

**DEKALB COUNTY EASTERN C.S.D.
ELEMENTARY SCHOOL**



2021-2022

STUDENT HANDBOOK

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BUTLER ELEMENTARY MISSION STATEMENT

The Butler Elementary School’s mission is to provide opportunities for all students to make responsible choices for becoming successful citizens. School personnel and parents as partners will meet individual student needs by fostering positive self-concepts, appropriate social skills, and academic knowledge.

RIVERDALE ELEMENTARY MISSION STATEMENT

Riverdale Elementary is a place where the school and community work together cooperatively to uphold academic traditions and high expectations using today’s educational practices to prepare students to meet the challenges of the future as lifelong learners.

STUDENT CONDUCT

The conduct of DeKalb County Eastern CSD Elementary students is expected to be in keeping with generally appropriate behavior. Whether in school or at extra-curricular activities, every student is expected to conduct himself or herself as a gentleman or a lady. No teacher or administrator will expect more or accept less.

In the absence of self-discipline, the superintendent, any administrative personnel, or any teacher of the school district is authorized to take certain actions reasonably desirable or necessary to help any students, to further school purposes, or to prevent interference with the educational process. When the teacher has exhausted all possible remedies to a discipline problem in the classroom, the teacher may refer the student to administrative personnel.

School rules apply for students not only during regular hours and on school property, but also at all school-sponsored events whether on or off school grounds.

DeKalb County Eastern CSD Elementary students are expected to be courteous and respectful to one another, to staff members, and to all visitors. To encourage this atmosphere, these guidelines should be followed.

1. Behave in a courteous manner in classrooms and in the halls. Avoid damaging school or personal property.
2. Use appropriate language and avoid obscenity.
3. Radios, walkmans, pagers, and electronic games should not be brought to school except when cleared with the office for special class purposes.
4. Behave respectfully at all events.
5. Avoid fighting.
6. Avoid throwing objects inside or outside the building.
7. Keep food and drinks in the cafeteria.
8. Cooperate and be courteous during the lunch period. Responsible behavior is expected for service in line and disposal of trash.
9. Cheating is not acceptable.
10. Follow the directions of teachers and other adults responsible for the operation of the school.
11. Do not aid or abet a violation of school rules.
12. Avoid violating the laws as spelled out in Appendix A of this handbook.

DISCIPLINE

The entire foundation and success of public school education depends on the basic concept of self-discipline. Certain standards of student conduct are necessary to assure that students seeking to express their own individual rights do not, at the same time, infringe upon the rights of others. The responsibility for the development and maintenance of self-discipline falls to the cooperative efforts of the students, parents, teachers, administrators, and community.

The purpose of discipline standards is to help create an atmosphere that promotes the best possible learning environment for all involved in the educational process. School staff members will make every effort, individually, collectively, and cooperatively, to help each student gain acceptable self-discipline standards.

We recognize that students, in the process of developing self-discipline, will need to have external discipline at times. We further recognize that there is a wide range of misbehavior--some much more serious than others. Because of this, different disciplinary approaches may be used: reprimand, corporal punishment, probation, referral to special personnel in the school, parent conferences, detentions, suspension, and expulsion. Any or all of these techniques may be used as deemed appropriate.

Expected conduct is outlined in this handbook. Violation of this code of conduct and certain acts of misconduct may subject the student to suspension (either in-school or out-of-school) or expulsion from school. Such conduct includes, but is not limited to, the following:

1. Student Misconduct
2. Substantial Disobedience
3. Possession or use of any tobacco products or look-alikes.
4. Actively participates in a criminal gang or criminal gang activity and/or possession of gang related or racially sensitive material.

According to I.C. 20-8.1-5.1 (9), a student may be suspended or expelled for engaging in unlawful activity on or off school grounds if:

1. The unlawful activity may reasonably be considered to be an interference with school purposes or an educational function; or
2. The student's removal is necessary to restore order or protect persons on school property;

These include unlawful activities during weekends, holidays, other school breaks, and the summer period when a student may not be attending classes or other school functions.

The following will result in a recommendation of expulsion:

1. Possession of weapons or dangerous instruments.
2. Assault on a school employee.
3. Knowingly possessing, using, transmitting, or being under the influence of any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage, intoxicant of any kind, or any item that closely resembles or is represented to be any of the foregoing substances a) on school grounds at any time; or b) at any school-sponsored activity at any location including the school bus. Use of a drug authorized by a medical prescription from a physician, dentist, or other health care provider is not a violation of this section. See "Health Regulations" procedure for having any medication at school.



Serious infractions of school rules such as lying, fighting (physical contact between students), and destruction or stealing of personal or public property will result in administration of appropriate discipline procedures.

Teachers may establish classroom rules. These rules are to be reasonable. They will be explained to the students at the beginning of the school year.

From past experience we know that most students enjoy school and are willing to cooperate. With this program you will be better informed and able to assist on those rare occasions when a problem does develop.

For more complete citing refer to Appendix A.

Out-of-School Suspension

For absence due to OUT-OF-SCHOOL SUSPENSION, students will NOT be permitted to make-up tests or other work. They will receive no credit for the tests or work missed during the suspension.

BULLYING

DeKalb County Eastern CSD will not tolerate students or other individuals who engage in bullying.

Bullying is defined as overt, unwanted, repeated acts or gestures, including verbal or written communications or images transmitted in any manner (including digitally or electronically), physical acts committed, aggression, or any other behaviors, that are committed by a student or group of students against another student with the intent to harass, ridicule, humiliate, intimidate, or harm the targeted student and create for the targeted student an objectively hostile school environment that:

1. Places the targeted student in reasonable fear of harm to the targeted student's person or property;
2. Has a substantially detrimental effect on the targeted student's physical or mental health;
3. Has the effect of substantially interfering with the targeted student's academic performance; or
4. Has the effect of substantially interfering with the targeted student's ability to participate in or benefit from the services, activities, and privileges provided by the school.

This policy includes actions that occur 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; off school grounds at a school activity, function or event; traveling to or from school or a school activity, function or event; or off school grounds if the actions may reasonably be considered to be an interference with school purposes or an educational function; or using property or equipment provided by the school.

Conduct constituting bullying/harassment and/or hazing may take different forms, including but not limited to verbal and/or non-verbal innuendos, electronic communications, suggestive comments, jokes, jeers, insulting gestures, suggestive pictures, unwanted physical contact, threats, etc.

Reports of bullying/harassment and/or hazing should be filed with the administration. The administration and/or the school's resource officer will investigate all reports of bullying. Students who are involved in any form of bullying will be subject to counseling intervention as well as subject to disciplinary action, which may include criminal charges.

Any person who knowingly reports false charges against a student or an employee in an attempt to demean, harass, abuse or embarrass that individual shall be subject to disciplinary action.

All school employees, volunteers and contracted service providers who have contact with students are required to verbally report alleged violations of this policy. A written report shall also be submitted to the school administration within (1) school day of submitting the verbal report.

BUS DROP OFF / PICKUP

Butler Elementary - Bus drop off / pickup will be on the east side of the building. Parents providing transportation for their children may only use the west entrance. Students not using bus transportation will only be allowed to enter or exit the building through the main (west) entrance.

BUS REGULATIONS

Bus transportation is a privilege. Parents of students who ride buses should make a periodic review of the bus rules and regulations with their children. Proper discipline on school buses is extremely important for the safety of all the children.

1. Any driver may assign a seat to any pupil.
 2. Standing or changing seats while the bus is in motion is not allowed.
 3. Loud or profane language or indecent conduct shall not be tolerated.
 4. Pupils shall not be allowed to tease, scuffle, trip, hold, hit or hold their hands, feet, or body in any objectionable manner.
 5. No windows or doors will be opened or closed except by the driver's permission.
 6. No pupils shall enter or leave the bus until it has come to a full stop and the door is opened by the driver.
 7. Pupils should be waiting at the boarding station when the bus arrives.
 8. No student will be permitted to deface or vandalize school property.
 9. Upon the driver's recommendation, following due process, the student may not be allowed to ride a bus. Notification will be given to parents when this violation occurs.
 10. Only school books and school materials in book bags may be carried on the bus unless otherwise approved by the building administrator.
 11. Students will not be allowed to ride any other than their assigned bus unless written permission from their parents receives an okay in the office.
 12. No pets will be allowed on any bus.

Students not complying with stated guidelines will be given a bus citation. Depending on the severity of the offense, the citation could include any of the following steps:

1. Warning
2. Removal from the bus until a meeting is held between the parents, driver, principal, and student.
3. Removal from the bus until a meeting is held between the parents, superintendent, principal, student and bus driver.

ASBESTOS HAZARD EMERGENCY RESPONSE ACT

The U. S. Environmental Protection Agency through the Asbestos Hazard Emergency Response Act (AHERA) required that all schools complete asbestos reinspections by July 9, 1992. Accredited asbestos inspectors check ceiling tile, wallboard, plaster walls, linoleum, fire doors, and duct insulation and vibration dampening cloth. Records of inspection results are evaluated and maintained. Areas where asbestos has been located are monitored.

ATTENDANCE

Regular attendance and promptness are essential to good performance at school or on any job. Teaching responsibility in these matters is a function of both the school and the parent. Absence is often the greatest single factor in lack of achievement at school. The administration and staff feel that regular attendance is essential to effective and meaningful learning. The habits and attitudes developed through regular school attendance encourage responsible patterns of behavior in other areas as well. The parent's responsibility lies in assuring that the student is in attendance unless properly excused by the school.

For further information regarding attendance, refer to Appendix B.

BICYCLES

Bicycles are to be parked only in the bicycle racks. No student should play around the racks during recesses. Bicycles are to be ridden directly to and from school. We suggest students lock their bicycle. The safety of the bicycle is the owner's responsibility.

CAFETERIA

Type "A" lunches are served in the cafeteria. Milk is also available for students carrying lunch. We are proud of our cafeterias and pleased with the quality of food served. It is expected that students eating in the school cafeterias conduct themselves in much the same manner as you would expect from them at home. Destruction of tableware, throwing of food, etc. will not be tolerated. Students conducting themselves in this manner will not be permitted to eat in the cafeteria. The great majority of students appreciate our cafeteria and the dedicated personnel who provide a comfortable and pleasant atmosphere.

Parents will be expected to prepay for their children's lunch and/or breakfast. Students are not allowed to charge lunches. Letters will be sent out so that an appropriate amount will be kept in the student's account. Families who meet the federal government guidelines in terms of number in the family and total annual income may apply for free or reduced price lunches through the school office. A form is available for this purpose.

Students in grades 3 - 6 may have a salad, if desired. The cost is the same as a student lunch. Students are not allowed to leave the building at noon hour without prior approval from the building principal.

Breakfast will be available for students in the cafeteria.

Visitors will be expected to eat a cafeteria lunch. Food and drinks will be allowed outside the cafeteria per the discretion of the school Principal.

COMPUTER ASSISTED INSTRUCTION

Networked computers, CD-ROM data retrieval, and automated library services are now available to all DeKalb County Eastern C.S.D. students. We are very pleased to bring this access to DeKalb Eastern and believe these services offer vast, diverse, and unique resources to both students and teachers. Our goal in providing these services to teachers and students is to promote educational excellence in schools by facilitating resource sharing, innovation, and communication.

Local Area Networks connect DeKalb Eastern students, teachers, and parents. IdeaNet is available to citizens across the state.

The Internet is an electronic highway connecting thousands of computers all over the world and millions of individual subscribers. Students and teachers have access to the following information:

- 1) Electronic mail communication with people all over the world.
- 2) Information and news from NASA, as well as the opportunity to correspond with the scientists at NASA and other research institutions.
- 3) Public domain software and shareware of all types.
- 4) Discussion groups on a plethora of topics ranging from ancient cultures, to the environment, to music, to politics.
- 5) University Library Catalogs, the Library of Congress, and ERIC.

With access to computers and people all over the world through Internet, comes the availability of material that may not be considered to be of educational value in the context of the school setting. DeKalb County Eastern has taken precautions to restrict access to controversial materials. However, on a global network it is impossible to control all materials and an industrious user may discover controversial information. We (DeKalb Eastern C.S.D.) firmly believe that there is a wealth of information and interaction on this worldwide network that provides a valuable resource for our students. However, there is a possibility that users may procure material that is not consistent with the educational goals of our school corporation if they diligently search for these and attempt to thwart the screens that are established.

Internet access is coordinated through a complex association of government agencies, regional, and state networks. In addition, the smooth operation of the network relies upon the proper conduct of the end users who must adhere to strict guidelines. These guidelines are provided here so you are aware of the responsibilities you are about to acquire. In general, this requires efficient, ethical, and legal utilization of the network resources. If a DeKalb County Eastern user violates any of these provisions, his or her account will be terminated and future access could possibly be denied. A parent(s) may request and will be given alternative activities for their student if they wish their student not to have access to the Internet.

Computer Use - Terms and Conditions

1. Acceptable Use

The use of your account must be in support of educational research and consistent with the educational objectives of the DeKalb County Eastern C.S.D. Use of other organization's network or computing resources must comply with the rules appropriate for that network. Transmission of any material in violation of any US or state regulation is prohibited. This includes, but is not limited to: copyrighted material, threatening or obscene material, or material protected by trade secret. Use of commercial activities is not acceptable without prior written authorization from the building principal. Use for product advertisement or political lobbying is also prohibited. Specifically, Internet users are strictly prohibited from:

- a) The use of school Internet resources to access, upload, download, or distribute pornographic, obscene, or sexually explicit material.
- b) Accessing another person's materials, information, or files without his/her permission.
- c) Infringing on copyright or plagiarizing materials.
- d) Downloading software from the internet onto individual computers or otherwise changing the original set-up of the computer.
- e) Accessing non-educational social networks such as: my space, face-book, etc.
- f) Participating in non-educational blogging or instant messaging.

2. Privileges

The use of the DeKalb County Eastern C.S.D. computer services is a privilege, not a right, and inappropriate use will result in a cancellation of those privileges. (Each student who receives an account will receive instruction from a faculty member pertaining to the proper use of the network.). The system administrators will determine what is inappropriate use and their decision is final. The system administrators may close an account at any time as required. The administration, faculty, and staff of DeKalb Eastern Schools may request the system administrator deny, revoke, or suspend specific user accounts. Additionally, the school's professional staff will provide the daily supervision required for acceptable student use of school Internet resources. However, the student is responsible for following the established protocol necessary to maintain an orderly and safe environment without infringing upon the rights of others. The responsibility for the development and maintenance of self-discipline continues as a cooperative effort of the students, teachers, parents, and administrators.

3. Guarantees

DeKalb County Eastern C.S.D. makes no warranties of any kind, whether expressed or implied, for the service it is providing. DeKalb Eastern's faculty, administrators, or board of trustees will not be responsible for any damages you suffer. This includes loss of data resulting from delays, non deliveries, misdeliveries, or service interruptions caused by its own negligence or your errors or omissions. Use of any information obtained via the Internet is at your own risk. DeKalb County Eastern C.S.D. specifically denies any responsibility for the accuracy or quality of information obtained through its services.

4. Network Etiquette

You are expected to abide by the generally accepted rules of network etiquette. These include (but are not limited to) the following:

- a) Be polite. Do not get abusive in your messages to others.
- b) Use appropriate language. Do not swear, use vulgarities or any other inappropriate language. Illegal activities are strictly forbidden.
- c) Do not reveal your personal address or phone numbers of students or colleagues.
- d) Note that electronic mail (e-mail) is not guaranteed to be private. People who operate the system do have access to all mail. Messages relating to or in support of illegal activities may be reported to the authorities.
- e) Do not disrupt the use of the network by other users.
- f) All communications and information accessible via the network should be assumed to be private property.
- g) Be conscious that messages will be brief due to medium. Word your messages carefully.

5. Security

Security on any computer system is a high priority, especially when the system involves many users. If you feel you can identify a security problem on the network, you must notify the teacher or an administrator of your building. Do not demonstrate the problem to other users. Students are prohibited from accessing another person's account, or logging into the computer using another person's name and password. Attempts to sign on to the network as a system administrator or faculty member will result in cancellation of user privileges. Any user identified as a security risk or having a history of problems with other computer systems may be denied access to computers or network servers.

6. Vandalism

Vandalism will result in cancellation of privileges. Vandalism is defined as any attempt to modify, harm, or destroy data of another user; access network command files; or maliciously harm, or destroy other data sources accessible through the network. This includes, but is not limited to, the uploading or creation of computer viruses.

7. Electronic mail ("E-mail")

E-mail is a private electronic message sent by or to staff or students in correspondence with another person having mail access. There is to be no expectation of privacy as system administrators have access to all mail initiated or terminated at DeKalb Eastern's e-mail server. Messages relating to or in support of illegal activities may be reported to the authorities. Messages received by the system are retained on the system. Inappropriate use of e-mail will result in cancellation of user privileges and may result in disciplinary actions.

CRIMINAL GANGS AND CRIMINAL GANG ACTIVITY

DeKalb County Eastern C.S.D. 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. For the purposes of this policy, criminal gang is defined in Indiana Criminal code 35-45-9-1 and all legal references regarding this policy are located in appendix A.

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.

Any student that has been found, or is believed to be involved in a criminal gang or gang activity will be disciplined by the school up to and including suspension or expulsion. Information obtained regarding a student's involvement in a criminal gang or gang activity shall be reported to local law enforcement officials.

DAMAGE TO SCHOOL PROPERTY

Any students guilty of defacing or damaging any school property shall be required to restore it to the original condition or pay in full for all damages.

DETENTION OF PUPILS

Upon occasion, and as part of the disciplinary process, it is necessary to detain a child after school. When this is necessary, every effort will be made to notify the parents, and the parent will be expected to provide transportation home for the child.

DRESS

Students should be appropriately dressed throughout the year. Students should always dress in a modest manner which insures their comfort and that of their classmates. Special attention should be given to footwear to provide safety and allow physical exercise.

EDUCATIONAL SUPPLIES

A charge will be assessed to the parents for educational materials such as art supplies and weekly educational magazines if used by the class. A charge will be assessed to parents whose child loses or damages textbooks or library books. The fee is based on the value and condition of the book at the time of the loss or damage. A pay by the week plan is also available for those who may find themselves in a financial dilemma with regards to payments charged for educational supplies. For more information, please contact the office.

EDUCATIONAL COSTS CHARGE

Costs per grade level will be available for payment at the school. The school office will be open two (2) weeks prior to the start of school for cost payments.

E-LEARNING

E-Learning will be used when school is closed due to inclement weather which will allow students to complete assignments online. Students will have up to five days to complete the E-Learning assignment.

ELECTRONIC DEVICES

All HANDHELD electronic devices are to be turned off and put away from 8:30-2:40 or at the request of school personnel. Using ANY electronic devices to take pictures and record audio or video is prohibited without permission and could result in disciplinary action. Cell phones, monitoring or recording devices will not be used in classrooms unless teacher permission is given. When handheld devices are brought to school, students bring these items at their own risk. The administration reserves the right to increase the level of consequences if it is determined that the device was being used in an inappropriate manner. If school personnel have reasonable suspicion to believe a student has used an electronic device to violate a school rule or interfere with school purposes, that device may be confiscated and subject to reasonable search. All parts of the item(s) will be confiscated which includes batteries and memory cards. Confiscated items (when released by school officials) will be kept in the main office and must be picked up by parent or guardian. The school will not be responsible for the loss of such equipment on school grounds or items brought to a school function or activity.

FIELD TRIPS

During the course of the school year, planned field trips are taken by DeKalb County Eastern CSD Elementary students under the supervision of the classroom teacher(s). These trips are worthwhile in that they serve as a stimulus to the introduction of new units in classroom work. They may also serve as a culminating activity following the completion of a classroom unit of instruction.

Your signature on the handbook form will serve as blanket permission for your child to participate in all field trips taken during the current school year. Advance information sheets will be sent home concerning each trip. If you do not wish for your student to participate in a particular trip, you need only notify the school by note. On occasion, the principal may require a parent accompany their child on the trip.

A parent, guardian, or other adult family member will only be allowed to chaperone a field trip with prior approval of the building principal or designee. Chaperones are expected to ride the bus to and from the activity and supervise the students assigned to their group. The homeroom teacher will send a criminal history consent form home with the student to be completed by the individual wanting to chaperone the field trip. This form must be completed and returned to the school's front office a minimum of 5 school days prior to the field trip. A sex offender registry check and limited criminal history check will be completed on the parent, guardian or other adult family member prior to the field trip. If a parent, guardian or other adult family member does not pass the background checks, the building principal or designee will contact them.

GRADES

Grades will be issued each nine weeks. Grades are to reflect the effort made by the student in the designated subject throughout the nine-week period. Grade cards will be sent home according to the dates listed on the school calendar. The cards should be taken home and reviewed. Parents should sign and return the report card envelope to the school. Signing indicates the card has been seen, not that it is approved. Any questions a parent or student may have concerning grades should be discussed with the teacher. Halfway through the quarter a mid-term report will be sent home to parents of students who are doing poorly in a subject or subjects. Parents may check on-line at any time to monitor their student's progress.

HEALTH SERVICES

Students who become ill or are injured during the school day should have a pass from the teacher before going to the Health Center area for assistance. Once assessed by the school nurse, at the nurse's discretion, a student may be required to wear a mask as personal protection and sit in an isolation room until a parent/guardian can pick-up the student to go home. If a student has a fever of 100.4 or above, the student must be fever free of 72 hours, without the use of a fever-reducing medication, before he/she can return to school. Students may return to school prior to the 72 hour window has elapsed if they are approved to do so in writing by their healthcare provider. CDC guidelines will be considered as needed.

It is recommended that medications be given at home whenever possible. DeKalb Eastern recognizes the necessity of some children to have medication while attending school. Medication, including CBD oil as defined by IC 24-4-21, that is to be taken at school must be left in the school nurse's office and be administered by school personnel. The following requirements must be observed to comply with school policy and state regulations.

It is recommended that medications be given at home whenever possible. DeKalb Eastern recognizes the necessity of some children to have medication while attending school. Medication, including CBD oil as defined by IC 24-4-21, that is to be taken at school must be left in the school nurse's office and be administered by school personnel. The following requirements must be observed to comply with school policy and state regulations.

1. The medication (pill or liquid) must be sent to school in the original doctor's or pharmacy's container, labeled with the name of the medication, the name of the student, the amount to be given, the time of day to be taken, and the expected duration that it is to be taken.
2. A permission form to give non-prescription and/or prescription medication must be signed by the parent or legal guardian of the child.
3. The parent may withdraw consent (in writing) at any time for the medication to be given.
4. According to IC 20-33-8-13, students with an acute or chronic medical condition may self-administer emergency medication with a physician's written authorization. Asthma medicine and bee sting antidotes are typical examples. Doctor's permission notes will be held on file in the nurse's office.
5. Non FDA approved products, herbal/dietary products, medications purchased in foreign countries, or non-traditional preparations (including but not limited to: vitamins, supplements, homeopathic remedies, and essential oils) will not be administered by school personnel.

If medication is sent to school with the child and these requirements are not followed, the medication will not be given, and disciplinary action may result. First-aid supplies are available in the clinic.--

Communicable Diseases

If a child is ill, has a communicable disease, or is infested with parasites, the school principal may send the child home with a note to the child's parents or guardian. The student may be readmitted to school once a school official determines the child is no longer ill, no longer has a communicable disease, or no longer is infested with parasites. Each child enrolled in school is to have all state and district required immunizations.

Immunizations

Regulations from the Indiana State Department of Health require all school age children to meet the following immunization standards for school attendance. Questions concerning these vaccinations

	3-5 Year Olds	K	1	2	3	4	5	6	7	8	9	10	11	12
DTaP/DTP/DT/Td*	4	5	5	5	5	5	5	5	5	5	5	5	5	5
Polio**	3	4***	4	4	4	4	4	4	4	4	4	4	4	4
Measles	1	2	2	2	2	2	2	2	2	2	2	2	2	2
Mumps	1	2	2	2	2	2	2	2	2	2	2	2	2	2
Rubella	1	1	1	1	1	1	1	1	1	1	1	1	1	1
Hepatitis B~	3	3	3	3	3	3	3	3	3	3	3	3	3	3
Varicella ∞	2	2	1	1	1	1	1	2	2	2	2	2	2	2
Tdap	-	-	-	-	-	-	-	1	1	1	1	1	1	1
MCV4	-	-	-	-	-	-	-	1	1	1	1	1	1	1

[^] Shaded areas represent grades for which immunization reports are required to be submitted to the Indiana State Department of Health.

For children who have delayed immunizations, please refer to the 2010 CDC "Catch-up Immunization Schedule" to determine adequately immunizing doses. All minimum intervals and ages for each vaccination as specified per 2010 CDC guidelines must be met for a dose to be valid. A copy of these guidelines can be found at www.cdc.gov/vaccines/recs/schedules/default.htm.

*Four doses of DTaP/DTP/DT are acceptable if 4th dose was administered on or after child's fourth birthday.

**Three doses of polio vaccine are acceptable if 3rd dose was administered on or after child's fourth birthday and the doses are all IPV or all OPV.

***The 4th dose of polio vaccine must be administered on or after child's fourth birthday. This applies only to kindergarten for 2010-2011.

~ Two dose alternative adolescent schedule (Recombivax HB given at age 11-15 years x 2 doses) is acceptable if properly documented.

∞ Physician documentation of disease history, including month and year, is proof of immunity for preschool, kindergarten and 1st grade-students. A signed statement from the parent/guardian indicating history of disease, including month and year is required for children in grades 2-12.

should be directed to your child's school nurse.

Lice

When a child is found with lice or eggs, a parent contact is made. Treatment is explained and written instructions are sent home. The child may return to school after treatment and the removal of all nits. School personnel will make the determination if the student is to return to class or not. The parent must accompany the child when returning to school the first day after treatment.

HOMEWORK

Homework will be assigned to students whenever the teacher deems it necessary and beneficial for the child. Parents are always welcome to discuss homework assignments with the teacher as well as any other extra help you may wish to give. Parents are urged to help develop good study habits.

Students enrolled in grades 4-6 know their responsibilities in regard to homework assignments. The responsibilities include finishing the assignment and turning work in on time. Homework is designed to reinforce skills and develop a level of proficiency needed to master the lessons. With this in mind, the following program will be established for this school year. This policy will be in effect for students absent from school as well as those that simply do not submit work.

Refer to Appendix B for regulations regarding the make-up of assignments.

Teachers will insure that homework assignments are available for parent pick-up after 3:00 the day of the absence, if requested by 9:00 a.m. For your convenience, books and assignments will be in the office area after school. Homework will be sent with another student if a note is sent to school or the office personnel are contacted.

When a student is absent during the end of a grading period, the time period for make-up work will remain the same. The student may receive an incomplete score (I) on the report card with final grades being calculated after the work has been completed or the grace period for make-up work has elapsed, whichever occurs first.

INDOOR RECESS RULES

1. Students should find an activity and place to work quietly.
2. Students are to remain in their classroom unless their teacher is present and grants permission to leave.
3. Students are not to use playground equipment in the classroom.
4. Students must follow all directions given by any adult.
5. Students are to put all the materials away neatly at the end of recess.

LOST AND FOUND

All lost and found will be placed in storage until the end of the school year. All students should make periodic checks for lost items.

MEDICATION

It is recommended that medications be given at home whenever possible. However, recognizing the necessity of some children to have medication while attending school, the following requirements **must** be observed to comply with school policy:

1. All medication sent to school must be kept in the clinic.
2. The medication (pill or liquid) must be sent to school in the original doctor's or pharmacy's container, labeled by them with the name of the medication, the amount to be given, the time of day to be taken, and the expected duration that the medication is to be taken.
3. Unused medicine must be picked up by a parent or guardian. It cannot be sent home with a student.
4. The physician's name and the student's name must be on the label for prescription medication.
5. The permission form to give non-prescription and/or prescription medication must be signed by the parent or legal guardian of the child.
6. The parent may withdraw consent for the medication to be given (in writing) at any time.
7. According to the Indiana Senate Enrolled Act 376, students with an acute or chronic medical condition may self-administer emergency medication with a physician's written authorization. Asthma medicine and bee sting antidote are typical examples. Doctor's permission notes will be held on file by the office.

If medication is sent to school with the child and these requirements are not followed, the medication will not be given.

NON-DISCRIMINATION

It is the policy of DeKalb County Eastern Community Schools not to discriminate in the educational programming or activities regardless of a student's abilities, race, color, sex, national origin, creed, or otherwise qualified individuals with a disability.

PARTIES

Three classroom parties may be held. They will be listed on the school calendar. Birthday treats may also be sent. The treats should be store bought and packaged. Please notify the teacher the day before the treat is sent to school.

PERSONAL PROPERTY

The school cannot be responsible for the loss of personal valuables either of students or staff. Students should not bring more money than is necessary for such things as lunch, pictures, book club orders, etc. Student personal playground equipment, such as basketballs and jump ropes should be left at home. The school provides playground equipment. CD players, skateboards, walkie-talkies, and other personal items are not allowed.

PESTICIDE APPLICATION

The school corporation is committed to providing students a safe environment. It seeks to prevent children from being exposed to pests and pesticides. While pesticides protect children from pests that may be found in the school and the surrounding grounds, under some circumstances they may pose a hazard to children. Therefore, pest control practices may involve a variety of chemical and non-chemical methods that are designed to control pests effectively while minimizing potential pesticide exposure to children.

The corporation will provide notice at least two days prior to the date and time the pesticide application is to occur. The notice will include the date and time of the pesticide application, the general area where the pesticide is to be applied and the telephone number to contact the school for more information.

In case of emergency pesticide applications because of immediate threat to student health (i.e. wasp or bee infestations) the school shall give written notice as soon as possible to those requesting such information.

PETS

Students are encouraged to leave their pets at home. Teachers may allow pets to be brought to school if properly caged or harnessed. It would be advisable for larger pets to be taken home immediately after the show and tell time. Parents should do this. At no time should a student return a pet home during the school day. Stray animals will be given to the Humane Shelter for proper care and identification. Students should be sure their pets are securely chained or housed before coming to school so as not to allow their pet to follow them to school.

PHOTO RELEASE

On occasion, student photos are used in corporation newsletters, school newsletters, and local newspapers. If a student picture is not to be used, you must submit a written denial to the principal or the principal's designee within the first two weeks of school attendance.

PLAYGROUND RULES

We wish all to enjoy the playground and encourage students to share the equipment. Some rules are necessary and it is hoped students understand the need for this. Should playground rules not be followed, recess privileges may be suspended.

1. All students are expected to go outside for recess unless the weather is bad. The decision whether or not to have indoor recess will be determined by the office staff.
2. All students are to follow the instructions of the teacher aide on duty.
3. Students are not to cross the road or streets to get a ball or any other object. The adult supervisor will retrieve the object.
4. Students will use equipment safely and correctly as directed by the playground supervisor(s).

PROMOTION-RETENTION

If a teacher believes that it is in the best interest of the student to repeat a grade in order to improve, the teacher will notify the parents before the end of school. If desired, a conference will be held between the teacher, parent, and principal to discuss the placement. The final placement will be established by the principal.

RECESS

We feel that recess periods are of utmost importance for children. Recess develops muscular coordination, helps students to get along with others, and diverts their attention from classroom work to a period of free play. Therefore, we expect all children to participate in outside recess unless:

1. the teacher requests the child to remain inside,
2. the child has a written statement from his/her doctor stating he/she should not participate in outside activities,
3. the student has just returned to school after having been ill and you feel it is absolutely necessary he/she remain inside (he/she may remain inside for three (3) days (provided the parent requests it in writing)
4. all recesses are canceled by the principal or his designee when the wind chill factor renders it necessary.

SCHOOL HOURS

Grades K- 6:

8:30	School begins
8:40	Tardy
11:00 - 12:45	Lunch and recess
2:50	Dismissal

SCHOOL PICTURES

Pictures of the children are taken in the fall. Picture packets are available on a prepaid basis.

SEXUAL HARASSMENT

Section I:

- A. It is the policy of the DeKalb County Eastern Community School District to maintain a learning and working environment that is free from sexual harassment.
- B. It shall be a violation of this policy for any member of the DeKalb County Eastern Community School District staff to harass another staff member or student through conduct or communications of a sexual nature as defined in Section II. It shall also be a violation of this policy for students to harass other students through conduct or communications of a sexual nature as defined in Section II.

Section II (definition):

- A. Sexual harassment shall consist of unwelcome sexual advances, requests for sexual favors, and other inappropriate verbal or physical conduct of a sexual nature when made by any member of the school staff to another staff member, when made by any student to another student, when made by a student toward a staff member, or when made by a staff member to a student when:
 - 1. Submission to such conduct is either explicitly or implicitly a term or condition of an individual's employment or education, or when:
 - 2. Submission to or reflection of such conduct by an individual is used as the basis for academic or employment decisions affecting that individual, or when:
 - 3. Such conduct has the purpose or effect of substantially interfering with an individual's academic or professional performance or creating an intimidating, hostile, or offensive employment or education environment.
- B. Sexual harassment, as set forth in Section II-A, may include, but is not limited to the following:
 - verbal harassment of abuse
 - pressure for sexual activity
 - repeated remarks to a person, with sexual or demeaning implications
 - unwelcome touching
 - suggesting or demanding sexual involvement accompanied by implied explicit threats concerning one's grades, job, etc.

STANDARDIZED ACHIEVEMENT TEST

The Indiana State Testing of Education Progress (ILEARN) is a testing program passed by the Indiana General Assembly in 1987 and updated annually. This requires testing at grades 3, 4, 5, 6 in the elementary schools. These dates are listed on the school calendar.

All grade levels may be required to take criterion-referenced tests. Test dates will be determined by each school.

Remediation will be required of students according to properly adopted board policy.

TELEPHONE

We ask all pupils to limit their use of the office phone to emergencies and calls of important school matters. Students should also have permission from their teacher to use the phone.

VISITORS

Due to security concerns and the safety of our students and staff, all visitors must enter the building through door #1 and check in with the front office staff. All visitors must present a valid driver's license or state ID card which will be scanned into our visitor management program and run through the sex offender registry check. If the visitor will be leaving the main office area, they must have authorization from a building administrator and must provide their own Personal Protective Equipment as mandated by state and district guidelines. Authorized visitors will be expected to provide the office staff with the keys to their vehicle in exchange for a visitor tag and lanyard. All visitors must check out of the building through the main office. Visitors must exit the building through door #1. Visits with students during their lunch will not be allowed. Appointments are recommended for any meeting with an administrator or teacher and all meetings should occur in the main office. Visitors will abide by the same rules and regulations as a student or staff member. Visits by former students are not permitted during regular school hours.

WEATHER EMERGENCY

During periods of inclement weather when buses may have difficulty traveling or school may be delayed or closed, students and parents are to watch the following television channels: WPTA TV Channel 21; WKJG TV Channel 33; WANE TV Channel 15 for such announcements.

School may be delayed for two hours. Weather information may also be obtained by calling the school system's voice mail. Other school closings, due to emergency situations, will be announced by the same media, with as much advance notification as possible.

Parents will be provided with information and forms to be included in DeKalb Eastern's School Messenger program which sends out messages regarding delays and cancellations by telephone or text.

WITHDRAWAL FROM SCHOOL

When a student withdraws from school, the office should be informed of the last day of attendance. Signed forms are also necessary for records to be sent to the receiving school.

DEKALB COUNTY EASTERN CSD ELEMENTARY SCHOOLS

DeKalb County Eastern Community School District

300 E. Washington Street

Butler, Indiana 46721

(260) 868-2125



August 3, 2021

Dear Parents or Guardians:

You have received the updated DeKalb County Eastern CSD Elementary Student Handbook. Please review the handbook with your child. After reviewing, please sign below and return this completed form to your child's teacher.

You and your child's signatures on the return form verify that you have read and reviewed this document together. Furthermore, it acknowledges the following:

- Permission for your child to participate in class field trips with proper advance notice.
- Compliance by your student with the computer use policy found on pages 7-9 of this handbook.
- Support in getting your student to comply with the rules found in this handbook.

Thank you for your cooperation in helping your child understand and abide by the rules of our school. If you have any questions regarding this matter, please contact your student's school office.

Sincerely,

Kim Clark
Principal, Butler Elementary

Brennen Kitchen
Principal, Riverdale Elementary

Date: _____

I have read and reviewed the DeKalb County Eastern CSD Elementary Student Handbook with my child,

_____, on the above date.

Parent or Guardian Signature

Student Signature

School Attending

APPENDIX A

The information in the appendix is meant to provide the actual statutes regarding school discipline.

APPENDIX A: IC 20-33-8 Chapter 8. Student Discipline (UPDATED 6/2015)

IC 20-33-8-0.2 "Bullying" Sec. 0.2. (a) As used in this chapter, "bullying" means overt, unwanted, repeated acts or gestures, including verbal or written communications or images transmitted in any manner (including digitally or electronically), physical acts committed, aggression, or any other behaviors, that are committed by a student or group of students against another student with the intent to harass, ridicule, humiliate, intimidate, or harm the targeted student and create for the targeted student an objectively hostile school environment that: (1) places the targeted student in reasonable fear of harm to the targeted student's person or property; (2) has a substantially detrimental effect on the targeted student's physical or mental health; (3) has the effect of substantially interfering with the targeted student's academic performance; or (4) 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. (b) The term may not be interpreted to impose any burden or sanction on, or include in the definition of the term, the following: (1) Participating in a religious event. (2) Acting in an emergency involving the protection of a person or property from an imminent threat of serious bodily injury or substantial danger. (3) Participating in an activity consisting of the exercise of a student's rights protected under the First Amendment to the United States Constitution or Article I, Section 31 of the Constitution of the State of Indiana, or both. (4) Participating in an activity conducted by a nonprofit or governmental entity that provides recreation, education, training, or other care under the supervision of one (1) or more adults. (5) Participating in an activity undertaken at the prior written direction of the student's parent. (6) Engaging in interstate or international travel from a location outside Indiana to another location outside Indiana. As added by P.L.106-2005, SEC.6. Amended by P.L.285-2013, SEC.5.

IC 20-33-8-0.5 "Physician" Sec. 0.5. As used in this chapter, "physician" means an individual licensed to practice medicine or osteopathic medicine under: (1) IC 25-22.5; or (2) the law of another state. As added by P.L.1-2005, SEC.17.

IC 20-33-8-1 "Principal" Sec. 1. As used in this chapter, "principal" includes a principal's designee. As added by P.L.1-2005, SEC.17.

IC 20-33-8-2 "Educational function" Sec. 2. As used in this chapter, "educational function" means the performance by a school corporation or its officers or employees of an act or a series of acts in carrying out school purposes. As added by P.L.1-2005, SEC.17.

IC 20-33-8-3 "Expulsion" Sec. 3. (a) As used in this chapter, "expulsion" means a disciplinary or other action whereby a student: (1) is separated from school attendance for a period exceeding ten (10) school days; (2) is separated from school attendance for the balance of the current semester or

current year unless a student is permitted to complete required examinations in order to receive credit for courses taken in the current semester or current year; or (3) is separated from school attendance for the period prescribed under section 16 of this chapter, which may include an assignment to attend an alternative school, an alternative educational program, or a homebound educational program. (b) The term does not include situations when a student is: (1) disciplined under section 25 of this chapter; (2) removed from school in accordance with IC 20-34-3-9; or (3) removed from school for failure to comply with the immunization requirements of IC 20-34-4-5. As added by P.L.1-2005, SEC.17.

IC 20-33-8-4 "School purposes" Sec. 4. As used in this chapter, "school purposes" refers to the purposes for which a school corporation operates, including the following: (1) To promote knowledge and learning generally. (2) To maintain an orderly and effective educational system. (3) To take any action under the authority granted to school corporations and their governing bodies by IC 20-26-5 or by any other statute. As added by P.L.1-2005, SEC.17.

IC 20-33-8-5 "School property" Sec. 5. As used in this chapter, "school property" means the following:

(1) A building or other structure owned or rented by a school corporation. (2) The grounds adjacent to and owned or rented in common with a building or other structure owned or rented by a school corporation. As added by P.L.1-2005, SEC.17.

IC 20-33-8-6 "Superintendent" includes superintendent's designee Sec. 6. As used in this chapter, "superintendent" includes a superintendent's designee. As added by P.L.1-2005, SEC.17.

IC 20-33-8-7 "Suspension" Sec. 7. (a) As used in this chapter, "suspension" means any disciplinary action that does not constitute an expulsion under section 3 of this chapter, whereby a student is separated from school attendance for a period of not more than ten (10) school days. (b) The term does not include a situation in which a student is: (1) disciplined under section 25 of this chapter; (2) removed from school in accordance with IC 20-34-3-9; or (3) removed from school for failure to comply with the immunization requirements of IC 20-34-4-5. As added by P.L.1-2005, SEC.17.

IC 20-33-8-8 Duty and powers of school corporation to supervise and discipline students Sec. 8. (a) Student supervision and the desirable behavior of students in carrying out school purposes is the responsibility of: (1) a school corporation; and (2) the students of a school corporation. (b) In all matters relating to the discipline and conduct of students, school corporation personnel: (1) stand in the relation of parents to the students of the school corporation; (2) have the right to take any disciplinary action necessary to promote student conduct that conforms with an orderly and effective educational system, subject to this chapter; and (3) have qualified immunity with respect to a disciplinary action taken to promote student conduct under subdivision (2) if the action is taken in good faith and is reasonable. (c) Students must: (1) follow responsible directions of school personnel in all educational settings; and (2) refrain from disruptive behavior that interferes with the educational environment. As added by P.L.1-2005, SEC.17. Amended by P.L.121-2009, SEC.12.

IC 20-33-8-9 Disciplinary powers of teachers and school staff members Sec. 9. (a) This section applies to an individual who: (1) is a teacher or other school staff member; and (2) has students under the individual's charge. (b) An individual may take any action that is reasonably necessary to carry out or to prevent an interference with an educational function that the individual supervises. (c) Subject to rules of the governing body and the administrative staff, an individual may remove a student for a period that does not exceed five (5) school days from an educational function supervised by the individual or another individual who is a teacher or other school staff member. (d) If an individual removes a student from a class under subsection (c), the principal may place the student in another appropriate class or placement or into inschool suspension. The principal may not return the student to the class from which the student was removed until the principal has met with the student, the student's teacher, and the student's parents to determine an appropriate behavior plan for the student. If the student's parents do not meet with the principal and the student's teacher within a reasonable amount of time, the student may be moved to another class at the principal's discretion. As added by P.L.1-2005, SEC.17. Amended by P.L.121-2009, SEC.13.

IC 20-33-8-10 Disciplinary powers of principals Sec. 10. (a) A principal may take action concerning the principal's school or a school activity within the principal's jurisdiction that is reasonably necessary to carry out or prevent interference with an educational function or school purposes. (b) Subsection (a) allows a principal to write regulations that govern student conduct. As added by P.L.1-2005, SEC.17.

IC 20-33-8-11 Disciplinary powers of superintendents and administrative staff members Sec. 11. A: (1) superintendent; or (2) member of the superintendent's administrative staff, with the superintendent's approval; may take any action with respect to all schools within the superintendent's jurisdiction that is reasonably necessary to carry out or prevent interference with an educational function or school purposes. As added by P.L.1-2005, SEC.17.

IC 20-33-8-12 Adoption of discipline rules; publicity requirement; discipline policy regulations and guidelines; delegation of authority; rulemaking powers of governing body Sec. 12. (a) Except as provided under IC 20-33-8-16, the governing body of a school corporation must do the following: (1) Establish written discipline rules, which must include a graduated system of discipline and may include: (A) appropriate dress codes; and (B) if applicable, an agreement for court assisted resolution of school suspension and expulsion cases; for the school corporation. (2) Give general publicity to the discipline rules within a school where the discipline rules apply by actions such as: (A) making a copy of the discipline rules available to students and students' parents; or (B) delivering a copy of the discipline rules to students or the parents of students. This publicity requirement may not be construed technically and is satisfied if the school corporation makes a good faith effort to disseminate to students or parents generally the text or substance of a discipline rule. (b) The: (1) superintendent of a school corporation; and (2) principals of each school in a school corporation; may adopt regulations establishing lines of responsibility and related guidelines in compliance with the discipline policies of the governing body. (c) The governing body of a school corporation may delegate: (1) rulemaking; (2) disciplinary; and (3) other authority; as reasonably necessary to carry out the school purposes of the school corporation. (d) Subsection (a) does not apply to rules or directions concerning the following: (1) Movement of students. (2) Movement or parking of vehicles.

(3) Day to day instructions concerning the operation of a classroom or teaching station. (4) Time for commencement of school. (5) Other standards or regulations relating to the manner in which an educational function must be administered. However, this subsection does not prohibit the governing body from regulating the areas listed in this subsection. As added by P.L.1-2005, SEC.17. Amended by P.L.242-2005, SEC.22; P.L.66-2009, SEC.3.

IC 20-33-8-13 Possession and self-administration of medication permitted Sec. 13. (a) Discipline rules adopted under section 12 of this chapter must provide that a student with a chronic disease or medical condition may possess and self-administer medication for the chronic disease or medical condition during the times and in the places set forth under section 14(b) of this chapter if the following conditions are met: (1) The student's parent has filed an authorization with the student's principal for the student to possess and self-administer the medication. The authorization must include the statement described in subdivision (2). (2) A physician states in writing that: (A) the student has an acute or chronic disease or medical condition for which the physician has prescribed medication; (B) the student has been instructed in how to self-administer the medication; and (C) the nature of the disease or medical condition requires emergency administration of the medication. (b) The authorization and statement described in subsection (a) must be filed annually with the student's principal. As added by P.L.1-2005, SEC.17.

IC 20-33-8-13.5 Discipline rules prohibiting bullying required Sec. 13.5. (a) Discipline rules adopted by the governing body of a school corporation under section 12 of this chapter must: (1) prohibit bullying; and (2) include: (A) provisions concerning education, parental involvement, and intervention; (B) a detailed procedure for the expedited investigation of incidents of bullying that includes: (i) appropriate responses to bullying behaviors, wherever the behaviors occur; (ii) provisions for anonymous and personal reporting of bullying to a teacher or other school staff; (iii) timetables for reporting of bullying incidents to the parents of both the targeted student and the bully, in an expedited manner; (iv) timetables for reporting of bullying incidents to school counselors, school administrators, the superintendent, or law enforcement, if it is determined that reporting the bullying incident to law enforcement is necessary; (v) discipline provisions for teachers, school staff, or school administrators who fail to initiate or conduct an investigation of a bullying incident; and (vi) discipline provisions for false reporting of bullying; and (C) a detailed procedure outlining the use of follow-up services that includes: (i) support services for the victim; and (ii) bullying education for the bully. (b) The discipline rules described in subsection (a) may be applied regardless of the physical location in which the bullying behavior occurred, whenever: (1) the individual committing the bullying behavior and any of the intended targets of the bullying behavior are students attending a school within a school corporation; and (2) disciplinary action is reasonably necessary to avoid substantial interference with school discipline or prevent an unreasonable threat to the rights of others to a safe and peaceful learning environment. (c) The discipline rules described in subsection (a) must prohibit bullying through the use of data or computer software that is accessed through a: (1) computer; (2) computer system; or (3) computer network. (d) 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. (e) A record made of an investigation, a disciplinary action, or a follow-up action performed under rules adopted under this section is not a public record

under IC 5-14-3. (f) The department shall periodically review each policy adopted under this section to ensure the policy's compliance with this section. As added by P.L.106-2005, SEC.7. Amended by P.L.180-2011, SEC.2; P.L.285-2013, SEC.6.

IC 20-33-8-14 Grounds for suspension or expulsion Sec. 14. (a) The following are the grounds for student suspension or expulsion, subject to the procedural requirements of this chapter and as stated by school corporation rules: (1) Student misconduct. (2) Substantial disobedience. (b) The grounds for suspension or expulsion listed in subsection (a) apply when a student is: (1) on school grounds immediately before or during school hours, or 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; or (3) traveling to or from school or a school activity, function, or event. As added by P.L.1-2005, SEC.17.

IC 20-33-8-15 Unlawful activity by student Sec. 15. In addition to the grounds specified in section 14 of this chapter, a student may be suspended or expelled for engaging in unlawful activity on or off school grounds if: (1) the unlawful activity may reasonably be considered to be an interference with school purposes or an educational function; or (2) the student's removal is necessary to restore order or protect persons on school property; including an unlawful activity during weekends, holidays, other school breaks, and the summer period when a student may not be attending classes or other school functions. As added by P.L.1-2005, SEC.17.

IC 20-33-8-16 Possession of firearms, deadly weapons, or destructive devices Sec. 16. (a) As used in this section, "firearm" has the meaning set forth in IC 35-47-1-5. (b) As used in this section, "deadly weapon" has the meaning set forth in IC 35-31.5-2-86. The term does not include a firearm or destructive device. (c) As used in this section, "destructive device" has the meaning set forth in IC 35-47.5-2-4. (d) Notwithstanding section 20 of this chapter, a student who is: (1) identified as bringing a firearm or destructive device to school or on school property; or (2) in possession of a firearm or destructive device on school property; must be expelled for at least one (1) calendar year, with the return of the student to be at the beginning of the first school semester after the end of the one (1) year period. (e) The superintendent may, on a case by case basis, modify the period of expulsion under subsection (d) for a student who is expelled under this section. (f) Notwithstanding section 20 of this chapter, a student who is: (1) identified as bringing a deadly weapon to school or on school property; or (2) in possession of a deadly weapon on school property; may be expelled for not more than one (1) calendar year. (g) the superintendent or the superintendent's designee shall immediately notify the appropriate law enforcement agency having jurisdiction over the property where the school is located if a student engages in a behavior described in subsection (d). The superintendent may give similar notice if the student engages in a behavior described in subsection (f). Upon receiving notification under this subsection, the law enforcement agency shall begin an investigation and take appropriate action. (h) A student with disabilities (as defined in IC 20-35-7-7) who possesses a firearm on school property is subject to procedural safeguards under 20 U.S.C. 1415. As added by P.L.1-2005, SEC.17. Amended by P.L.114-2012, SEC.42.

IC 20-33-8-17 Student's legal settlement not in attendance area Sec. 17. A student may be expelled from school if the student's legal settlement is not in the attendance area of the school corporation where the student is enrolled. As added by P.L.1-2005, SEC.17.

IC 20-33-8-18 Maximum term of suspension; procedure Sec. 18. (a) A principal may suspend a student for not more than ten (10) school days under section 14, 15, or 16 of this chapter. However, the student may be suspended for more than ten (10) school days under section 23 of this chapter. (b) A principal may not suspend a student before the principal affords the student an opportunity for a meeting during which the student is entitled to the following: (1) A written or an oral statement of the charges against the student. (2) If the student denies the charges, a summary of the evidence against the student. (3) An opportunity for the student to explain the student's conduct. (c) When misconduct requires immediate removal of a student, the meeting under subsection (b) must begin as soon as reasonably possible after the student's suspension. (d) Following a suspension, the principal shall send a written statement to the parent of the suspended student describing the following: (1) The student's misconduct. (2) The action taken by the principal. As added by P.L.1-2005, SEC.17.

IC 20-33-8-19 Expulsion procedure; appeals Sec. 19. (a) A superintendent of a school corporation may conduct an expulsion meeting or appoint one (1) of the following to conduct an expulsion meeting: (1) Legal counsel. (2) A member of the administrative staff if the member: (A) has not expelled the student during the current school year; and (B) was not involved in the events giving rise to the expulsion. The superintendent or a person designated under this subsection may issue subpoenas, compel the attendance of witnesses, and administer oaths to persons giving testimony at an expulsion meeting. (b) An expulsion may take place only after the student and the student's parent are given notice of their right to appear at an expulsion meeting with the superintendent or a person designated under subsection (a). Notice of the right to appear at an expulsion meeting must: (1) be made by certified mail or by personal delivery; (2) contain the reasons for the expulsion; and (3) contain the procedure for requesting an expulsion meeting. (c) The individual conducting an expulsion meeting: (1) shall make a written summary of the evidence heard at the expulsion meeting; (2) may take action that the individual finds appropriate; and (3) must give notice of the action taken under subdivision (2) to the student and the student's parent. (d) If the student or the student's parent not later than ten (10) days of receipt of a notice of action taken under subsection (c) makes a written appeal to the governing body, the governing body: (1) shall hold a meeting to consider: (A) the written summary of evidence prepared under subsection (c)(1); and (B) the arguments of the principal and the student or the student's parent; unless the governing body has voted under subsection (f) not to hear appeals of actions taken under subsection (c); and (2) may take action that the governing body finds appropriate. The decision of the governing body may be appealed only under section 21 of this chapter. (e) A student or a student's parent who fails to request and appear at an expulsion meeting after receipt of notice of the right to appear at an expulsion meeting forfeits all rights administratively to contest and appeal the expulsion. For purposes of this section, notice of the right to appear at an expulsion meeting or notice of the action taken at an expulsion meeting is effectively given at the time when the request or notice is delivered personally or sent by certified mail to a student and the student's parent. (f) The governing body may vote to not hear appeals of actions taken under subsection (c). If the governing body votes to not hear appeals, subsequent to

the date on which the vote is taken, a student or parent may appeal only under section 21 of this chapter. As added by P.L.1-2005, SEC.17.

IC 20-33-8-20 Maximum term of expulsion; re-enrollment in alternative program after expulsion or exclusion; reinstatement review Sec. 20. (a) Except as provided in section 16 of this chapter, a student may not be expelled for a longer period than the remainder of the school year in which the expulsion took effect if the misconduct occurs during the first semester. If a student is expelled during the second semester, the expulsion remains in effect for summer school and may remain in effect for the first semester of the following school year, unless otherwise modified or terminated by order of the governing body. The appropriate authorities may require that a student who is at least sixteen (16) years of age and who wishes to re-enroll after an expulsion or an exclusion attend an alternative program. (b) An expulsion that takes effect more than three (3) weeks before the beginning of the second semester of a school year must be reviewed before the beginning of the second semester. The review: (1) shall be conducted by the superintendent or an individual designated under section 19(a) of this chapter after notice of the review has been given to the student and the student's parent; (2) is limited to newly discovered evidence or evidence of changes in the student's circumstances occurring since the original meeting; and (3) may lead to a recommendation by the person conducting the review that the student be reinstated for the second semester. (c) An expulsion that will remain in effect during the first semester of the following school year must be reviewed before the beginning of the school year. The review: (1) shall be conducted by the superintendent or an individual designated under section 19(a) of this chapter after notice of the review has been given to the student and the student's parent; (2) is limited to newly discovered evidence or evidence of changes in the student's circumstances occurring since the original meeting; and (3) may lead to a recommendation by the individual conducting the review that the student be reinstated for the upcoming school year. As added by P.L.1-2005, SEC.17.

IC 20-33-8-21 Scope of judicial review Sec. 21. Judicial review of a governing body's action under this chapter by the circuit or superior court of the county in which a student who is the subject of the governing body's action resides is limited to the issue of whether the governing body acted without following the procedure required under this chapter. As added by P.L.1-2005, SEC.17.

IC 20-33-8-22 Effectiveness of statute during judicial review Sec. 22. An expulsion that has been upheld by a governing body continues in effect during judicial review under section 21 of this chapter unless: (1) the court grants a temporary restraining order under the Indiana Rules of Civil Procedure; and (2) the school corporation was given the opportunity to appear at the hearing regarding the temporary restraining order. As added by P.L.1-2005, SEC.17.

IC 20-33-8-23 Suspension pending expulsion decision Sec. 23. The superintendent or the person designated by the superintendent under section 19(a) of this chapter may continue suspension of a student for more than ten (10) school day period of the principal's suspension and until the time of the expulsion decision under section 19 of this chapter if the superintendent or the designated person determines that the student's continued suspension will prevent or substantially reduce the risk of: (1) interference with an educational function or school purposes; or (2) a physical injury to the student, other students, school employees, or visitors to the school. However, a student may not be

suspended from school pending a meeting on a student's proposed expulsion if the expulsion is ordered under section 17 of this chapter. As added by P.L.1-2005, SEC.17.

IC 20-33-8-24 Requirements for re-enrollment after expulsion Sec. 24. (a) This section applies to a student who: (1) is at least sixteen (16) years of age; and (2) wishes to re-enroll after an expulsion. (b) A principal may require a student to attend one (1) or more of the following: (1) An alternative school or alternative educational program. (2) Evening classes. (3) Classes established for students who are at least sixteen (16) years of age. As added by P.L.1-2005, SEC.17.

IC 20-33-8-25 Additional disciplinary actions authorized Sec. 25. (a) This section applies to an individual who: (1) is a member of the administrative staff, a teacher, or other school staff member; and (2) has students under the individual's charge. (b) An individual may take disciplinary action instead of or in addition to suspension and expulsion that is necessary to ensure a safe, orderly, and effective educational environment. Disciplinary action under this section may include the following: (1) Counseling with a student or group of students. (2) Conferences with a parent or group of parents. (3) Assigning additional work. (4) Rearranging class schedules. (5) Requiring a student to remain in school after regular school hours: (A) to do additional school work; or (B) for counseling. (6) Restricting extracurricular activities. (7) Removal of a student by a teacher from that teacher's class for a period not to exceed: (A) five (5) class periods for middle, junior high, or high school students; or (B) one (1) school day for elementary school students; if the student is assigned regular or additional school work to complete in another school setting. (8) Assignment by the principal of: (A) a special course of study; (B) an alternative educational program; or (C) an alternative school. (9) Assignment by the principal of the school where the recipient of the disciplinary action is enrolled of not more than one hundred twenty (120) hours of service with a nonprofit organization operating in or near the community where the school is located or where the student resides. The following apply to service assigned under this subdivision: (A) A principal may not assign a student under this subdivision unless the student's parent approves: (i) the nonprofit organization where the student is assigned; and (ii) the plan described in clause (B)(i). A student's parent may request or suggest that the principal assign the student under this subdivision. (B) The principal shall make arrangements for the student's service with the nonprofit organization. Arrangements must include the following: (i) A plan for the service that the student is expected to perform. (ii) A description of the obligations of the nonprofit organization to the student, the student's parents, and the school corporation where the student is enrolled. (iii) Monitoring of the student's performance of service by the principal or the principal's designee. (iv) Periodic reports from the nonprofit organization to the principal and the student's parent or guardian of the student's performance of the service. (C) The nonprofit organization must obtain liability insurance in the amount and of the type specified by the school corporation where the student is enrolled that is sufficient to cover liabilities that may be incurred by a student who performs service under this subdivision. (D) Assignment of service under this subdivision suspends the implementation of a student's suspension or expulsion. A student's completion of service assigned under this subdivision to the satisfaction of the principal and the nonprofit organization terminates the student's suspension or expulsion. (10) Removal of a student from school sponsored transportation. (11) Referral to the juvenile court having jurisdiction over the student. (c) As used in this subsection, "physical assault" means the knowing or intentional touching of another person in a rude, insolent, or angry manner. When a student physically assaults a person

having authority over the student, the principal of the school where the student is enrolled shall refer the student to the juvenile court having jurisdiction over the student. However, a student with disabilities (as defined in IC 20-35-7-7) who physically assaults a person having authority over the student is subject to procedural safeguards under 20 U.S.C. 1415. As added by P.L.1-2005, SEC.17. Amended by P.L.66-2009, SEC.4.

IC 20-33-8-26 Rules requiring participation in disciplinary action by person caring for dependent student Sec. 26. (a) The governing body of a school corporation may adopt rules that require a person having care of a dependent student to participate in an action taken under this chapter in connection with a student's behavior. The rules must include the following: (1) Procedures for giving actual notice to the person having care of the dependent student. (2) A description of the steps that the person must take to participate in the school corporation's action. (3) A description of the additional actions in connection with the student's behavior that are justified in part or in full if the person does not participate in the school corporation's action. (b) A dependent student is a child in need of services under IC 31-34-1-7 if, before the student child becomes eighteen (18) years of age: (1) the student's parent fails to participate in a disciplinary proceeding in connection with the student's improper behavior, as provided for by this section, if the behavior of the student has been repeatedly disruptive in the school; and (2) the student needs care, treatment, or rehabilitation that the child: (A) is not receiving; and (B) is unlikely to be provided or accepted without the coercive intervention of the court. As added by P.L.1-2005, SEC.17.

IC 20-33-8-27 Supplemental procedures authorized Sec. 27. The governing body of a school corporation may by rule: (1) amplify; (2) supplement; or (3) extend; the procedures provided in this chapter in any manner that is consistent with this chapter. As added by P.L.1-2005, SEC.17.

IC 20-33-8-28 Waiver of rights Sec. 28. Any rights granted to a student or a student's parent by this chapter may be waived only by a written instrument signed by both the student and the student's parent. The waiver is valid if made: (1) voluntarily; and (2) with the knowledge of the: (A) procedures available under this chapter; and (B) consequences of the waiver. As added by P.L.1-2005, SEC.17.

IC 20-33-8-29 Special schools Sec. 29. (a) As used in this section, "special school" includes the following: (1) A career and technical education school. (2) A special education school or program. (3) An alternative school or program. (b) To the extent possible, this chapter applies to a special school. (c) The governing body of a special school may make necessary modifications to the responsibilities of school personnel under this chapter to accommodate the administrative structure of a special school. (d) In addition to a disciplinary action imposed by a special school, the principal of the school where a student is enrolled may without additional procedures adopt a disciplinary action or decision of a special school as a disciplinary action of the school corporation. As added by P.L.1-2005, SEC.17. Amended by P.L.234-2007, SEC.119.

IC 20-33-8-30 Enrollment in another school corporation or charter school during period of expulsion or proposed expulsion Sec. 30. (a) This section applies to the following: (1) A student who: (A) is expelled from a school corporation or charter school under this chapter; or (B) withdraws

from a school corporation or charter school to avoid expulsion. (2) A student who: (A) is required to separate for disciplinary reasons from a nonpublic school or a school in a state other than Indiana by the administrative authority of the school; or (B) withdraws from a nonpublic school or a school in a state other than Indiana in order to avoid being required to separate from the school for disciplinary reasons by the administrative authority of the school. (b) The student referred to in subsection (a) may enroll in another school corporation or charter school during the period of the actual or proposed expulsion or separation if: (1) the student's parent informs the school corporation in which the student seeks to enroll and also: (A) in the case of a student withdrawing from a charter school that is not a conversion charter school to avoid expulsion, the conversion charter school; or (B) in the case of a student withdrawing from a conversion charter school to avoid expulsion: (i) the conversion charter school; and (ii) the school corporation that sponsored the conversion charter school; of the student's expulsion, separation, or withdrawal to avoid expulsion or separation; (2) the school corporation (and, in the case of a student withdrawal described in subdivision (1)(A) or (1)(B), the charter school) consents to the student's enrollment; and (3) the student agrees to the terms and conditions of enrollment established by the school corporation (or, in the case of a student withdrawal described in subdivision (1)(A) or (1)(B), the charter school or conversion charter school). (c) If: (1) a student's parent fails to inform the school corporation of the expulsion or separation or withdrawal to avoid expulsion or separation; or (2) a student fails to follow the terms and conditions of enrollment under subsection (b)(3); the school corporation or charter school may withdraw consent and prohibit the student's enrollment during the period of the actual or proposed expulsion or separation. (d) Before a consent is withdrawn under subsection (c) the student must have an opportunity for an informal meeting before the principal of the student's proposed school. At the informal meeting, the student is entitled to: (1) a written or an oral statement of the reasons for the withdrawal of the consent; (2) a summary of the evidence against the student; and (3) an opportunity to explain the student's conduct. (e) This section does not apply to a student who is expelled under section 17 of this chapter. As added by P.L.1-2005, SEC.17.

IC 20-33-8-31 Effect of suspension or expulsion on compulsory attendance laws Sec. 31. If a student is suspended or expelled from school or from any educational function under this chapter, the student's absence from school because of the suspension or expulsion is not a violation of: (1) IC 20-33-2; or (2) any other statute relating to compulsory school attendance. As added by P.L.1-2005, SEC.17.

IC 20-33-8-32 Locker searches Sec. 32. (a) A school corporation must provide each: (1) student; and (2) student's parent; a copy of the rules of the governing body on searches of students' lockers and locker contents. (b) A student who uses a locker that is the property of a school corporation is presumed to have no expectation of privacy in: (1) that locker; or (2) the locker's contents. (c) In accordance with the rules of the governing body, a principal may search: (1) a student's locker; and (2) the locker's contents; at any time. (d) A law enforcement agency having jurisdiction over the geographic area having a school facility containing a student's locker may: (1) at the request of the school principal; and (2) in accordance with rules of the governing body of the school corporation; assist a school administrator in searching a student's locker and the locker's contents. As added by P.L.1-2005, SEC.17.

IC 20-33-8-33 Duty to submit information to bureau of motor vehicles Sec. 33. Before February 1 and before October 1 of each year, except when a hearing has been requested to determine financial hardship under IC 9-24-2-1(a)(4), a principal shall submit to the bureau of motor vehicles the pertinent information concerning an individual's ineligibility under IC 9-24-2-1 to be issued a driver's license or learner's permit, or concerning the suspension of driving privileges under IC 9-24-2-4. As added by P.L.1-2005, SEC.17. Amended by P.L.231-2005, SEC.44; P.L.125-2012, SEC.402.

IC 20-33-8-34 Disciplinary action for children with disabilities Sec. 34. (a) Notwithstanding any other law, a suspension, expulsion, or other disciplinary action against a student who is a child with a disability (as defined in IC 20-35-1-2) is subject to the: (1) procedural requirements of 20 U.S.C. 1415; and (2) rules adopted by the state board. (b) The division of special education shall propose rules under IC 20-35-2-1(b)(5) to the state board for adoption under IC 4-22-2 governing suspensions, expulsions, and other disciplinary action for a student who is a child with a disability (as defined in IC 20-35-1-2). As added by P.L.1-2005, SEC.17.

IC 20-33-9 Chapter 9 Reporting Requirements (UPDATED 6/2016)

IC 20-33-9-10.5 Criminal gang activity; duty to report; maintaining safe school environment Sec. 10.5. (a) This section does not apply to a charter school or an accredited nonpublic school. (b) A school employee shall report any incidents of suspected criminal gang activity, criminal gang intimidation, or criminal gang recruitment to the principal and the school safety specialist. (c) The principal and the school safety specialist may take

appropriate action to maintain a safe and secure school environment, including providing appropriate intervention services. *As added by P.L.190-2013, SEC.8.* Sec. 11. (a) If an individual who is required to make a report under this chapter is a member of the staff of a school, the individual shall make the report by immediately notifying the principal of the school that a school employee may have received a threat or may be the victim of intimidation, battery, or harassment. (b) An individual who receives a report under subsection (a) shall immediately make a report or cause a report to be made under section 13 of this chapter. *As added by P.L.1-2005, SEC.17. Amended by P.L.72-2006, SEC.5.*

IC 20-33-9-12 Relief of obligation to report Sec. 12. This chapter does not relieve an individual of the obligation to report a threat, intimidation, a battery, or harassment on the individual's own behalf, unless a report has already been made to the best of the individual's belief. *As added by P.L.1-2005, SEC.17. Amended by P.L.72-2006, SEC.6.*

IC 20-33-9-13 Oral report to local law enforcement agency Sec. 13. An individual who has a duty under sections 10 through 12 of this chapter to report that a school employee may have received a threat or may be the victim of intimidation, battery, or harassment shall immediately make an oral report to the local law enforcement agency. *As added by P.L.1-2005, SEC.17. Amended by P.L.72-2006, SEC.7.*

IC 20-33-9-14 Immunity from liability Sec. 14. Except as provided in section 15 of this chapter, an individual, other than a person accused of making a threat against a school employee, intimidating a school employee, committing a battery against a school employee, or harassing a school employee, who: (1) makes, or causes to be made, a report under this chapter; or (2) participates in any judicial proceeding or other proceeding: (A) resulting from a report under this chapter; or (B) relating to the

subject matter of the report; is immune from any civil or criminal liability that might otherwise be imposed because of such actions. *As added by P.L.1-2005, SEC.17. Amended by P.L.72-2006, SEC.8.*

IC 20-33-9-15 Liability Sec. 15. An individual who has acted maliciously or in bad faith is not immune from civil or criminal liability under this chapter. *As added by P.L.1-2005, SEC.17.*

IC 20-33-9-16 Good faith Sec. 16. An individual making a report under sections 10 through 14 of this chapter or assisting in any requirement of sections 10 through 14 of this chapter is presumed to have acted in good faith. *As added by P.L.1-2005, SEC.17.*

IC 35-45-9 Chapter 9. Criminal Gang Control (UPDATED 6/2016)

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IC 35-45-9-1 "Criminal gang" Sec. 1. As used in this chapter, "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 (IC 35-42-2-1). *As added by P.L.180-1991, SEC.11. Amended by P.L.140-1994, SEC.5; P.L.192-2007, SEC.9.*

IC 35-45-9-3 Participation in criminal gang; offense Sec. 3. (a) As used in this section, "benefit, promote, or further the interests of a criminal gang" means to commit a felony or misdemeanor that would cause a reasonable person to believe results in: (1) a benefit to a criminal gang; (2) the promotion of a criminal gang; or (3) furthering the interests of a criminal gang. (b) As used in this section, "purpose of increasing a person's own standing or position within a criminal gang" means committing a felony or misdemeanor that would cause a reasonable person to believe results in increasing the person's standing or position within a criminal gang. (c) A person who knowingly or intentionally commits an act: (1) with the intent to benefit, promote, or further the interests of a criminal gang; or (2) for the purpose of increasing the person's own standing or position within a criminal gang; commits criminal gang activity, a Level 6 felony. (d) In determining whether a person committed an offense under this section, the trier of fact may consider a person's association with a criminal gang, including, but not limited to: (1) an admission of criminal gang membership by the person; (2) a statement by: (A) a member of the person's family; (B) the person's guardian; or (C) a reliable member of the criminal gang; stating the person is a member of a criminal gang; (3) the person having tattoos identifying the person as a member of a criminal gang; (4) the person having a style of dress that is particular to members of a criminal gang; (5) the person associating with one (1) or more members of a criminal gang; (6) physical evidence indicating the person is a member of a criminal gang; (7) an observation of the person in the company of a known criminal gang member on multiple occasions; and (8) communications authored by the person indicating criminal gang membership. *As added by P.L.180-1991, SEC.11. Amended by P.L.158-2013,*

IC 35-45-9-4 Threats; refusal to join or withdrawal from gang; intimidation offense Sec. 4. A person who threatens another person because the other person: (1) refuses to join a criminal gang; (2) has withdrawn from a criminal gang; or (3) wishes to withdraw from a criminal gang; commits criminal gang intimidation, a Level 5 felony. *As added by P.L.180-1991, SEC.11. Amended by P.L.158-2013, SEC.539.*

IC 35-45-9-5 Criminal gang recruitment Sec. 5. (a) Except as provided in subsection (b), an individual who knowingly or intentionally solicits, recruits, entices, or intimidates another individual to join a criminal gang or remain in a criminal gang commits criminal gang recruitment, a Level 6 felony. (b) The offense under subsection (a) is a Level 5 felony if: (1) the solicitation, recruitment, enticement, or intimidation occurs within one thousand (1,000) feet of school property; or (2) the individual who is solicited, recruited, enticed, or intimidated is less than eighteen (18) years of age. *As added by P.L.192-2007, SEC.10. Amended by P.L.158-2013,SEC.540.*

APPENDIX B
EXCUSED ABSENCES

1. Illness or temporary physical disability, supported by parent/doctor's statement
2. Death in the family
3. Page in the State Legislature
4. Quarantine or exclusion from school because of exposure to a contagious disease
5. Days for participation in County Fair by pre-arrangement.
6. Parent pre-arranged absence
7. Other emergency absences accepted at the discretion of the administration

It is the student's responsibility in all cases to seek out and make up all work. The deadline for makeup work is determined by the teacher, who will allow at least one day for each day of absence. The student will be encouraged to makeup work ahead of time if the absence is known in advance.

UNEXCUSED: If an absence is not classified by the school as excused, then it is unexcused and may be subject to disciplinary action. A student who accumulates seven unexcused absences in a given semester may be recommended for sanctions and/or alternative educational opportunities.

TRUANCY: Truancy is the willful absence from school, or, a single class, without the permission or consent of the parent or school personnel. Students who are truant are subject to disciplinary action. It is recommended that the student makeup work missed in order to keep up with the class, but the student will receive no credit for class periods missed due to truancy.

PLANNED: Whenever, an absence is planned in advance (field trip, family travel, page in legislature, etc.), a request for a leave from school should be made in the office prior to the absence. A student-leave form should be picked up in the office, completed, signed first by the parent, then an administrator, and finally by the student's teachers. The completed form must be on file in the office before the absence occurs.

APPOINTMENTS: It is recommended that medical or dental appointments be scheduled outside the school day. However, if an appointment needs to be scheduled during school hours, the student must request a dismissal form from the office before school and then follow with sign out/sign in procedures. Verification from the doctor is required. Parents will pick up their child in the office.

STUDENT ABSENCE PROCEDURE: When a student is absent, the parent or guardian is to call the school (868-2123) prior to 10:00 A.M. informing the office of the reason for the absence.

If a parent or guardian has not contacted the school by 10:00 A.M. regarding absence or tardy, the school will attempt to contact the parent at home or work. If parents cannot be reached, a note from the parent must accompany the student when the student returns to school. The note should indicate the student's name, date of absence, reason for the absence and the parent's signature.

Any student whose parent or guardian fails to contact the school on the day of the absence or to bring a written parental note on the day of returning to school will be considered unexcused. A student will have 48 hours to reclassify an absence status. Failure to do so will classify the absence as truancy, and may be subject to disciplinary action.

EXCESSIVE ABSENCES: Absences affect the continuity of class activities and frequently cause students to suffer academically. Excessive absences or trancies may result in filing with juvenile probation, parent educational neglect, requiring a Certificate of Disability, involving DeKalb County Department of Public Welfare or other action as determined by the administration.

TARDY POLICY

Students are expected to be in their classes at 8:40 a.m. Students who are tardy to school must sign in at the office and get a pass to class. Students who are continually tardy may be subject to disciplinary action.

DRIVER'S LICENSING FOR STUDENTS

Indiana Code 9-24-2-1, enacted in 1995, prohibits the Bureau of Motor Vehicles from issuing a driver's license or permit to a student less than 18 who is under any of the following:

1. Is a habitual truant
1. Is under at least a second suspension from school for the school year.
1. Is under an expulsion from school.
1. Has withdrawn from school, for a reason other than financial hardship.

The Bureau of Motor Vehicles is also required to **invalidate** a student's license or permit for the same reasons.

A student whose license or permit has been denied or invalidated for the above reasons will be eligible for a license or permit to have a license or permit revalidated upon the earliest of one of the following events:

1. The student turns 18.
1. One hundred and twenty (120) days after the person is suspended, or the end of a semester during which the person returns to school, whichever is longer..
1. The suspension, expulsion, or exclusion is reversed after a hearing conducted under I.C. 20-8.1-5.

The law requires school officials to report to the Bureau of Motor Vehicles:

- That a student is eligible for a license or permit because the student has not been suspended at least two times, expelled, or excluded.
- When a student has been suspended (at least two times), expelled, or excluded. Furthermore, the Bureau of Motor Vehicles may not issue a driver's license or permit to a student who is:
 1. at least 13 but less than 15;
 1. an habitual truant; and
 1. identified in a list submitted to the Bureau of Motor Vehicles until the student turns 18. A student identified as a habitual truant is entitled to a review of the student's attendance record at least once a year to determine if the student's attendance has improved so that the student may become eligible for a driver's permit.

DRIVER'S LICENSE/PERMIT HABITUAL TRUANCY NOTICE POLICY

Pursuant to Public Law 121-1989, the Board of Trustees of the DeKalb Eastern Community School District adopts this policy regarding the restriction of driver's license and permits.

SECTION I. Definitions and Interpretations

- A. Indiana Code provides that any person while of the ages of 13 and 14, who is determined to be a habitual truant as defined by school board policy, cannot be issued an operator's license or learner's permit until the age of 18.
- B. The term **habitual truant** as used herein is defined as a student who willfully refuses to attend school. The term includes, but is not limited to, a student who willfully refuses to attend school for **three (3) or more days per semester or more than five (5) accumulated days during the adopted school year.**
- C. The term **student** as used herein is defined as a person less than 18 years of age who is enrolled in the DeKalb Eastern Community School District or who is required to attend the DeKalb Eastern Schools in accordance with Indiana Compulsory School Attendance Laws, including but not limited to Indiana Code 20-8.1-3.
- D. The Board of Trustees interprets Indiana Code 9-24-2-1 to mean that a student who receives a second suspension may not be issued an operator's license or permit until 120 days after the second

suspension. Accordingly, each principal shall notify the Indiana Bureau of Motor Vehicles of the beginning and ending dates of a second suspension and the date of the end of the 120 day period. A principal may not issue an eligibility certificate to the Indiana Bureau of Motor Vehicles for any student who receives a second suspension until 120 days after the suspension, or the end of a semester during which the person returns to school, whichever is longer. This definition and the foregoing provisions relating thereto shall be subordinated to any different interpretations as set forth in a rule, regulation, or written communication from the Indiana Bureau of Motor Vehicles.

SECTION II. Determination of Habitual Truancy

- A. The principal, or his designee, shall review the student attendance records at least once each month to determine if a student is a habitual truant.
- B. Each principal shall give written notice by certified or registered mail, return receipt requested, to each student and the student's custodial parent, legal guardian, or custodian that:
 - 1. the student has been determined to be a habitual truant.
 - 1. the pertinent information concerning the student's habitual truancy will be submitted to the Indiana Bureau of Motor Vehicles.
 - 1. the determination may be appealed to the Superintendent of DeKalb County Eastern Community School District by delivering a written request for a hearing to the Superintendent within seven (7) calendar days from the receipt of the notice.

SECTION III. Appeals and Hearing of Determinations of Habitual Truancy

All appeals and hearing shall be made and conducted according to the timelines and procedures applicable to charges by a student as provided in Indiana Code. Failure to deliver a written request for a hearing to the Superintendent of DeKalb County Eastern Community Schools within seven (7) calendar days after receipt of the notice of determination of habitual truancy shall be deemed to be a waiver of the right to an appeal and hearing.

SECTION IV. Periodic Review of Determination of Habitual Truancy

- A. The principal, or his designee, shall, at least once each school year, review the attendance records of all students who have been determined to be habitual truants for the purpose of determining if each student should remain classified as a habitual truant. In conducting the review, the principal shall be guided by the following factors:
 - 1. At least sixty (60) school days should have elapsed from the date of the last review or original determination in order to have a significant sampling upon which to make a determination of improved attendance.
 - 1. The number of absences since the last review of the original determination of habitual truancy and the reasons for each absence shall be reviewed. A student who has one absence because of truancy since the later of the original determination or the last review shall remain classified as a habitual truant.

B. Each student who has been determined to be a habitual truant may, once each school year, request a review of the student's attendance record in school in order to determine whether the student should continue to be classified as a habitual truant. All requests for review shall be in writing and delivered to the student's principal. No more than one request may be made by or on behalf of a student during the school year.

SECTION V. Notice to the Bureau of Motor Vehicles

The principal shall submit to the Indiana Bureau of Motor Vehicles the pertinent information concerning a student's ineligibility to be issued a license or permit because of:

1. habitual truancy
1. the student under at least a second suspension from school for the school year.
1. the student under an expulsion from school.
1. the student withdrawing from school, for a reason other than financial hardship.
1. any other reasons based on the student's school attendance or performance as required by State Law.

SECTION VI. New Students

Each principal shall obtain and review the attendance and discipline records of each new student from the previous school the student attended. For purposes of this policy, all absences, suspensions, expulsions, exclusions, and other matters of student discipline contained in the record shall be considered to have occurred with the DeKalb Eastern Community School District. In addition, each principal shall give full faith and credit to any determinations or findings made at the previous school that the student is a habitual truant, as well as any suspension, expulsion, or exclusion.

SECTION VII. Principal's Certification

A. A principal may issue a certification to the Indiana Bureau of Motor Vehicles regarding a student's suspension, expulsion, exclusion, or habitual truancy only for students actually enrolled in the DeKalb Eastern Community School District; a certification may be issued during summer vacation for students who were enrolled in the DeKalb Eastern Community School District on the last day of the preceding year.

B. A principal may not issue a certification to the Indiana Bureau of Motor Vehicles regarding a student's suspension, expulsion, exclusion, or habitual truancy if a student has been expelled, or has transferred from the DeKalb Eastern Community School District.

SECTION VIII. Nonpublic School Students

No principal shall have the authority to sign an eligibility form to accompany an application to the Indiana Bureau of Motor Vehicles for an operator's license or permit for any person not enrolled in the DeKalb Eastern Community School District.

SECTION IX. Records and Forms

The school records of each student determined to be a habitual truant shall include a record which:

1. indicates the date on which the principal determined the student to be a habitual truant.

1. indicates the date and result of all appeals and hearings concerning a determination of habitual truancy.
1. indicates the date and results of all reviews of the attendance records of a habitual truant.
1. indicates the effective dates of all suspension, expulsions, and exclusions.
1. is placed in and becomes a part of the student's permanent record and shall be included with any records sent to another school system in which the student enrolls.

HOMEBOUND PROGRAM: Students who will be absent for a sustained length of time, in excess of 10 days, due to serious illness may apply for the Homebound program. This requires medical verification. This is a formal program with a visiting teacher. Students successfully participating in a Homebound program would be expected to complete the educational objectives required by their peers. Parents should contact the principal if such a program is necessary. Parents and students should be aware that certain classes such as Computer-related classes, Art, Band, Physical Education, may not permit Homebound study due to the nature of the courses

APPENDIX C

USE OF TIME-OUTS, SECLUSION, AND RESTRAINTS

NEISEC believes that maintaining an orderly, safe environment is conducive to learning and is an appropriate expectation of all NEISEC employees within the member corporations. Students will be treated with dignity and respect at all times in the school community.

NEISEC recognizes that there are times when it becomes necessary for employees to use reasonable restraint and/or time out to protect a student from causing harm to themselves or to others. Appropriate student behaviors will be taught and promoted, reducing the need for restraint and/or time outs. Positive behavior supports will be used throughout the school system. The school will use prevention and support to minimize the need for the use of restraint and seclusion.

Time-outs, seclusions, and restraints will be used as a last resort safety procedure, employed only after less restrictive procedures have been implemented without success. They will also only be used in situations in which there is an imminent risk of injury to the student, other students, school employees, or visitors to the school.

Timeout, seclusion, and physical restraint as defined in this policy shall 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. Use of time out, seclusion, or physical restraint may also be a component of a behavioral intervention plan (BIP) and/or an Individualized Education Program (IEP). If such is the case, the terms of the BIP or IEP will control the use of these measures. Any behavior intervention used will be consistent with the student's most current behavioral intervention plan, or individualized education program, if applicable.

Neither timeout, seclusion, or physical restraint shall be used as a form of punishment or as a disciplinary measure.

Except in the case of an emergency, only NEISEC or member corporation employees who are current in the corporation-designated training program may implement physical restraints, seclusions, or isolated timeouts with a student. An individual who applies physical restraint shall use only techniques in which he or she has received such training within the preceding two years, as indicated by written evidence of participation.

Time Out and Seclusion

“Time out” means a behavior reduction procedure in which access to reinforcement is withdrawn for a certain period of time. Time-out occurs when the ability of a student to receive normal reinforcement in the school environment is restricted.

“Seclusion” means the confinement of a student alone in a room or area from which the student physically is prevented from leaving. This does not include a supervised timeout in which an adult is continuously present in the room with the student.

Any enclosure used for seclusion shall be subject to the following requirements:

1. Have the same ceiling height as the surrounding room or rooms and be large enough to accommodate not only the student being isolated but also any other individual who is required to accompany that student;
2. Be constructed of materials or objects that cannot be used by students to harm themselves or others, and be designed so that students cannot climb up the walls;
3. Be designed to allow continuous visual monitoring of and communication with the student; and
4. Comply with all applicable health and safety requirements.

Any device that requires the use of a key or special code on any exit from the time out room or enclosure is prohibited.

An adult must supervise the student while confined and must be able to see the student at all times.

A student shall be kept in seclusion only for a short time period until the risk of injury has passed.

If a student is placed in seclusion pursuant to a BIP or IEP, any time limitations identified in the BIP or IEP will control.

Physical Restraint

“Physical restraint” means physical contact between a school employee and a student (1) in which a student unwillingly participates and (2) that involves the use of a manual hold to restrict freedom of movement of all or part of a student’s body or to restrict normal access to the student’s body.

Physical restraint should be employed only when:

1. the student poses a physical risk to himself, herself, or others;
2. there is no medical contraindication to its use; and
3. the employee using the restraint has been trained in its safe application.

Students shall not be subjected to physical restraint for using profanity or other verbal displays of disrespect for themselves or others.

A verbal threat shall not be considered as constituting a physical danger unless a student also demonstrates a means of or intent to carry out the threat.

Any application of physical restraint shall take into consideration the safety and security of the student. Further, physical restraint shall not rely upon pain as an intentional method of control. In determining whether a student who is being physically restrained should be removed from the area where such restraint was initiated, the supervising employee shall consider the potential for injury to the student, the educational and emotional well-being of other students in the vicinity, and if applicable, any requirements pursuant to a BIP or an IEP.

If physical restraint is imposed upon a student whose primary mode of communication is sign language, the student shall be permitted to have his or her hands free of restraint for brief periods, unless the supervising employee determines that such freedom appears likely to result in harm to the student or to others.

A student shall be kept in a physical restraint only for a short time period until the risk of injury has passed.

Reporting and Reviewing of Incidents

Any NEISEC employee using restraint and/or isolated time out shall report such to the building principal, their supervisor, or other designated administrator. A written report of each incident shall be completed by the employee who used such techniques or by the designated administrator.

The parent or guardian must be notified of the use of the physical restraint and/or isolated time out with their student as soon as possible. A copy of the incident report must be sent to the student's parent.

An annual review of the use of physical restraint and seclusions, including a review of all individual corporation cases involving the use of physical restraint and seclusion, shall be completed and documented to ensure compliance with the school's policy and procedures. The building administrator will document the instances, including how the instances were debriefed. The administrator will also be the keeper of the documents and report to the district superintendent.

Training Requirements

Physical restraint should be applied only by individuals who have received systematic training through the corporation-designated program and who have obtained written evidence of successful participation in such training.

Training with respect to physical restraint should include but need not be limited to the following:

1. appropriate procedures for preventing the need for physical restraint, including the de-escalation of problematic behavior, and the use of alternatives to restraint;
2. a description and identification of dangerous behaviors on the part of students that may indicate the need for physical restraint and methods for evaluating the risk of harm in individual situations in order to determine whether the use of restraint is warranted, including compliance with any BIP or IEP requirements;
3. the simulated experience of administering and receiving a variety of physical restraint techniques, ranging from minimal physical involvement to very controlling interventions;
4. instruction regarding the effects of physical restraint on the person restrained, including instruction on monitoring physical signs of distress and obtaining medical assistance;
5. instruction regarding documentation and reporting requirements and investigation of injuries and complaints; and
6. demonstration by participants of proficiency in administering physical restraint.
7. Recurrent training on the appropriate use of effective alternatives to physical restraint and seclusion, including the use of positive behavioral intervention and support and conflict de-escalation.

Nothing in this policy should be construed to limit the rights and abilities of NEISEC employees to keep order and administer necessary discipline in their classrooms and on school grounds as set out in state law and school board policy.

SOURCE: Superintendents' Council, October 13, 2016 - Revised

