Board policy/procedure or school rules. NESC and its employees and agents assume no responsibility for illegal activities of students while using school computers or school-issued electronic resources.
3. Violating Copyrights or Software Licenses – Downloading, copying, duplicating and distributing software, music, sound files, movies, images or other copyrighted materials without the specific written permission of the copyright owner is prohibited, except when the use falls within the Fair Use Doctrine of the United States Copyright Law (Title 17, USC) and content is cited appropriately.
4. Plagiarism – Users may not represent as their own work any materials obtained on the Internet (such as term papers, articles, music, etc). When using other sources, credit must be given to the copyright holder.
5. Use for Non-School-Related Purposes - School district's computers, electronic devices, networks and Internet services are provided for purposes related to educational programs, school operations, and performance of job responsibilities. Incidental personal use of school devices is permitted as long as such use: 1) does not interfere with the user's responsibilities and

- performance; 2) does not interfere with system operations or other system users; and 3) does not violate this policy and the accompanying rules, or any other Board policy, procedure or school rules. "Incidental personal use" is defined as use by an individual for occasional personal communications.
6. Misuse of Passwords/Unauthorized Access – Users may not share passwords; use other users' passwords; access or use other users' accounts; or attempt to circumvent network security systems.
 7. Malicious Use/Vandalism – Users may not engage in any malicious use, disruption or harm to the school district's computers, electronic devices, network and Internet services, including but not limited to hacking activities and creation/uploading of computer viruses.
 8. Avoiding School Filters – Users may not attempt to or use any software, utilities or other means to access Internet sites or content blocked by the school filters.
 9. Unauthorized Access to Blogs/Social Networking Sites, Etc. – Users may not access blogs, social networking sites, etc. prohibited by building administration or the NESC Technology Department. Teachers and students using authorized social networking sites for educational projects or activities shall follow the age requirements and legal requirements that govern the use of social networking sites in addition to the guidelines established in this policy.
 10. Wasting System Resources - Users shall not use the network in such a way that would waste system resources or disrupt the use of the network by others. This includes but is not limited to excessive printing, file storage, online games, and video/audio streaming not directly related to educational projects, as determined by the supervising instructor or building administrator.
 11. Unauthorized Equipment - Users may not attach unauthorized equipment, including personal laptops, tablets, and handheld devices, to the district network without permission from the NESC Technology Department.

Students and staff shall not access social media for personal use from the Corporation's network and devices. Users who disregard this policy and its accompanying guidelines may have their use privileges suspended or revoked, and disciplinary action taken against them. Users granted access to the Internet through the Corporation's devices assume personal responsibility and liability, both civil and criminal, for uses of the Internet not authorized by this Board Policy and its accompanying guidelines.

The Board designates the Superintendent and the Technology Director as the administrator responsible for initiating, implementing, and enforcing this policy and its accompanying guidelines as they apply to students' use of the Network.

P.L. 106-554 (2000), Children's Internet Protection Act 47 U.S.C. 254(h), (1), Communications Act of 1934, as amended (2003) 18 U.S.C. 1460 18 U.S.C. 2246 18 U.S.C. 2256 20 U.S.C. 6801 et seq., Part F, Elementary and Secondary Education Act of 1965, as amended (2003) 20 U.S.C. 6777, 9134 (2003)

Adopted 4/09/12

Northeast East Elementary School

TITLE I PARENTAL INVOLVEMENT POLICY

Northeast East Elementary School intends to follow parental policy guidelines in accordance with the No Child Left Behind Act of 2001 as listed below. Northeast East Elementary School will distribute this policy to all parents.

POLICY GUIDELINES

- ❖ **Convene an annual meeting:** There will be an annual parent meeting within the first month of the school year. A notice of this meeting will be sent to the parents of all students. Northeast East Elementary teachers and staff will be in the classroom to answer parent questions; during this time the principal and/or Title I teacher will hold a brief parent meeting.
- ❖ **Explain the requirements and the rights of the parents to be involved:** The major goals of the Northeast East Elementary staff:
 1. To strengthen communication between the school and home,
 2. Give parents strategies to help their children become better learners,
 3. And increase parent input in the school decision-making process.
 4. All parents have a right to be involved in all aspects of the school community.
- ❖ **Offer a flexible schedule of meetings:** Parental involvement opportunities will be shared with parents through school newsletters, as well individual letters home specific to Title I activities.
 1. Meetings will be offered both in the morning and afternoon to accommodate the parents work schedules.
 2. Home visits may be completed if no arrangements can be made.
- **Involve parents in an organized, ongoing and timely way to plan and review programs such as:**
 1. Parent Involvement Policy: Northeast East Elementary staff is committed to improving the quality of parent involvement to promote student success. The degree of parental involvement is linked to a child's success.
 2. Parents will be involved writing the Parent Involvement Policy on an annual basis. During the annual meeting, Title I staff and parents will update the Policy with relevant changes.
 3. Parents will also be provided with opportunities to attend multiple meetings throughout the year to discuss items such as Indiana Learning Standards, student progress, and other issues that need to be addressed.

❖ Provide the parent of participating students with:

1. Timely information:

School events are communicated with parents/guardians through monthly school newsletters sent home with each student.

2. Description and explanation of curriculum to be used:

The Northeast East Elementary School curriculum is designed to include the state standards and common core standards. An electronic copy of all standards is available on the Indiana Department of Education website for all parents. A paper copy may be requested.

3. The forms of academic assessment used to measure students progress:

NWEA

IREAD 3 (3rd grade only)

FastForward and ALEKS

ILEARN and IAM

4. Proficiency levels that students are expected to meet:

Parents will receive the description and explanation of the curriculum to be used and the proficiency level their child is expected to meet.

5. Opportunities for decision-making as it relates to the education of their children:

Parents of Northeast East Elementary Students are invited to be part of their child's classroom helpers each year. Parents can sign up to be a part of school and classroom events during the first week of school. Parents/guardians must pass the background check that is conducted at the central office. For a form please visit the school office secretary. The office will submit your check to central office personnel for processing. This information shall be confidential.

6. Provide materials and training on how parents can improve their child's achievement:

Each month Northeast East Elementary Parents will receive a newsletter that is age appropriate for each child. There will also be a Parent Resource Center located in the school library. The Center will have articles, pamphlets, books and internet resources available to parents to assist in their children's learning at home.

7. Educate school staff on how to build ties between home and school:

The school Improvement Plan, as required by PL-221, identifies parental participation opportunities such as partners in education, parents as leaders, and parents as resources.

8. Coordinating age appropriate parents involvement with Head Start, Even Start, Parents as Teachers Program, and Public Preschool programs:

a) Provide meeting times at local preschool programs to discuss Kindergarten Learning Standards and clarify as needed.

b) Provide opportunities for Parents as Teachers Program members to visit pre-schools, Head Start, Even Start to learn more about what should be accomplished in those settings. (*Criminal background check will be required*)

9. Ensuring that information sent home is understandable and contains all the appropriate school contact information for parents, in case of a question.

10. Developing appropriate roles for community-based organizations and business and encouraging partnerships with Northeast East Elementary.

❖ **Respond to any parent suggestions as soon as practicably possible.**

1. Include a School-Parent Compact, which is the written agreement of what schools and parents are supposed to do to help students achieve.

❖ **Provide such other reasonable support for parental involvement at parent's request.**

1. Communication between the school and the parents is a critical part of this policy. Parents may be contacted via telephone or by letter if necessary.

Any comments indicating a parents' dissatisfaction with the school's Title I program must be collected and submitted with the Title I Application / Grant to the Indiana Division of Compensatory Education

School-Parent Compact

Families and schools must work together to help students achieve high academic standards. The following are roles and responsibilities that we as partners will carry out to the best of our ability to support student success in school and in life.

Staff Roles and Responsibilities:

- Provide a safe and supportive learning environment.
- Teach classes with an interesting and challenging curriculum that promotes student achievement.
- Motivate my students to learn.
- Set high expectations and help every child be successful in meeting the Indiana Academic Achievement Standards.

- Communicate frequently and meet annually with families about student progress and the School-Parent Compact.
- Provide opportunities for parents to volunteer, participate and observe in my classroom.
- Participate in professional development opportunities that improve teaching and learning and support the formation of partnerships with families and the community.
- Actively participate in collaborative decision making with parents and school colleagues to make our school accessible and welcoming to families.
- Respect the school, students, staff, and families.

Student Roles and Responsibilities:

- Come to school ready to learn and work hard.
- Bring necessary materials, completed assignments and homework.
- Know and follow school and class rules.
- Communicate regularly with my parents and teachers about school experiences so they can help me to be successful in school.
- Limit my TV watching, video game playing and internet usage.
- Study or read every day after school.
- Respect the school, classmates, staff and families.

Family/Parent Roles and Responsibilities:

- Provide a quiet time and place for homework and monitor TV viewing.
- Read to my child or encourage my child to read every day (20 minutes K-3 and 30 minutes for grades 4-6).
- Ensure that my child attends school every day and gets adequate sleep, regular medical attention and proper nutrition.
- Regularly monitor my child's progress in school.
- Participate, as appropriate, in decisions about my child's education.
- Attend parent-teacher conferences.
- Communicate the importance of education and learning to my child.
- Respect the school, staff, students, and families.

Parents' Right to Know – Notification Letter

August 8, 2018

Dear Parents and Guardians:

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

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

If at any time your student has been taught for four (4) or more consecutive weeks by a teacher that is not highly qualified, you will be notified by the school of this information.

If you have questions or concerns, please feel free to contact the school principal.

Sincerely,

Dr. Mark Baker

Superintendent