

2022-2023



Pleasant Hill  
Sugar Creek  
Lester B. Sommer

# Elementary Student Handbook

Board approved 6-27-22

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## PERSONNEL

### Central Administration Office

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Crawfordsville, IN 47933

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Fax 765.359.2111

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**Superintendent of Schools:**

**Director of Curriculum, Instruction and Assessment**

**Director of Business & Transportation:**

**Director of Technology:**

**Food Service Director:**

Dr. Colleen Moran

Anthony Tharp

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Karyn Elder

### Pleasant Hill Elementary School

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Crawfordsville, IN 47933

Telephone 765.339.4403

Fax 765.339.4600

**Principal—Jennifer Moseley**

Counselor – Alicia Smith

Adm. Asst. – Joan Airey

Serving the towns of Linden, New Richmond, Wingate and the north edge of Crawfordsville.

### Lester B. Sommer Elementary School

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Crawfordsville, IN 47933

Telephone 765.362.3979

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**Principal—Suzi Gephart**

Counselor – Kirstie McClamroch

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Serving the town of Waynetown and the west edge of Crawfordsville.

### Sugar Creek Elementary School

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Crawfordsville, IN 47933

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Fax 765.794.4578

**Principal – Cris McCoy**

Counselor – Lore Apple

Admin. Asst. – Hollie Brown

Serving the town of Darlington and the east edge of Crawfordsville.

## SCHOOL DAY

### **SCHOOL HOURS:**

Sommer 7:40 a.m. – 2:30 p.m.

Sugar Creek 7:40 a.m. – 2:30 p.m.

Pleasant Hill 7:50 a.m. – 2:40 p.m.

## STUDENT RELEASE

It is the parent/guardian's responsibility to provide the school with court approved legal documentation of the student's contact restrictions. Schools are not allowed to restrict visitation and pick-up without court approved legal documentation stating otherwise.

## VEHICLE IDLING

Vehicle exhaust from idling vehicles can accumulate and pose a health risk to children, drivers and the community at large. Exposure to vehicle exhaust can cause lung damage and respiratory problems. Vehicle exhaust also exacerbates asthma and existing allergies, and long-term exposure may increase the risk of lung cancer. Drivers of all public and private vehicles are to turn off the engine if the vehicle is to be stopped more than five (5) minutes in locations where signs are posted that vehicle exhaust may be drawn into the building or while on school grounds in accordance with state/district policies.

## CAR RIDER ARRIVAL PROCEDURES

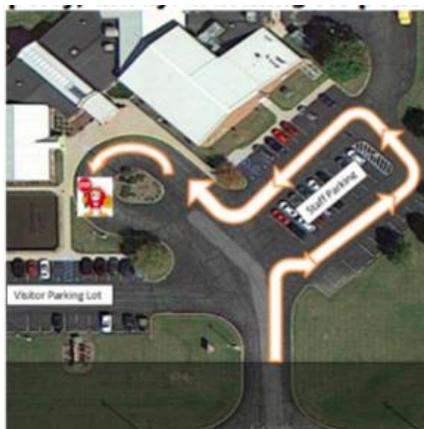
Beginning next school year, car rider procedures will be changing. In order to make this process more safe and efficient for parents and students, *we ask that no parents enter the building during arrival and dismissal.* Any student that is being dropped off in the morning and/or picked up at the end of the day will no longer need to be signed out.

1. Upon arriving at the school, drivers need to follow the arrows on the diagram below and through the front entrance circle as far as possible (single file, along the sidewalk only.) Place the vehicle in park, turn the vehicle off, and wait until the student is directed by a staff member to exit the vehicle. Vehicles need to be turned off in compliance with state policy 410-IAC 33-4-3.
2. Students will remain in their vehicle with parent supervision until 7:30 a.m. (LBS/SC) and 7:40 a.m. (PH). Drivers may NOT leave vehicles unattended in the circle drive at any time.
3. Students will exit their vehicle's passenger side only onto the sidewalk when greeted and given a signal from a staff member. Students will then walk into the main entrance.
4. As vehicles exit the circle, other vehicles in line will pull forward as far as possible and watch for a signal from a staff member before allowing children to exit the vehicle.

Visitors entering the building need to park in the visitor parking lot and escort the child to the main entrance.

No running vehicles may be left unattended at any time.

We ask that all drivers use extreme caution while driving on school property, always watching for pedestrians.



## **CAR RIDER DISMISSAL PROCEDURES**

Again, to maintain a safer environment and make the pickup process more efficient, we ask that no parents/guardians who are picking up students enter the building during dismissal.

1. Parents/Guardians should notify the office in a timely manner (prior to 1:30 pm) if a student is being picked up at the end of the day. Verbal or written notification should include the child's name, teacher, and the name of the person picking the student up.
2. When picking up a student, all drivers will need to remain in line in the vehicle and not enter the school. No vehicles will be allowed to park in the circle at any time.
3. Parents/Guardians will need to remain in line until reaching the front entrance. When the student's name or pick up number is given to a staff member, the student will be safely escorted to the vehicle. When the student recognizes the adult as his/her ride, the staff member will assist the student in boarding the vehicle.
4. We ask that students be promptly picked up at 2:30 p.m. (LBS/SC) and 2:40 p.m. (PH) at the end of the school day.

We appreciate your support, as we all believe that student safety is our top priority!

## **EARLY DISMISSAL**

- 1) Only principals may release a student from school before the end of the school day.
- 2) Principals may release students before the end of the day only upon presentation of a written or face-to-face request from the child's parent or for emergency reasons.
- 3) Requests for early dismissal should be submitted to the principal as early in the day as possible.
- 4) Students may be released only:
  - a) to a parent whose signature is on file in the school office;
  - b) or to a properly identified person authorized to act on their behalf.

In the event of bad weather or other problems, school may be dismissed early as decided by the Superintendent. Early dismissal will always be announced on the local radio stations and by the corporation instant alert system. Children will be delivered by bus to locations within the school district designated on the Early Dismissal form. It is very important that you complete this form accurately at the beginning of the year so that we know where your child is to go in the event of an emergency. We must have an early dismissal form on file for each student. Families will be notified via Parent Square if school will be dismissed early.

## **INCLEMENT WEATHER**

1. Students are counted absent, but certified, if the bus does not run.
2. If the bus runs in front of the student's house, the absence is non-certified unless it is classified as certified because of being an emergency situation. Ultimately, it is the parent's responsibility to get the child to school, if at all possible.

Decisions to delay the start of school, to dismiss early, or to cancel the entire day are made entirely on the consideration of student safety. Developing conditions during a winter storm may vary from one area of the county to another, but the appropriate response is made on a corporation-wide basis. The following information may be helpful to you as you prepare the necessary contingency plan for your child.

During periods of questionable weather, we receive first-hand information from a variety of sources, including, individuals who evaluate assigned areas, state and local officials, and the National Weather Service. We will attempt to make a decision and necessary announcements via radio and television as close to 6:00 a.m. as possible. Please do not call the schools unless you have emergency information. It is essential that all school telephone lines remain open for emergency use.

A delayed start is a viable option. The volume of traffic is usually reduced and conditions may be improved due to the efforts of road crews. Please make this option a part of your contingency plan, especially if you are required to leave home before the later departure of your child.

Safety conditions may warrant an early dismissal and should be considered in your plan. We are aware of the problems early dismissal can have on families and we will avoid this decision when possible, but please be prepared. Dismissal during a storm is often the worst possible time unless we have information that conditions will become increasingly hazardous. If at all possible, we will keep children with us until road crews have had an opportunity to respond. Please note: Crawfordsville Boys and Girls Club may accept students early due to an early closing.

Regardless of the extent of our road evaluations, it is possible that your bus driver may be forced to avoid portions of a route because of a perceived threat to safety. Drivers have been instructed to make these decisions and we are depending upon your support for their judgment.

In addition, please insist that your child wear appropriate cold weather clothing. Some of our students respond more to the pressure of clothing style than to their own health. Winter weather requires that they be prepared for late buses.

In general, when school is canceled or students are dismissed early, all extra-curricular and after school activities are canceled. Please assume that this is the case unless a school official contacts you. There may be instances when it is deemed safe (improved conditions, main roads are passable, voluntary attendance, etc.) to conduct certain activities.

In all instances, the final decision as to whether it is safe or not for your child to attend school rests with you, the parent. We will work with you regarding the opportunity to make up missed work.

Our bus drivers are reliable, child-caring employees. Their driving records are exceptionally good. Please know they and our entire staff consider your child's safety as the utmost public trust.

### **TRANSPORTATION ARRANGEMENTS**

Students will ride only assigned school buses and will board and depart from the bus at assigned bus stops. Parents/legal guardians should make every effort to have a regular routine in place for children in regard to arrangements for bus transportation home each day.

A change in a student's regular assigned bus stop may be granted for a special need, if a phone call/note from a parent is submitted to the school's office personnel prior to 12:00 p.m. on or before the day of the change. Failure to notify school personnel prior to 1:00 p.m. may mean the request cannot be honored. In addition, parents should clearly communicate the changes to their children. Children become confused and upset when they are not sure what to do or where to go. Parents/legal guardians may not contact bus drivers directly to arrange changes in transportation. Students will not be allowed on a different bus without a bus-o-gram/bus pass with specific information from the parent/legal guardian regarding a change in their bus transportation arrangements. In case of significant questions or serious doubt about student safety, when possible, children may be returned to the school, and the parents will be required to pick them up promptly. In extreme or emergency situations, schools must work with the Department of Child Services to make decisions on behalf of children whose parents cannot be contacted.

Parents should have a safety plan in place in the event that their children should be unexpectedly unsupervised at home or at the location of a childcare giver. Children should be taught what to do to keep themselves safe in unexpected situations.

### **TRANSPORTATION DISCIPLINE CODE, VIOLATIONS AND PENALTIES**

Board approved 6-24-13

Indiana Law:

#### **IC 20-27-10-2**

#### **Discipline on school bus**

Sec. 2. When students are being transported on a school bus, the students are under the supervision, direction, and control of the school bus driver and are subject to disciplinary measures by the school bus driver and the governing body of the school corporation.

*As added by P.L.1-2005, SEC.11.*

North Montgomery School Corporation

Policy Adopted 10-27-69

Policy Amended 4-5-76, 8-31-78, 8-4-97

Note: The School Bus Driver may also establish reasonable rules in support of those rules outlined above as a means to maintain orderliness.

**Level 1 – Verbal Warnings**

Any student behavior that jeopardizes the safety and/or well-being of those on or near the school bus will be addressed by the driver with a verbal warning. This will be issued to insure that the behavior is stopped immediately and not repeated. Such behaviors may include, but not be limited to, the following student actions:

- Disobedience
- Disrespect
- Disruption
- Eating, drinking, littering
- Excessive mischief
- Pushing/tripping
- Throwing objects inside or outside of the bus
- Harassment
- Indecent/inappropriate behavior/clothing
- Insubordination
- Part of body out of the bus
- Rude, discourteous or annoying
- Standing/moving about
- Threatening or intimidating
- Throwing objects
- Unacceptable language/gestures
- Other minor safety or school rules violations

In addition, the driver may choose to assign the student to a specific seat until such time as the behavior issue is stopped and not repeated.

**Level 2 – Written Warnings and Telephone Calls**

Any student who has been verbally warned by the bus driver to stop a Level 1 behavior (see above) and continues to disregard school bus safety or school rules will be issued a written warning by the bus driver. The student is to take that warning note home and have it signed by a parent and return it to the driver the next day. A copy of that written warning will be submitted to the transportation office and the principal’s office. In addition, the driver will follow-up with a phone call to parents to discuss their child’s behavior and seek parental support and cooperation.

In addition, other behaviors including, but not be limited to, those listed below will be addressed starting at Level 2 due to the more serious nature of those safety and/or school rules violations.

- Repeated Level 1 violations and not complying with verbal warnings
- Moderate behaviors and/or distractions to the driver’s attention
- that jeopardizes everyone’s safety
- Moderately disruptive verbal and/or physical acts such as hitting or kicking
- Bullying
- Intimidation
- Use of profanity
- Theft
- Other school rule and/or safety violations which require a written warning and parent notification.

In addition, the driver may choose to assign the student to a specific seat until such time as the behavior issue is stopped and not repeated.

**Level 3– One (1) Day Suspension of Bus Riding Privilege**

According to state law and school board policy, riding the school bus is a **privilege**, not a **right**. Any student who has been warned either verbally and/or in writing by the bus driver to stop a Level 1 and/or Level 2 behavior (see above) and continues to disregard school bus safety rules may be suspended by the bus driver or other designated school official, for a period of one (1) day from the school bus.. The student will be released to the home or school. A copy of that One Day Suspension Notification Form will be submitted to the parent, the transportation office and the principal’s office. In addition, the driver will follow-up with a phone call to parents to discuss their child’s behavior and notify them of the student’s suspension for one day.

- Repeated Level 1 and/or Level 2 violations and not complying with verbal and/or written warnings
- Serious behaviors and/or distractions to the driver's attention that jeopardizes everyone's safety
- Continued and/or serious disruptive behaviors such as verbal attacks and/or physical acts such as fighting, hitting or kicking
- Minor damage -first offense - to seat – Restitution required
- Minimal Defacing/ vandalism - first offense - Restitution required
- Other school rule and/or safety violations which requires more than a written warning and parent notification.

#### STUDENT SUSPENSION PROCEDURE

One-Day Suspension: In summary, the driver will...

1. Release the student at home or school.
2. Notify the student about the suspension.
3. Notify the parents and tell them why you have taken the action.
4. Notify the Principal/designee of the school that the child attends of the action.
5. Notify the transportation office and the drivers of other buses that the student rides about the action.  
(Any student suspended from one bus is suspended from all buses for that day.)

Note: Suspensions from the school bus are final may not be appealed by the student and/or parent.

#### ***Level 4– Two to Ten (2-10) Days Suspension of Bus Riding Privilege***

Should the seriousness of the behavior warrant additional days of suspension, the driver shall recommend such action to the building principal or his/her designee and the transportation office to extend the period for more than one day and up to ten school days total. Those administrators/designees will make the final determination as to the total number of suspension days. Any Level 3 behavior listed above with aggravating circumstances may be grounds for an extended suspension from the school bus as well as, but not limited to, the following behaviors:

- Attack on driver
- Possession of a dangerous weapon
- Student attack
- Fighting
- Ongoing and pervasive bullying/intimidation
- Damage to seat requiring repair or replacement with restitution
- Defacing/vandalism requiring repair or replacement with restitution
- Possession of tobacco products, alcohol, illegal drugs, look-alike drugs, and/or prescription medicines without a doctor's approval
- Possession of lighters, matches, fireworks and/or other incendiary items
- Other school rule and/or safety violations which require more than a written warning and parent notification.

#### More than One-Day Suspension:

1. Follow all five (5) steps for one-day suspension.
2. Make recommendation to the Principal of the school the child attends for additional suspension time. The recommendation and reasons for it must be in writing. Send a copy of the recommendation to the Administration Office.
3. The Principal must, within 24 hours, or as soon as reasonably possible, send a written statement to the student's parent's describing the student's misconduct or rule violation and the reasons for the action taken. A reasonable effort to hold a conference with the parents or guardian must be made by the Principal before the student's riding privileges are restored.

#### ***Level 5– Minimum of Twenty (20) Days Suspension or One to Three (1-3) Trimesters of Suspension of Bus Riding Privilege***

When, in the Principal's judgment, the student is determined to be non-responsive to prior suspensions and/or commits a serious violation of school bus rules, school policy, and/or state law, that student's riding privileges will be suspended for a minimum of twenty (20) days or

the remainder of the current semester, whichever is longer. Suspensions at the end of the school year will carry over into the next school year.

### **DETENTION OF STUDENTS AFTER SCHOOL**

Reasonable detention at the close of the school day is allowed, but such detention shall not exceed sixty (60) minutes for any student. In all cases where students are detained at the end of school, parents are to be notified in advance. In all cases involving bus riders, parents are to be notified a day in advance so that alternate transportation may be arranged. Students must be picked up promptly at the end of the detention period.

### **ATTENDANCE POLICY**

#### **STATE REQUIREMENT**

Indiana Code (IC 20.81-3-34C) requires children between the ages of 7 and 16 years must be in attendance all days that school is in session. Parents and guardians are legally responsible for their child's school attendance and are subject to penalty under law if they neglect to meet that responsibility (IC 20-8.1-3-37). ***Excessive absences may result in retention. Parents are required to call the school to report student absences; however, a parent phoning the school is not considered official documentation. Examples of documentation include: doctor's note, dentist's note, mental health note, court/probation note, obituary or funeral notification, or prior approval form from principal.***

#### **CORPORATION REQUIREMENTS**

- All students are expected to attend school regularly and to be on time for classes to receive the maximum benefit from the instructional program and to develop habits of punctuality, self-discipline, and responsibility.
- Students who have good attendance generally achieve higher grades, enjoy school more, and are much more employable after leaving school.
- Attendance shall be required of all corporation students during the days and hours that the school is in session or during the attendance sessions to which s/he has been assigned.
- Repeated infractions of the Board's policy on attendance may result in the suspension or expulsion of a student.
- Each day a child is absent, a portion of our school's accreditation and funding criteria are penalized. ***Therefore, parents are urged to please ensure their child's regular and prompt attendance at school.***

#### **ATTENDANCE GUIDELINES FROM INDIANA DEPARTMENT OF EDUCATION**

Pursuant to IC 20-33-2-3.2, "attend" means to be physically present: (1) in a school; or (2) at another location where the school's educational program in which a person is enrolled is being conducted; during regular school hours on a day in which the educational program in which the person is enrolled is being offered."

#### **Habitual Absence**

Under IC 20-33-2-25, the "Superintendent or an attendance officer having jurisdiction shall report a child who is habitually absent from school in violation of this chapter to an intake officer of the juvenile court or the department of child services. The intake officer or the department of child services shall proceed in accord with IC 30-40."

Additionally under IC 20-33-2-14, the "governing body of each school corporation shall have a policy outlining the conditions for documented and undocumented absences. The policy must include grounds for documented absences (Sections 15-17.5 of this chapter of another law). Any absence that results in a person not attending at least one hundred eighty (180) days in a school year must be in accordance with the governing body's policy, to qualify as a documented absence.

#### **Documented Absences**

Documented absences are defined as absences that the school corporation regards as legitimate reasons for being out of school, as included in the school policy. These absences will count towards the five day limit. These include:

- medical or dental: parents are encouraged to schedule medical, dental, legal and other necessary appointments anytime, other than during the school day. Since this is not always possible, when a student is to be absent for part of the day, the student shall report back to school immediately after his/her appointment if school is still in session. Failure to do so may result in an undocumented absence. Appointment verified by note from physician.
- Quarantine
- Exclusion from school because of exposure to a communicable disease
- Religious observance
- Part-time religious instruction with an established church or group of churches (maximum 120 minutes per week as by law)

- Family funeral – (obituary or visitation card may be requested)
- Court appointments
- Military connected families (e.g. absences related to deployment and return)
- Emergency or unusual situations if approved by the administration (Example: parent taken to hospital)

NMCS follows these IDOE guidelines and reserves the right to require verification of illness by a physician when the absence is due to illness is frequent or chronic.

**Exempt**

Under certain circumstances, the law requires the school to authorize the absence and excuse of a student:

- When student is subpoenaed to court

**TARDINESS**

- A. Students who are tardy to school must report to the principal’s office to sign in.
- B. Students who arrive after 11:15 a.m. to school will be considered absent for ½ day.

***Action Steps for Undocumented Absences***

The following actions steps are based on a per trimester calendar.

- ***Undocumented absences 1 through 4:*** Monitored by building attendance designee.
- ***Undocumented absence 5:*** A letter sent home as a reminder.
- ***Undocumented absences 6 through 9:*** Monitored by building attendance designee.
- ***Undocumented absence 10:*** A second letter sent home as a final reminder.
- ***Undocumented absence 11:*** Department of Child Services and Montgomery County Prosecutors Office is notified of all undocumented absences for the trimester and a court summons may be issued.

**FAMILY TRAVEL**

The position of the school is that the academic program is of such importance that family vacation days should be scheduled at times other than while school is in session. Unavoidable absences of this kind must be pre-arranged with the school and the following conditions met:

- A. The parent must personally file a request with the school in person at least seven (7) days prior to the absence. The length of absence should be made clear, and those involved should have the opportunity to express their views on the potential effects of the absence. Dates requested cannot be scheduled during standardized testing time.
- B. The student must accompany the immediate family to qualify for pre-arranged family travel.
- C. The student may be given daily assignments. The student can be given his/her books and the approximate material and pages to be covered.
- D. Class work missed must be made up promptly on return or in advance (teacher option). The time missed will be counted as an undocumented absence, but shall not be a factor in determining grades.
- E. The absence will be considered undocumented, with make-up work allowed and count towards the five (5) absences allowed.

**ILLNESS AT SCHOOL**

Students should not come to school if they are suspected to be ill. If students come to school with symptoms of illness such as vomiting, diarrhea, and/or serious injury or extreme pain or with a fever of greater than or equal to 100.4 degrees F, parents may be called by the office to pick up their child. A student should be free of fever (<100.4 degrees F) for 24 hours without the use of fever reducing medication prior to returning to school. A student should also be free of vomiting and diarrhea for 24hours in order to return to school.

In order to best serve students with chronic illness, we require physician documentation of their illness annually and updates with any change of medical care. Students may be excluded from extracurricular activities and/or field trips if medical documentation is not provided.

Students who are absent during the school day due to illness may not attend or participate in after school events.

### **USE OF PRESCRIPTION/OVER THE COUNTER MEDICATION**

In those circumstances where a student must take prescribed medication during the school day the following guidelines are to be observed.

The term “medication” is not limited to prescription medication, but includes any over the counter medication.

#### **Prescription Medication**

The Medication Request and Authorization Form 5330 F1 must be filed with the respective building principal before the student will be allowed to begin taking any medication during school hours. Medication will only be given at school when there is a written physician order and parental consent. In the event that your physician changes the dosage, an updated physician order will be needed. A Medication Request and Authorization Form 5330 F1 may be obtained from the school nurse.

All medication must be registered with the nurse. Please remember that medication must be in the proper containers, with correct labeling. A two to four week supply of medication is recommended.

The parent will assume responsibility for safe delivery of all medication to school. **Students are not permitted to deliver or take home any medication to or from school.** Medication that is brought to the office will be properly secured. Medication is to be kept in the clinic at all times, not on the student. Exceptions include prescriptions for emergency medication for allergic reactions, or for conditions that require immediate emergency treatment (i.e. asthma inhaler/diabetes supplies/Epi-pen). Parental consent and a written statement from the student’s physician are required for the student to carry and self-administer emergency medication.

Any unused medication unclaimed by the parent will be destroyed by school personnel when a prescription is no longer to be administered or at the end of the school year.

The parents shall have sole responsibility to instruct their child to take the medication at the scheduled time. A log will be maintained for each medication given; the personnel giving the medication, the date and time of day will be recorded.

No staff member will be permitted to dispense prescription or over the counter medications to any student without the authorization of a physician and consent of a parent/guardian. Exceptions would be if a teacher or adult administers emergency medication to prevent death or serious injury to a student or employee (this is allowed by the state statute). The school medical advisor may also issue standing orders to the school nurse regarding the administration of medication.

### **NEBULIZER GUIDANCE**

Prior to Covid, nebulizer treatments were often given by the school nurse in the school clinic. In response to Covid and concerns related to aerosolizing procedures in the nurse clinic, guidance has been provided to **avoid use of nebulizer treatments whenever possible during the school day.** If a doctor determines that **nebulizer treatments** are necessary, they **should be done at home** and an inhaler used during the school day (adding spacer and mask for younger children). If a child is too ill to be at school due to chronic lung disease with increased complications, school attendance may not be in his or her best interest.

#### **Non-Prescription Medication**

In the case of non-prescription medications, parents must complete the nurse permissions provided during registration for your child to be able to receive over the counter stock medications that may be appropriate for their symptoms. This documentation shall be kept on file in the office of the school administrator/nurse.

## IN 22-23 REQUIRED AND RECOMMENDED SCHOOL IMMUNIZATIONS

Grade	Required	Required	Recommended	
<b>Pre-K</b>	3 Hepatitis B 4 DTaP (Diphtheria, Tetanus & Pertussis) 3 Polio	1 Varicella (Chickenpox) 1 MMR (Measles, Mumps, & Rubella) 2 Hepatitis A	Annual influenza	<b>HepB:</b> The minimum age for the 3 <sup>rd</sup> dose of Hepatitis B is 24 weeks of age  <b>DTaP:</b> 4 doses of DTaP/DTP/DT are acceptable if 4 <sup>th</sup> dose was administered on or after child's 4 <sup>th</sup> birthday.
<b>K-5<sup>th</sup> Grade</b>	3 Hepatitis B 5 DTaP 4 Polio	2 Varicella 2 MMR 2 Hepatitis A	Annual influenza COVID-19	Polio*: 3 doses of Polio are acceptable if the 3 <sup>rd</sup> dose was given on or after the 4 <sup>th</sup> birthday and at least 6 months after the previous dose. *For all students, the final dose must be administered on or after the 4 <sup>th</sup> birthday and to be administered at least 6 months after the previous dose.
<b>6<sup>th</sup> – 11<sup>th</sup> Grade</b>	3 Hepatitis B 5 DTaP 4 Polio 2 Varicella	2 MMR 2 Hepatitis A 1 MCV4 (Meningococcal) 1 Tdap (Tetanus, Diphtheria & Pertussis)	Annual influenza 2/3 HPV (Human papillomavirus) COVID-19	Varicella: Physician documentation of disease history, including month and year, is proof of immunity for children entering preschool through 12 <sup>th</sup> grade. Parent report of disease history is not acceptable.  <b>Tdap:</b> There is no minimum interval from the last Td dose.
<b>12<sup>th</sup> Grade</b>	3 Hepatitis B 5 DTaP 4 Polio 2 Varicella	2 MMR 2 Hepatitis A 2 MCV4 1 Tdap	Annual influenza 2/3 HPV 2 MenB (Meningococcal) COVID-19	<b>MCV4:</b> Individuals who receive dose 1 on or after the 16 <sup>th</sup> birthday only need 1 dose of MCV4.  <b>Hepatitis A:</b> The minimum interval between 1 <sup>st</sup> and 2 <sup>nd</sup> dose is 6 calendar months. 2 doses are required for all grades Pre-K through 12.
				<b>COVID-19:</b> COVID-19 vaccine is recommended for all students five years of age and older per CDC and FDA's Emergency Use Authorization. <b>Review required after FDA full approval.</b>
March 2022		IN Department of Health	1-800-701-0704	

## HEARING and VISION SCREENING

Students in grades K, 1, and 4 will receive hearing screens. Hearing screens will be done for new students and other grades upon request. All K students will be screened by volunteer eye doctors using modified clinical technique. Vision screens will be done for 1<sup>st</sup>, 3<sup>rd</sup>, & 5<sup>th</sup> grade students. Vision screens will be done for new students in grades 2 & 4, or upon request. If those conducting the screening feel that the results warrant further medical consultation, the parents will be advised. Speech therapy is another service available to students. Those with problems are referred to the speech clinician. If you do not wish for your child to receive screenings, please notify the school in writing.

## HEAD LICE

Head lice are mainly acquired by direct head-to-head contact with an infested person's hair, but may infrequently be transferred with shared combs, hats, and other accessories. Neither able to fly or jump, lice are also unlikely to wander far from their preferred habitat, which is the human scalp.

Head lice rarely (if ever) cause direct harm, and they are not known to transmit infectious agents from person to person. Thus, they should not be considered as a medical or a public health problem. Furthermore, current research does not support the conclusion that enforced exclusion policies result in reduced transmission of head lice.

It is the position of North Montgomery Community School Corporation that lice policies which disrupt the educational process should not be viewed as essential strategies in the management of head lice at school. Parents are encouraged to focus on the education and treatment of their child should an incident of head lice arise.

## ANAPHYLAXIS POLICY

Students come to school with diverse medical conditions; some serious and even life threatening; that can impact their learning and their health. For example, exposure to an allergen can create an emergent situation where the student faces life-threatening anaphylaxis within moments. It is vital for the school district and building team to form a partnership with parent(s)/guardian(s) to assist in the development of a comprehensive plan of care for the allergic student at school, as well as a strategy for keeping students with undiagnosed allergies safe.

Some of the most common causes of anaphylaxis are foods, insect venoms, medications, latex, exercise, and immunotherapy. The most common food allergies include peanuts, shellfish, fish, tree nuts, eggs, milk, soy, and wheat. Recently, there has also been a dramatic increase in the number of people who have developed a natural rubber latex allergy.

Reactions can include any combination of symptoms ranging from mild skin irritations to severe anaphylaxis that result in shock or sudden death. It is common for symptoms to be different with each reaction, so prior episodes do not predict future reactions. If foods are authorized for use in class, full ingredient lists must be provided for items. Only mylar balloons may be used in the schools. All natural rubber latex balloons are prohibited. Class projects and/or decorations that require any foods or latex (balloons) are prohibited without prior authorization from administration. Food and drinks are not to be consumed on school buses except by students with special needs such as diabetes.

Please refer to the board approved Anaphylaxis Policy and First Aid Guidelines North Montgomery Community School Corporation has developed to assist in protecting students with known and unknown allergies.

### **DISCIPLINE**

It is necessary that children learn to develop self-discipline in order to further their learning. We ask that you discuss with your child the importance of and need for good behavior and a good attitude while at school.

We will not tolerate fighting, bullying, intimidation, fear, disrespect toward others, obscene language, or destruction of school property. Students who break rules continuously will receive an Elementary Discipline Referral and be sent to the office to receive appropriate discipline action. Any office visit for disciplinary reasons may result in paperwork sent to the student's parents. This is done so that parents can remain aware of their student's behavior in school. If problems recur, parents will be called to meet with the principal and the student's teachers in order to help resolve the problem. In addition, parents are encouraged to contact teachers and/or principal for a conference to discuss their concerns. It is always preferable to establish communication between school and home so that students receive maximum educational benefits. The staff hopes to work with parents closely so that we can correct small misunderstandings and problems before they become larger ones.

The administration of North Montgomery understands it is not possible to list every example of student actions that could result in disciplinary measures, and therefore, holds the right to discipline anyone whose actions are contrary to the best interest of our schools, its employees, or students.

### **SECLUSION AND RESTRAINT**

The school must maintain an orderly, safe environment that is conducive to learning. There are times when it becomes necessary for employees to use reasonable restraint and/or seclusion to protect a student from causing harm to themselves, others or physical property. Seclusion and physical restraint is defined in Corporation guidelines and should be used only as means of maintaining a safe and orderly environment for learning and only to the extent necessary to preserve the safety of students and others. Parents may request a copy of the Seclusion and Restrain Plan from the school office.

### **BULLYING**

SECTION 4. IC 20-8.1-5.1-0.2 IS ADDED TO THE INDIANA CODE AS A NEW SECTION

TO READ AS FOLLOWS [EFFECTIVE JULY 1, 2005]: Sec. 0.2. As used in this chapter, "bullying" means overt, repeated acts or gestures, including 1) verbal or written communications transmitted; 2) physical acts committed; or 3) any other behaviors committed; by a student or group of students against another student with the intent to harass, ridicule, humiliate, intimidate, or harm the other student.

1. **SEXUAL HARASSMENT:** Verbal, written or oral sexual innuendo, suggestive comments, jokes of a sexual nature, sexual propositions or threats.
2. **NON-VERBAL:** Placing sexual suggestive objects, pictures, or graphic commentaries in the school environment or making sexual suggestive or insulting gestures, sounds, leering, whistling and the like.
3. **SEXUAL CONTACT:** Hands on each other, threatened, attempted, or actual bodily contact, including, pinching, pushing the body or coerced sexual intercourse.
4. **GENDER, ETHNIC, RELIGIOUS, DISABILITY, HEIGHT, WEIGHT HARASSMENT:** Verbal, written or oral innuendo, comments, jokes, insults, threats or disparaging remarks concerning a person's gender, national origin, religious beliefs, etc.

5. **CONDUCTING A "CAMPAIGN OF SILENCE":** Silence toward a fellow student, school personnel or other people associated with the school by refusing to have any form of social interaction with that person.
6. **NON-VERBAL:** Placing in the school or school property objects, pictures, or graphic commentaries which could be interpreted as being harassing in nature or making insulting or threatening gestures.
7. **PHYSICAL:** Any intimidating or disparaging action such as hitting, hissing, or spitting on a student or school personnel.
8. Any student who believe he/she is a victim of any of the above actions or has observed such actions taken by another student should, as soon as possible after the incident, contact a teacher or school administrator. The student may submit a report in writing, by telephone, or in person. The reporting student should provide the name of the person or persons whom he/she believes to be responsible for the harassment and the nature of the incident. The report shall be investigated in a timely and confidential manner. While a charge is under investigation, no information will be released to anyone who is not involved with the investigation, except as may be required by law or in a context of a legal or administrative proceeding. No one involved will discuss the subject outside of the investigation. If the investigation reveals that the complaint is valid, then prompt, appropriate disciplinary action will be taken to prevent the continuance of the harassment or its recurrence. The disciplinary form will be followed after a bullying incident has been confirmed at the discretion of the administrator. All students are expected to act responsibly, honestly, and with the utmost candor whenever they present harassment allegations or charges against a fellow student or staff member. Some forms of sexual harassment of a student by another student may be considered a form of child abuse and will require the student abuse be reported to the proper authorities.

SECTION 5. IC 20-8.1-5.1-7.7 IS ADDED TO THE INDIANA CODE AS A NEW SECTION

TO READ AS FOLLOWS [EFFECTIVE JULY 1, 2005]: Sec. 7.7. (a) Discipline rules adopted by the governing body of a school corporation under section 7 of this chapter must:

- (1) prohibit bullying; and
  - (2) include provisions concerning education, parental involvement, reporting, investigation, and intervention.
- (b) The discipline rules described in subsection (a) must apply when a student is:
- (1) on school grounds immediately before or during school hours, immediately after school hours, or at any other time when the school is being used by a school group;
  - (2) off school grounds at a school activity, function, or event;
  - (3) traveling to or from school or a school activity, function, or event; or
  - (4) using property or equipment provided by the school.
- (c) This section may not be construed to give rise to a cause of action against a person or school corporation based on an allegation of noncompliance with this section. Noncompliance with this section may not be used as evidence against a school corporation in a cause of action.

### **HARASSMENT – I.C. 35-45-2-2**

It is a violation of law and of school rules for any student or staff member to take any of the following actions toward another student or a staff member, or any person associated with the school corporation while on corporation property or at any school- related events on or off corporation property.

#### **SEXUAL HARASSMENT**

- A. **Verbal:**  
Written or oral sexual innuendoes, suggestive comments, jokes of a sexual nature, sexual propositions, or threats, including intent to inflict evil, intimidation, cause fear or annoying behavior.
- B. **Nonverbal:**  
Placing sexually suggestive objects, pictures, or graphic commentaries in the school environment or making sexually suggestive or insulting gestures, sounds, leering, whistling, including intent to inflict evil, intimidation, cause fear or annoying behavior.
- C. **Physical Contact:**  
Threatened, attempted, or actual unwanted bodily contact, including pinching, pushing the body, or coerced sexual intercourse.

#### **OTHER TYPES 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, including intent to inflict evil, intimidation, cause fear or annoying behavior.
  2. Conducting a "campaign of silence" towards a fellow student, staff member, or other person associated with the Corporation by refusing to have any form of social interaction with the person.

**B. Nonverbal:**

1. Placing in the school environment objects, pictures, or graphic commentaries, or electronic devices or on paper, which could be interpreted as being harassing in nature or making insulting or threatening gestures, including intention to inflict evil, cause fear, or annoying behavior.
2. Alleged threats will be considered in the light of their entire factual context including the surrounding events and the reaction of the audience.

**C. Physical:**

1. Any intimidating or disparaging action such as hitting, hissing, or spitting on the person.
2. Any student who believes that s/he 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 should take promptly the following steps:
3. If the alleged harasser is a student, staff member, or other person associated with the Corporation other than the student's principal, the affected students should, as soon as possible after the incident, contact the principal.
4. If the alleged harasser is the student's principal, the affected student should, as soon as possible after the incident, contact the Associate Superintendent.

The student may submit a report in writing, by telephone, or in person. The reporting student should provide the name of the person(s) whom s/he believes to be responsible for the harassment and the nature of the harassing incident(s).

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

If the investigation reveals that the complaints is valid, then prompt, appropriate remedial and/or disciplinary action will be taken immediately to prevent the continuance of the harassment or its recurrence, and may be turned over to the Montgomery County Sheriff's Department and Montgomery County Probation Department.

All students are expected to act responsibly, honestly, and with the utmost candor whenever they present harassment allegations or charges against fellow students, a staff member, or others associated with the Corporation. Some forms of sexual harassment of a student by another student may be considered a form of child abuse that will require that the student-abuser be reported to proper authorities in compliance with State Law.

### **SEX OFFENDERS**

Recognizing that the safety and welfare of students is of paramount importance, The North Montgomery School Corporation School Board hereby declares that, except in limited circumstances as defined in Board Policy, the North Montgomery School Corporation ("NMCS") will not permit sex offenders to be present on NMCS property. Please refer to the Central Administrative Office for more information or the website at [www.nm.k12.in.us](http://www.nm.k12.in.us) and click on the Community tab.

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

The Board of School Trustees of the North Montgomery Community School Corporation prohibits gang activity and similar destructive or illegal group behavior on school property, on school buses, and/or at school-sponsored functions and prohibits reprisal or retaliation against individuals who report gang activity and similar destructive or illegal group behavior or who are victims, witnesses, bystanders, or other people with reliable information about an act of gang activity and similar destructive or illegal group behavior.

The following definitions apply to this policy:

Criminal Gang means a group with at least three (3) members that specifically:

- (1) Either:
  - a. Promotes, sponsors or assists in; or
  - b. Participates in; or
- (2) Requires as a condition of membership or continued membership: the commission of a felony or an act that would be a felony if committed by an adult or the offense of battery.

Gang Activity means a student who knowingly or intentionally actively participates in a criminal gang, or a student who knowingly or intentionally solicits, recruits, entices, or intimidates another individual to join a criminal gang.

Per state law, a school employee shall report any incidence of suspected criminal gang activity, criminal gang intimidations, or criminal gang recruitment to the principal and the school resource officer. The principal and the school resource officer may take appropriate action to

maintain a safe and secure school environment, including providing appropriate intervention services.

### **DRESS CODE**

Our policy on dress and appearance has been adopted with the main interest of creating a positive learning atmosphere and wholesome attitude for each individual and the school as a whole. School is preparation for adult life and life's work. Our policy is designed to form proper dress and appearance habits for ones future as well as creating a daily positive attitude and not disrupt the educational atmosphere.

If a manner of dress, grooming, and or appearance disrupts the normal educational process or presents a physical hazard, school administrators shall take necessary action to correct the situation.

There will be no:

1. No muscle, tube tops, spaghetti strap tops, no bare midriffs. Tank Tops with 1-2" straps are permissible.
2. No spandex shorts.
3. No alcohol or tobacco advertisements, profanity, or suggestive sayings on clothing.
4. No sandals without heel straps, high heeled shoes, skate shoes, heeies, or shoes with rollers.
5. Dresses, skirts or shorts must be of moderate length.

### **STUDENT DUE PROCESS**

In compliance with State law, the Board shall permanently expel any student who possesses a 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.

For purposes of this policy, a dangerous weapon is defined as a firearm, dagger, dirk, stiletto, knife with a blade over three (3) inches in length, pocket knife opened by a mechanical device, iron bar, or brass knuckles or other devices designed to or likely to inflict bodily harm, including, but not limited to, air guns and explosive devices.

Disabled students under IDEA of Section 504 shall be expelled only in accordance with Board's Policy 2461 and Federal due process rights appropriate to disabled students.

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

The Board of Education of the North Montgomery Community School Corporation has this legal responsibility for the school in which each student is enrolled. The Board, in turn, has set policies and has appointed administrative officers to carry them out. Authority for such Board responsibility is included in the school Powers Act and Student Due Process code of the Indiana General Assembly.

A breach of discipline may result in reprimand, corporal punishment, probation, referral to special personnel in the school, parent conferences, suspension, or expulsion. This School Board Policy specifies those circumstances that may apply to expulsion from school. A student may be expelled from school for:

1. The use of violence, force, noise, coercion, threat, intimidation, passive resistance, or other conduct constituting an interference with school purposes. S/he may be expelled for urging other students to engage in the above conduct. Damage or theft involving school and/or private property, intentionally causing bodily harm to fellow students or school employees, intimidating any student with the intent of obtaining money, possessing weapons, and failing in a substantial number of instances to comply with directions of teachers and/or rules of the school.
2. Possessing or providing to another person, or being under the influence of any substance which is or contains alcohol, marijuana, a stimulant, an intoxicant, a narcotic, a depressant, or hallucinogen whether prescription or sold over the counter without a prescription; or any substance represented by the provider to be any of the listed substances on school grounds at any time or at any school-sponsored activity at any location including the school bus. Use of medication by a student prescribed by a medical doctor, a dentist, or other health care provider authorized by law to prescribe medication for that student, does not violate this rule.
3. Possessing or providing to another person anything used or designed to be used primarily for the storage, processing, delivery, or consumption of alcohol, marijuana, stimulants, intoxicants, narcotics, depressants, amphetamines, barbiturates, or hallucinogens; on

school premises at any time or at any school-sponsored activity at any location including the school bus.

4. Possessing or using any substance which the student has reason to believe is or which has been represented to her/him as, a narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage, stimulant, depressant, or intoxicant of any kind; on school premises at any time or at any school-sponsored activity at any location including the school bus.
5. Possessing, using, transmitting, or being under the influence of caffeine-based pills, substances containing phenylpropanolamine (PPA), or stimulants of any kind whether they are available with or without a prescription, or any substance the contents of which are unknown to the student if that student is under the impression that the substance may be used as a mood-altering device; on school premises at any time or at any school-sponsored activity at any location including the school bus.
6. Using tobacco in any form or providing it to others; on school premises at any time or at any school-sponsored activity at any location including the school bus.
7. Repeated failure to comply with the directions of teachers or other school personnel when properly under supervision where the failure constitutes interference with school purposes or an educational function; on school premises at any time or at any school-sponsored activity at any location including the school bus.
8. Violating any of the validly adopted rules of the school corporation under the provisions of IC 20-8.1-5-2 and IC 20-8.1-5-3; on school premises at any time or at any school-sponsored activity at any location including the school bus.
9. Possessing, using or transmitting pills, potions, or powders without the prior written approval of school authorities; on school premises at any time or at any school-sponsored activity at any location including the school bus.
  - ◆ In order to insure that the rights of the student(s) concerned are protected, a copy of the law is on file in the offices of the North Montgomery Community School Corporation administration and is available upon request.

### **STATUTES BANNING POSSESSION BY MINORS**

Item Possessed	Statute
Alcoholic Beverage	I.C. 7.1-5-7-7
Firearm	I.C. 35-47-10-5
Lottery Ticket	I.C. 4-30-12-1
Tobacco	I.C. 35-46-1-10.5

### **POSSESSIONS UNSAFE FOR SCHOOL**

Any type of a gun (air gun, pellet gun, BB gun, etc.), live or spent ammunition, pocket knife or any other item that could be used as a weapon shall not be taken to school. This would include items taken as show and tell.

### **STUDENT BELONGINGS**

Students should have all belongings marked for proper identification. Please do not allow students to bring toys or items of great value to school since school staff cannot always supervise the use of these items and they may get broken, lost or stolen. Often such items become a distraction in the learning environment. All items found at school will be kept in the office Lost and Found. Any lost or stolen items are not the responsibility of the school.

We greatly discourage children from carrying cell phones and other electronic devices for before or after school needs. However, while at school the cell phone or electrical device must be turned off and stored in the student's backpack. If this policy is violated, the device will be confiscated until the parent or legal guardian can pick it up at school.

- Balloons and flowers are not to be delivered to students at school.
- Trading cards, Pokemon, baseball, etc., may not be brought to school.

## **TAKING PART IN RECESS AND GYM**

All students are expected to participate in recess and physical education classes. If a student has been ill, or injured, a note from a parent that day stating s/he are not to participate in gym and/or recess is required.

If a student will not be participating in gym and/or recess for a period of three days, or more, s/he will need to have a signed doctors statement turned into the office.

## **SCHOOL LUNCHES/BREAKFAST**

The USDA has approved free meals for all students for the 2021-2022 school year. Items may still be purchased a-la-carte.

Lunch and breakfast are self-serve style with an offer versus served menu. Students are encouraged to take three or more of the five food items offered.

Payments are accepted in the form of cash or check at the school cafeteria and through online payments at [www.myschoolaccount.com](http://www.myschoolaccount.com). Instructions for setting up an online food service account are listed on the food service page of the corporation website at [www.nm.k12.in.us](http://www.nm.k12.in.us). Parents are encouraged to pay online or by check, for record keeping purposes. The check should be made to the individual school food service with the student's name in the check memo. If sending cash, please seal in an envelope and place the same information on the outside of the envelope. A returned check will be assessed a \$25.00 fee.

- Soft drinks are not allowed in the cafeteria during breakfast or lunch. This would include any outside restaurant food brought into the cafeteria.
- If a student has a negative lunch account balance, the student shall not be permitted to charge à la carte pre-packaged, convenience, or beverage food items.

Further information concerning North Montgomery Food Services nutritional analysis, menu, modifications, wellness, charging procedures, and food service contacts can be found at [www.nm.k12.in.us](http://www.nm.k12.in.us), under the parent tab, under food services.

## **PARENT AND GUEST VISITATIONS**

We want to encourage parents and guests to visit our schools. You are always welcome. The safety and well-being of your child is of the utmost interest to the staff of the school; therefore, it is important for us to know who is in the building at all times. **ALL VISITORS & PARENTS** to our school are **REQUIRED** to have background check on file for the current school year. In addition, all parents/visitors must bring a state issued I.D. and stop in the office before visiting classrooms or taking children from the building. Parents who wish to visit or observe in their child's classroom during the instructional day must prearrange an appointment with the Principal. Please check with your child's school to follow any Classroom Visit Procedures that may be in place. Also, remember that no pictures may be taken of children on school grounds without direct and expressed permission from the school principal.

If your child is going home with someone, not riding his/her normal bus, or being picked up by you or someone else, you must send a note to the teacher indicating this situation. Any pick-up or delivery of students should be made in accordance with the school's car rider procedures. According to corporation policy, children who are not North Montgomery Community School Corporation students and who are not accompanied by an adult are prohibited from visiting the school during school hours.

## **PARENT SQUARE SERVICE**

North Montgomery Community School Corporation provides instant message services to families with enrolled children. This service is called Parent Square. Parent Square is an automated communication system that allows parents/guardians to receive important information quickly. Automated messages may contain a variety of announcements such as school closings, upcoming school events, and if needed, emergency information.

If parents/guardians are not receiving the automated messages, they may call the school's secretary for assistance in updating their PowerSchool account. This will enable the Parent Square to deliver information promptly.

Parent Square also provides a student absence service. School personnel take student attendance promptly each day. It is the parent/guardian's responsibility to inform the school regarding all student absences and provide the reason for each absence. Parents/guardians must call their child's school to provide this information by 10:00 a.m. on the day of the absence. If the school has not received a parent call and a student is absent, Parent Square will call the student's contact telephone number and leave a message requesting a return phone call to explain the absence. Thank you for encouraging your child to have responsible school attendance.

## **VOLUNTEERS & FIELD TRIPS**

North Montgomery Community Schools require a SafeVisitor check on all adults attending a field trip, adults volunteering at school or other school functions. SafeVisitor checks are valid for five years and valid across all schools in the district. School Principals reserve the right to restrict field trip chaperones when appropriate based on information obtained in the SafeVisitor report. A comprehensive background check must be conducted at the volunteer's expense of \$17.95 – subject to change.

## **PUBLIC ATTENDANCE AT SCHOOL EVENTS**

The following regulations are to be observed with respect to the conduct of school events:

- A. All laws regarding public assemblies must be strictly complied with. Use of tobacco in any place of public assembly in any school building is absolutely prohibited. The sale, possession, or consumption of any form of alcoholic beverages or prohibited drugs in or on any part of the school buildings or grounds is absolutely prohibited.
- B. Wagering on any aspect of an athletic event will not be tolerated but participation in raffles and other such forms of fund-raising for school-related events is permissible, if the Superintendent authorizes the event.
- C. A schedule of fees for all school events shall be prepared by the principal and approved by the Superintendent.
- D. Students who are absent from school during the day may not participate or attend activities after school.

## **TEXTBOOK RENTAL**

Book rental fees will be billed from the North Montgomery Community School Corporation office the first of September. The due date will be printed on the statement.

**\*\*FAILURE TO HAVE FULL PAYMENT MADE BY DUE DATE WILL AUTOMATICALLY SUBJECT YOU TO COLLECTIONS. COLLECTION FEES, ATTORNEY FEES, AND COURT COSTS WILL BE ADDED TO THE COURSE/TEXTBOOK AMOUNT AND WILL BE THE RESPONSIBILITY OF THE PARENT AND/OR GUARDIAN. \*\***

To seek financial assistance for text books the application for Free and Reduced-Price Meals and Other Benefits must be turned in by October 31<sup>st</sup>.

If enrolling after August 31<sup>st</sup>, payment or application must be turned in within 30 days of enrollment.

## **CARE OF TEXTBOOKS AND LIBRARY BOOKS**

Students are responsible for all textbooks and library books issued to them during the school year. Payment must be made for all lost or damaged books. All monies collected are recorded by the school and paid to the proper fund for replacement purposes. If a lost book is found and is in good condition, a partial or full refund may be made.

## **PICTURES AND YEARBOOKS**

School pictures will be taken in the fall. Yearbooks will be available in the spring.

## **STUDENT FUND-RAISING**

Students participating in school-sponsored groups and activities will be allowed to solicit funds from other students, staff members, and members of the community in accordance with school guidelines. The following general rules will apply to all fund-raisers:

1. Students involved in the fund-raiser are not to interfere with students participating in other activities in order to solicit funds.
2. A student will not be allowed to participate in a fund-raising activity for a group in which s/he is not a member without the approval of the student's principal.
3. No student may participate in fund-raising activities off school property without the consent from the parents.
4. A staff member will monitor any fund-raisers that require students to exert themselves physically beyond their normal pattern of activity, such as "runs for . . ." in order to prevent a student from over extending himself/herself to the point of potential harm. No student may participate in a fund-raising activity conducted by a parent group, booster club, or community organization on

school property without the approval of the principal.

### **RETURNED CHECKS**

A return charge of \$25.00 will be assessed to checks not accepted by the bank.

### **ATHLETIC ELIGIBILITY**

A student's academic performance can be affected adversely by excessive emphasis on participation in athletics. If a child is having difficulty with his or her schoolwork, it may mean that more careful planning and effort should be placed on school assignments that might result in athletic probation. Decisions regarding athletic probation will be made by the coaches and school principal on an individual student basis.

Students, who are performing at a level 1 or 2 on their report card prior or during an athletic season, may not be eligible to participate in athletics for that grading period.

### **PESTICIDE APPLICATION NOTICE FOR PARENTS AND/OR STUDENTS**

Periodically throughout the year, it may be necessary that pesticides be applied to external or internal areas of the school building and grounds. If you wish to be given notice of such pesticide applications, please notify the principal's office. You will be given a form to fill out and you will be notified of any pesticide application with at least a 48-hour advance notice. Pesticide applications will not be done when children, staff members, or any other people are present in the area to be treated.

### **AHERA Standard**

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

### **EXPECTATIONS FOR HOMEWORK/eLearning Days**

Any student who leaves school during the day for a dentist or doctor appointment is expected to get the assignments for school work, tests, etc., and be prepared for the following school day.

If a student will be out even for one day, either he/she or the parents should call the school immediately to make arrangements for picking up or obtaining the assignments. Homework may be picked up only at the close of the school day.

Students are expected to follow the district's eLearning policy. Students are required to complete all eLearning assignments within two (2) school days upon returning to school. Failure to complete eLearning tasks will result in unexcused absence(s). Students will have access to the district WIFI to submit work when returning to the school campus.

### **COMPUTER TECHNOLOGY**

Before any student may enhance his/her school career through participation in the school's computer network, s/he and his/her parents must sign an agreement, which defines the conditions under which the student may participate. Failure to abide by all 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.

### **PROMOTION, PLACEMENT, AND RETENTION**

The personal, social, physical, and educational growth of children will vary; they should be placed in the educational settings most appropriate to their needs at the various stages of growth. Therefore, each student must move forward in a continuous pattern of achievement and growth that is in harmony with his/her own development. Such patterns should coincide with the system of grade levels and the instructional objectives established for each of the following guidelines:

- A. A student will be promoted to the succeeding grade level when s/he has:
  - 1. completed the course requirements at the presently assigned grade;

2. achieved the instructional objectives set for the present grade, in the opinion of the professional staff, and;
  3. demonstrated sufficient proficiency to permit him/her to move ahead in the educational program of the next grade.
- B. A student enrolled in special education shall be promoted or retained based on the opinion of the case conference committee and the student's I.E.P. The awarding of marks and decisions relative to promotion or retention of students is the sole and serious responsibility of their respective teachers and principals. It is very important that parents be consulted and well informed at an early date when retention is advisable. Every effort should be made to encourage parents to visit the school and confer regarding their children.

Elementary school principals are authorized, with the approval of the superintendent of schools, to place any student in grades K through 5 at a grade level that is commensurate with the child's abilities, training, and social development so as to be conducive to the child's success in school. The parents or guardians of any child whose grade level needs to be altered should be advised of this in a personal conference. Every effort should be made to encourage parents to collaborate and confer with the school regarding their children.

### **EXCEPTIONAL LEARNERS**

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) and Article 7 (Indiana's Special Education Rules). 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 counselor or principal.

### **STUDENT SUCCESS TEAM**

The Student Success Team (SST) is a problem solving and coordinating structure that assists students, families, and teachers to seek positive solutions for maximizing student potential. The SST focuses in-depth on one student at a time, and invites the parent and student to participate in finding solutions. To inquire about beginning the SST process for your child, a parent should contact the child's teacher, school counselor, or principal.

### **ACCESS TO EQUAL EDUCATIONAL OPPORTUNITY**

The School Board declares it to be the policy of this Corporation to provide an equal opportunity for all students regardless of race, color, creed, disability, religion, gender, ancestry, national origin, place of residence within the boundaries of the Corporation, or social or economic background to learn the curriculum offered in this Corporation.

### **SECTION 504/ADA COORDINATOR**

If any person believes that the North Montgomery Community School Corporation or any of the Corporation's staff has inadequately applied the principles and/or regulations of (1) Title VI of the Civil Rights Act of 1964, (2) Title IX of the Education Amendment Act of 1972, and (3) Section 504 of the Rehabilitation Act of 1973, s/he may bring forward a complaint, which shall be referred to as grievance, to the building Principal.

### **NOTIFICATION OF RIGHTS UNDER FERPA**

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

- 1) The right to inspect and review the student's education records within 45 days of the day the District receives a request for access. Parents or eligible students should submit to the school principal (or appropriate school official) a written request that identifies the record(s) they wish to inspect. The principal will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.
- 2) The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate or misleading.

Parents or eligible students may ask North Montgomery Community School Corp. to amend a record that they believe is inaccurate or misleading. They should write the principal, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading.

If the District decides not to amend the record as requested by the parent or eligible student, the District will notify the parent or

eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent of the eligible student when notified of the right to a hearing.

- 3) The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.

One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the District, an administrator, supervisor, instructor, or support staff member (including health and medical staff and law serving enforcement unit personnel); a person serving the School Board; a person or company with whom the District contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

A school official has a legitimate educational interest if the official needs to review an educational record in order to fulfill his or her professional responsibility.

(Optional) Upon request, the District discloses education records without consent to officials of another school district in which a student seeks or intends to enroll.

- 4) Where disclosure is to a state or local juvenile justice agency and related to the ability of such agency to serve before adjudication the student whose records are being released and such agency receiving the information certifies in writing that the agency has agreed not to disclose it to a third party without the consent of the student's parent, guardian, or custodian. Such information may not be used to aid in the supervision of a delinquent child.
- 5) The right to file a complaint with the U.S. Department of Education concerning alleged failures by the District to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, D.C. 20202-1605

### **DIRECTORY INFORMATION (FERPA)**

Each year the Corporation will make available, upon request for legitimate reasons, certain information known as "directory information". The Board designates as student "directory information": a student's name; address; date and place of birth; photograph; videotaping; major field of study; participation in officially recognized activities and sports; height and weight, if a member of an athletic team; dates of attendance; date of graduation; grade level; awards received; listing of an honor roll; and scholarships.

The primary purpose of directory information is to allow North Montgomery Community School Corporation to include this type of information from a student's educational records in certain school publications. Examples include, but are not limited to, the annual yearbook, graduation programs, performing arts programs, and athletic rosters.

Directory information may also be disclosed to outside organizations without a parent's prior written consent. Organizations might include, but are not limited to, companies that manufacture class rings or publish yearbooks.

The school, in compliance with federal law, is required to provide military recruiters, upon request, with three directory categories – name, address, and telephone listing.

Parents and adult students may refuse to allow the Corporation to disclose any or all of such "directory information" upon written notification to the corporation within ten (10) calendar days after receipt of this public notice.

### **PARENT'S RIGHT TO KNOW**

In accordance with the Elementary and Secondary Education Act, Section 1111(h) (6) *PARENTS' RIGHT TO KNOW*, this is a notification from North Montgomery Community School Corporation to every parent of a student in a school that receives Title I funding that you have the right to request and receive information in a timely manner regarding the professional qualifications of your student's classroom teachers. Please know that North Montgomery only hires those teachers that meet the requirements of highly qualified under the federal law. You may find the teacher's qualifications by going to the following link, entering your child's school name, and then selecting the Teacher Roster link: [doe.in.gov](http://doe.in.gov)

The 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 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.