

Guide For

- Rules of Conduct
- Student Due Process
- Search of Lockers
- Student Rights and Responsibilities
- Equal Opportunity
- Parent and Student Privacy
- Parent and Student Complaints
- Attendance Policy
- Uniform Dress

IMPORTANT: All parents and students are urged to read this booklet in its entirety.

Anderson Community School Corporation Constitution

Preamble

Whereas, the people of the Anderson Community School Corporation believe that all students have the ability to learn at continuously higher levels; and

Whereas, the best way to ensure that all students learn more is to improve continuously the quality of intellectual experiences (knowledge work) in which students are engaged; and

Whereas, the people of the Anderson Community School Corporation believe that the interests of students are enhanced when the actions of all are guided by a common set of understandings regarding the purpose and mission of the schools; and

Whereas, it is the responsibility of the Anderson Board of School Trustees to ensure that all district policies are made in the best interests of students;

Now, therefore, the Anderson Board of School Trustees and the Anderson Federation of Teachers, Local 519, acting on behalf of the citizens of the community, the students of the system, and all school employees, endorse the following statements of beliefs and principles as a source of guidance and direction for all decisions and actions taken in the name of the school corporation.

The Purpose of Education

The purpose of education in the Anderson Community School Corporation is to create an environment which develops, nurtures, and reinforces the success of all people served by the corporation. Further, through the shared involvement of home, community, and school, our purpose is to prepare each student to think, reason, and participate in a diverse, global society as a lifelong self-directed learner.

Mission

The mission of the Anderson Community School Corporation is to develop and provide knowledge work that engages all students, resulting in maximum opportunities after graduation.

Commitments and Principles

- All school employees continually seek ways to collaborate with families, other child and youth serving agencies, and the community to provide the programs, services, support, and environment necessary for all students to be successful.
- The school corporation welcomes and seeks the participation and opinions of employees, parents, and community members and will continually seek better ways to listen and inform.
- The school corporation works with the community in determining and addressing its needs for lifelong learning opportunities.
- The school corporation provides a work environment in which open communication, risk-taking, and innovation are encouraged, and concerns and problems are addressed quickly.
- The school corporation is an equal opportunity employer and does not discriminate on the basis of age, race, color, religion, sex, handicap, national origin, or limited English proficiency.
- Decisions are made in a participatory manner and as close as possible to the point of implementation.
- Decisions are made consistent with the purpose, mission, and beliefs that guide the school corporation, and are based on an evaluation of results produced, utilizing a predetermined basis of method and involvement.
- The purpose, mission, and beliefs that officially guide the corporation constitute the standards against which all decisions will be evaluated, and all decision-making groups in the corporation are expected to apply these standards in judging the merit and worth of the decisions they make.

Beliefs about Students

- All students have the ability to learn at continuously higher levels.
- The interests and needs of students are the focus of all school activities.
- All students have the right to learn in a challenging, safe, caring, and nurturing climate where a spirit of cooperation and respect for others exists.
- All students are provided opportunities to make positive choices, to set goals and priorities, and to assess their own progress.

They should be supported in developing the skills needed to avail themselves of these opportunities.

- All students have the right to the finest instruction and the most enriching educational experiences in and out of the classroom.

Beliefs about Staff

- All Anderson Community Schools employees treat students and each other with dignity and respect.
- All Anderson Community School Corporation employees are leaders with the responsibility of guiding and influencing students positively.
- All Anderson Community School Corporation employees provide all students with experiences to ensure they learn continuously at higher levels.
- All Anderson Community School Corporation employees demonstrate understanding and support for the purpose, mission, beliefs, and principles of the school corporation.
- All Anderson Community School Corporation employees take the lead in working with child and youth serving agencies in the community to ensure that each child has the support needed to succeed in school.
- All Anderson Community School Corporation employees are committed to continuous improvement and professional growth.
- The primary roles of the superintendent are to promote the articulation and pursuit of a compelling vision of education in the community; to encourage and support creative leadership capacity at all levels of the system; to ensure that all personnel focus on providing high quality experiences for students; and to educate the community about education.
- Employees with corporation-wide responsibilities encourage, support, and assist employees in the development of programs and services to meet the needs of students. They should provide technical assistance to ensure that quality decisions are made.
- Building principals are empowered and expected to lead and to develop participatory leadership among school employees to meet student needs.
- Teachers design work that actively engages and challenges students and results in students developing skills, attitudes, and habits of mind that are of lasting value to themselves and to society.

Beliefs about Parents and Community

- The first and most important teachers of children are parents, guardians, and other caregivers. In this role, parents, guardians, and other caregivers are partners with teachers and other school officials to ensure that each student has the support to be successful in school.
- The obligation of the family, other caregivers, and the community at large is to foster attitudes which encourage students to behave in a responsible and respectful manner toward adults and each other.
- The obligation of the family, other caregivers, and the community at large is to ensure that students recognize success in school as one of their highest priorities.
- The school corporation, families, and all community groups and agencies that serve children and youth in the school corporation form collaborative, networking relationships that are child-centered and focused on providing the necessary support for all children and youth to succeed in school.
- Accountability for the success of all students is shared by parents, school employees, and students.
- The continuous involvement and support of parents in their children's learning and work is encouraged and expected by school employees and all adult members of the community.

Beliefs about Quality

- All policies, programs, practices, and procedures of the corporation are assessed in terms of results and the purpose, mission, and beliefs that guide the school corporation.
- The quality of the knowledge work provided to students will significantly determine the quality of student performance.
- Providing high-quality knowledge work for students is the most important single activity undertaken by Anderson Community Schools, and all decisions are made with this priority in mind.

- Quality schoolwork is goal-oriented knowledge work that engages students in using knowledge to produce significant intellectual performance, encourages students to persist until accomplishment is realized, and results in students developing desired skills, understandings, attitudes, and habits of mind.

Beliefs about Support and Innovation

- The school corporation ensures training and development opportunities for all employees.
- Risk taking and innovative thinking are encouraged, valued, and supported.
- The Board of School Trustees and the superintendent have the primary responsibility for obtaining the necessary resources to support programs within the corporation and for ensuring that programs are assessed by all stakeholders in terms of the results and the consistency of those results with the purpose, mission, and beliefs that guide the school corporation.

Beliefs about Governance

- All School Board members treat each other with dignity and respect.
- The Board of School Trustees are responsible for the adoption of policies that ensure that the corporation is accountable to the community and responsive to the needs of students and staff.
- The Board of School Trustees' top priority is to initiate and sustain a clear sense of purpose, mission, and beliefs regarding the operation of the school corporation.
- The Board of School Trustees charge the superintendent with taking the lead in creating systems in the community that ensure students the support needed to be successful in school.
- Processes are established to ensure participation in corporation-level decisions by all stakeholders.

Beliefs about Curriculum, Instruction, and Learning

- Learning is an active, lifelong endeavor.
- Students are expected to produce products and solve problems that demonstrate they have command of the information, skills, and understandings they are expected to acquire and develop.
- Students are provided with learning experiences that promote responsible citizenship in a democratic society.
- Students have the opportunity to learn about their own heritage and the heritage of others.
- Students are given a clear understanding of how their chosen academic program links to post-secondary opportunities (college, jobs in the economy, and vocational school).

POLICY NOTIFICATION STATEMENT

General Nondiscrimination Policy

It is the policy of the Anderson Community School Corporation not to discriminate on the basis of race, color, religion, sex, national origin, age, or disability in its educational programs or employment policies as required by the Indiana Civil Rights Act (I.C. 22-9-1), I.C. 20-8.1-2, Titles VI and VII of the Civil Rights Act of 1964, the Equal Pay Act of 1973, Title IX (1972 Education Amendments), Section 504 of the Rehabilitation Act of 1973.

Inquiries regarding compliance with Section 504 of the Americans with Disabilities Act should be directed to the Director of Special Education, 1229 Lincoln Street, Anderson, IN 46016, 641-2126, or to the office for Civil Rights, U.S. Department of Education, Washington, D.C.

Inquiries regarding compliance with Title IX should be directed to the Director of Human Resources, 1229 Lincoln Street, Anderson, IN 46016, 641-2135, or to the Office for Civil Rights, U.S. Department of Education, Washington, D.C.

Sexual Harassment – Racial Harassment

It is the policy of the school corporation to maintain a learning and working environment that is free from sexual harassment and racial harassment. Sexual harassment is unwelcome sexual advances, requests for sexual favors and other inappropriate verbal or physical conduct of a sexual nature. Sexual harassment includes but is not limited to verbal teasing or abuse, repeated remarks to another of a sexual nature, unwelcoming touching, and pressure for sexual activity. It is not limited to male or female conduct but can include female to male conduct, male to male conduct, or female to female conduct. Racial harassment includes but is not limited to verbal harassment or abuse or repeated remarks to a person with racial implications. A student who has been subjected to sexual (or racial) harassment from either a fellow student or employee should report it promptly to the principal or assistant principal. If the student is not comfortable reporting the matter to the principal or assistant principal, the student may report the matter to the Director of Human Resources, 641-2135 or the Superintendent, 641-2027. Students who are guilty of sexual harassment or racial harassment are subject to discipline including but not limited to suspension or expulsion.

FREEDOM OF SPEECH AND ASSEMBLY

Students are entitled to express their personal opinions; however, use of profanity, obscene gestures, obscenity or personal attacks are prohibited. Also such expression is prohibited when or where it would materially interfere with or substantially disrupt the educational process. Abuse of this freedom could result in an infringement on the rights of teachers and other students, and such abuses will not be permitted.

All student meetings in school buildings or on school grounds may occur **ONLY** as a part of the educational program or as authorized by the principal.

Students have the freedom to assemble peacefully, but there is an appropriate time and place for the expression of opinions and beliefs. Holding demonstrations which interfere with normal school activities is inappropriate and prohibited.

OBJECTION TO SUPPLEMENTAL INSTRUCTION MATERIAL ON THE SECONDARY LEVEL

If a student has a LEGITIMATE, CONSCIENTIOUS objection to supplemental instructional material, he/she should not be required to be exposed to that material. Instead, an attempt should be made to provide that student with material of equal value.

A student's objection shall be lodged in the following form:

STEP 1: A student shall inform the instructor that he/she objects to the supplemental instructional material and then proceed directly to the principal's office and put his/her objection in writing. The instructor shall discuss the matter with the student and determine whether the objection is legitimate. **IF THE STUDENT DOES NOT FEEL COMFORTABLE MAKING THE OBJECTION DIRECTLY TO THE INSTRUCTOR, THEN THE STUDENT MAY SKIP THIS STEP AND PROCEED DIRECTLY TO STEP 2 OF THE OBJECTION PROCEDURE.**

STEP 2: If a student has opted to skip Step 1 of the objection procedure or if the student has talked to the instructor under Step 1 but is dissatisfied with the instructor's decision, then the student should request a conference with the principal. The student should present his/her objection to the instructional materials in writing to the principal. The written objection must include the student's reason for the objection. The principal will determine whether the student's objection is legitimate. The decision of the principal shall be final.

ADDRESS VERIFICATION

At the time of enrollment, all students will be asked to verify his/her current address. Two (2) pieces of address verification must be presented. The documentation must be current and show parent/guardian's name.

The following documents will be accepted as address verification:

Utility bill (telephone, cable, etc.)

Postal service address verification (if available)

Voter's registration with address
Employer statement (on letterhead)
Driver's license
Payroll (income) stubs which verify address
Identification card (available at Bureau of Motor Vehicles)
Legal document (which includes current date and address)
Lease or rent agreement
Mortgage agreement
Property tax statement

SAFETY

Safety must be our number one priority! Students must have the instructor's permission before operating any machine or equipment. No class shall be permitted to operate power equipment in a shop without a qualified industrial experienced teacher. This applies to the presence of pupils in a laboratory at any time whether on scheduled class periods or not. In rare cases of necessity or emergency when the teacher must leave the lab, he/she will shut down power driven machinery and give students assignments at their work stations until he/she returns to his/her room. Suitable eye protection will be worn at all times. Students whose conduct or behavior constitute a persistent hazard to their own safety or to the safety of others shall be reported, with full written particulars and recommendations, to the principal. All students suffering an injury, regardless of its degree, in a school shop shall report to the nurse's office (or main office if nurse is unavailable) for treatment of the injury.

MEDICAL COVERAGE FOR STUDENTS

Although we do make every effort to keep grounds and buildings as safe as possible, from time-to-time we do have students injured at school. The insurance coverage available to the school system does not provide any insurance coverage for injuries to students. **IT IS THE PARENT'S RESPONSIBILITY TO PROVIDE MEDICAL COVERAGE.**

Insurance coverage is available for students under health insurance furnished by the parents, employer or individual policy purchased by the family. Student accident coverage may be available from your local insurance agent.

STUDENT HEALTH PROCEDURES:

The school nurse or designated building administrator is responsible for the students' health needs during school hours.

Accidents:

A student involved in an accident at school or at an extracurricular activity should report it immediately to the teacher, administrator and/or school nurse.

Medication:

If a student's physician has prescribed medication for the student to take during school hours, the parent or another responsible adult should deliver the following to the nurse or principal:

1. The medication in the original pharmacy container bearing the student's name on the label
2. The **physician's written order** with specific directions for administering the medication
3. The **parent/guardians written permission**
4. The school nurse *or* qualified, designated person will administer the medication

Over the counter medications (e.g. Tylenol) shall be administered in the same way as prescription drugs:

1. The medication in the original container
2. Written **parental permission** for medication to be administered
3. Specific directions for use

ALL MEDICATION MUST BE KEPT UNDER LOCK AND KEY.

A student shall not carry any medication on his/her person.

The only exception is if a physician gives written permission for a student to carry a medication which could be needed in a potentially life-threatening situation.

(Senate Enrolled Act 376 School discipline policies)

A student with a chronic disease or medical condition may possess and self-administer medication for the chronic disease or medical condition 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 a physician's statement.

- (2) A written physician statement must state 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.

The parent's authorization and the accompanying physician statement must be filed annually with the student's principal. The rules on possession and self-administration of medication apply when a student is: (a) 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; (b) off school grounds at a school activity, function, or event; or (c) traveling to or from school or a school activity, function, or event.

The school nurse will frequently assess the student who self-administers medication to assure his/her safety and the safety of other students.

Lice:

Pediculosis (lice) is a problem in all schools, just as in most places where young children congregate worldwide. Head lice are tiny, crawling insects that live on the human scalp. They grow in little white eggs (nits) attached to the hair shaft. It is spread from one person to another by direct contact or by shared personal items (combs, brushes, hats).

Anderson Community Schools does not contact all parents each time there is a confirmed case of lice. It is strongly recommended that parents periodically, once a week, check their children's hair for lice. If lice are found, treat all the children within the household; wash all bed linens; vacuum all carpets, upholstered furniture, and cars; wash or clean coats and hats; remove nits from the hair; and contact the school.

Close physical contact of the infested children will be screened; and appropriate action, as determined by the building nurse, will be taken. Information and advice can be obtained from a conversation with the school nurse.

Lice can be an emotional and expensive nuisance, but it does not result in serious illness. Through constant vigilance and the efforts of students, parents, teachers, and nurses, lice can be controlled, not eradicated.

ASBESTOS MANAGEMENT PLAN INFORMATION

Anderson Community School Corporation has an asbestos management plan program for all school buildings, and has instituted periodic inspections to insure that the asbestos materials remain properly maintained.

The Anderson Community School Corporation has a program designed to provide ongoing compliance with all Federal, State, and Local regulations relative to the Asbestos Hazard Emergency Response Act (AHERA).

A record of the inspections, a diagram of the location of the asbestos containing materials, and a copy of the relevant regulations of the Environmental Protection Agency are on file in the Principal's office.

If you have any questions concerning this matter, feel free to contact your school principal.

DISCIPLINE POLICY

It is the policy of the Board of School Trustees that good discipline be maintained in the classrooms, school grounds and during any activities of the Anderson Community School Corporation. Pursuant to said policy and pursuant to Indiana State law, the Board of School Trustees instructed the school administration to establish written regulations covering student conduct and discipline.

The following constitute the objectives of the school corporation's rules for conduct and discipline:

1. To facilitate the teaching and learning situation in the classroom.
2. To help establish and maintain decorum in the schools and in the community.
3. To teach students to observe accepted rules of conduct, thus providing a base for future citizenship responsibility.

CONDUCT EXPECTED

It is expected that students treat each other, the faculty and staff with courtesy and civility and obey rules of conduct. In turn, the faculty and staff are expected to treat students with courtesy and fairness.

RULES OF CONDUCT

A school, in order to function efficiently, must enforce rules governing student conduct. These rules exist for the protection of all students, teachers, and other school personnel. The rules should have the goal of insuring maximum educational opportunities for all students.

The following rules are not intended to be exhaustive but are simply intended to be a guide for students, parents and teachers.

The discipline used in a specific instance will depend upon the seriousness of the offense and the behavioral record of the student involved.

Rules of conduct apply at school, on school grounds, at school functions, when coming to school, or when going home from school. In addition, a student may be disciplined for unlawful acts off school grounds which could reasonably be considered to be an interference with school purposes.

The following acts will not be tolerated:

1. Refusing to cooperate with any person having supervisory authority over a student.
2. Disrupting class; including but not limited to:
 - (a) Failing to remain in seat when required to do so
 - (b) Talking without permission
 - (c) Throwing objects in class
 - (d) Any sort of disruptive noisemaking
 - (e) Bothering other students, and
 - (f) Repeated tardiness
3. Running, yelling, or other disruption in the hallway.
4. Being out of class during class time without a pass; loitering outside class during class time whether or not the student has a pass.
5. Loitering, yelling, or other disrupting in the hallway.
6. Throwing snowballs or any other objects in and around any school building or when going to and from school.
7. Harassing another person.
8. Threatening another person.
9. Giving or setting false fire alarms, false destructive device threats, or false smoke alarms.
10. Defacing, damaging or destroying school property; any other form of vandalism to or on school property.
11. Possessing, selling, or using any unauthorized drugs or alcohol while in school or attending any school activity. This also includes possession, sale or distribution of any substance represented to be a controlled substance, drug or alcohol.
12. Possessing, selling, or using fireworks while in school or attending any school activity.
13. Smoking in school or on school grounds. Possession of tobacco products at school.
14. Fighting (**NOTE:** One student may be the instigator while the other is the defender, but unless this can be clearly ascertained, both persons will be disciplined).
15. Leaving school without permission; deliberately not attending class.
16. Entering another school building without the authorization of an administrator.
17. Possessing a weapon (including any object which could reasonably be considered a weapon). Such weapons may be confiscated and held until the end of the school year.
18. Stealing.
19. Extorting (threatening another person with the intent of obtaining money or any other thing of value).
20. Arson (setting fires).
21. Damaging the property of others.
22. Intentionally bumping another person or intentionally blocking a hallway or doorway.
23. Refusing to give name to a teacher or administrator when asked to do so or addressing a teacher or administrator in a loud, defiant or abusive manner.
24. Failing to follow the directions of any teacher or administrator.

25. Cheating, plagiarizing, submitting the work of another person for academic credit, allowing another student to cheat, or violating a building level student honor code.
26. Forging a note, pass, report card or any other school related document.
27. Yelling or other disrupting in the cafeteria.
28. Failing to have text, paper, pencils, etc. which are known to be required for class.
29. Intentionally refusing to do work as directed in class.
30. Accessing computer systems which the student has not been authorized to use. Unauthorized entry into a computer system may constitute a class D felony.
31. Sexually or racially harassing another student or employee.
32. Driving recklessly.
33. Possessing or using an electronic paging device or a hand-held portable telephone in a situation not related to a school purpose or an educational function.
34. Knowingly using profane or obscene language, making obscene gestures, using racial or ethnic slurs, or making threats directed at a school corporation employee either on or off school grounds.
35. Knowingly congregating in close proximity to the area where a student altercation is occurring. If a fight breaks out between two or more students, other students are expected to disburse immediately and promptly report the matter to school officials.
36. Bullying: Overt, repeated acts or gestures, including verbal or written communications transmitted; physical act committed; or any other behaviors committed by student or group of students against another student with the intent to harass, ridicule, humiliate, intimidate, or harm the other student.

Anderson Community Schools will not tolerate gang-type dress or gang-like behavior that is menacing, threatening or violent, or violent toward any individual or group within our school community.

Students involved in proven gang related incidents of violence or other illegal activity will be subject to immediate expulsion and will result in immediate court referral.

ANDERSON COMMUNITY SCHOOLS' STUDENT HONOR CODE

(Note Standard 25)

Integrity is a core value in the character building mission of the Anderson Community Schools. It also plays an important role in teacher assessment of student achievement. In the short term, it allows teachers to rely upon their assessment of a student's work as an accurate measure of the student's level of achievement. In the longer term, students learn the important role of integrity as they apply their education in pursuit of the career, family, and community goals.

The Anderson Community Schools' Student Honor Code

In the pursuit of academic goals, an Anderson Community Schools' student will not cheat, plagiarize the work of others, or permit other students to do so.

Violation of any of these rules of conduct could result in disciplinary action being taken against the offending student. Such disciplinary actions could include, but are not limited to, conference with the student, parent conference, exclusion from class for one day, detention, assignment of extra work, restriction of extracurricular activities, corporal punishment and suspension.

Repeated violation of these rules could result in expulsion from school.

Additionally, the following offenses could result in expulsion for a single offense:

1. USE OF FORCE OR VIOLENCE

- (a) Use of violence, force, noise, coercion, threat, intimidation, fear, passive resistance or other comparable conduct, constituting an interference with school purposes or the operation of a school, or urging other students to engage in such

conduct.

(b) Occupying any school building or school grounds without permission of the school corporation; blocking the entrance or exits of any school building. This would include (but not be limited to) so-called “demonstrations” if they interfered with the normal operation of the school.

2. SETTING FIRE TO OR DAMAGING PROPERTY

Setting fire to or substantially damaging any school building or property. Causing or attempting to cause substantial damage to school property. Intentionally causing or attempting to cause substantial damage to valuable private property.

3. USING OR POSSESSING A WEAPON, DESTRUCTIVE DEVICE OR EXPLOSIVES

Firing, displaying, or threatening use of firearms, knives, destructive devices, explosives, or other weapons on the school premises for any unlawful purpose. Knowingly possessing, handling or transmitting any object that can reasonably be considered a weapon, destructive device or explosive. Possession of a firearm will result in expulsion from school for one (1) calendar year.

4. STEALING

Stealing or attempting to steal valuable property.

5. ASSAULT AND BATTERY

Intentionally causing or attempting to cause physical injury or intentionally behaving in such a way as could reasonably cause physical injury to a school employee. Intentionally doing serious bodily harm to any student.

6. EXTORTING MONEY FROM ANOTHER

Threatening or intimidating any student for the purpose of, or with the intent of, obtaining money or something of value from such student.

7. KNOWINGLY POSSESSING OR USING DRUGS OR ALCOHOL

Knowingly possessing, using, transmitting or being under the influence of any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage, or intoxicant of any kind. Receiving or attempting to receive such drugs or alcohol. Knowingly possessing or distributing a substance represented to be a controlled substance, drug or alcohol.

8. SELLING DRUGS

Engaging in the sale of drugs. Selling any substance represented to be a controlled substance or alcohol.

9. COMMISSION OF A CRIMINAL ACT

Violation of criminal law which constitutes a danger to other students, or constitutes an interference with school purposes.

10. SETTING FALSE FIRE ALARMS, FALSE DESTRUCTIVE DEVICE THREATS, OR FALSE SMOKE ALARMS

11. SETTING OFF FIREWORKS IN SCHOOL

12. PHYSICALLY ASSAULTING A SCHOOL EMPLOYEE

Expulsion will be for at least the remainder of the school year.

13. THREATENING A SCHOOL EMPLOYEE

Definition of “possession” for purposes of these standards

Students are required to inspect their possessions and vehicle for the presence of items that may not be possessed on School District property or at a School District activity, before coming on school property. Students are “in possession” of an item for purposes of these standards when the item is:

- on their person, in their immediate possession such as in their hand, a pocket, a purse, or a backpack;
- is in a place under their exclusive control; or
- the student is aware the item is in a place to which the student has access such as a shared locker or vehicle.

More than one student may be in possession of a single item and be responsible for possession of the item.

RULES OF CONDUCT ON THE SCHOOL BUS

As the general rules of conduct state, they apply when coming to school or when going home from school. For a large number of the students this involves being transported on a school bus.

There are a number of specific rules that apply strictly to transportation. The

school bus driver shall assume that the following rules are observed by all student passengers:

1. Each student shall be seated immediately upon entering the bus in the place assigned by the driver.
2. Each student shall conform to the rules posted on the school bus.
3. No student shall stand or move from place to place during the trip.
4. Loud, boisterous, or profane language, or indecent conduct shall not be tolerated.
5. Students shall not be allowed to tease, scuffle, trip, hold, hit or use their hands or feet or body in any other objectionable manner.
6. No students shall intentionally do damage to the bus.
7. No windows or doors will be opened or closed except by permission of the bus driver.
8. No students shall enter or leave the bus until it has come to a full stop and the door has been opened by the driver.
9. The student should be waiting at his/her boarding station when the school bus arrives and should be exercising appropriate behavior during the waiting time.
10. Upon recommendation of the bus driver, school authorities may deny the privilege of riding on the school bus to any student who refuses to conduct himself or herself in a proper manner.

PROCEDURES FOR SUSPENSION AND EXPULSION

DEFINITIONS

1. **Suspension** means disciplinary action whereby a student is denied school attendance for not longer than ten (10) school days. This action shall be taken only by the principal or his/her designee. Assistant principals and deans shall be considered principal's designees for this purpose.
2. **Expulsion** means disciplinary action whereby a student is suspended from school attendance in excess of ten (10) school days or for the balance of the then current semester, or given other disciplinary action which automatically prevents the student from completing his/her course of study within the normal time.

SUSPENSIONS

1. After an investigation, a principal, assistant principal or dean may deny a student the right to attend school or to take part in any school function for a period up to ten (10) school days on the following grounds:
 - (a) Misconduct or substantial disobedience.
 - (b) Violation of any of the previously listed rules of conduct.
 - (c) Other violation of rules and standards of behavior validly adopted by an individual school.
2. At the time a student is suspended, the principal or his/her designee shall give the student a written or oral statement of the charges against the student. The student shall be given an opportunity to explain his/her conduct and, if he/she denies the charges, he/she is entitled to a summary of the evidence against him/her. These procedures shall be followed except where the nature of the misconduct requires immediate removal. In such a case, the procedures shall follow as soon as reasonably possible after the suspension.
3. The principal, assistant principal or dean shall send a written statement to the student's parents or guardians describing the student's misconduct, the action taken by the principal, and the reasons for the action taken.
4. The grounds for suspension or expulsion listed above 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.

EXPULSION

1. A principal may request that a student be denied the right to attend school or to take part in any school function for a period greater than ten (10) school days. The principal shall file this request in writing with the superintendent or designee.

If a student is disabled, then prior to the principal's request, a case conference will be held to determine whether the behavior of the student with a disability is a manifestation of the student's disability. If it is determined that the behavior is not a manifestation of the student's disability, then the principal's request may proceed, but educational service will continue to be provided to the disabled student during the expulsion period pursuant to an Individualized Education Plan.

2. An expulsion will not take place until student and student's parents are asked to appear at an expulsion meeting conducted by a person designated by the Superintendent. Failure by a student or a student's parent to request and appear at this meeting will be deemed a waiver of rights administratively to contest the expulsion or to appeal it to the school board.
3. Notice of the right to appear at an expulsion meeting will be made by certified mail or by personal delivery, contain the reasons for the expulsion and contain the procedure for requesting an expulsion meeting.
4. At the expulsion meeting, the principal (or principal's designee) will present evidence to support the charges against the student. The student or parent will have the opportunity to answer the charges against the student and to present evidence to support the student's position.
5. If an expulsion meeting is held, the person conducting the meeting will make a written summary of the evidence heard at the meeting, take any action found to be appropriate, and give notice of the action taken to the student and the student's parent.
6. A student may be suspended by the principal, assistant principal or dean for ten (10) days and this may be extended by the person designated to conduct the expulsion meeting until the time of the expulsion decision if he/she determines that the student's continued suspension will prevent or substantially reduce the risk of interference with an educational function or school purposes, or to reduce the risk of a physical injury to the student, other students, school employees or visitors to the school.
7. The student or parent has the right to appeal the decision of the person conducting the expulsion meeting to the school board within ten (10) days of receipt of the action taken. The appeal to the school board must be in writing. If an appeal is properly made, the board must consider the appeal unless the board votes not to hear the appeal. If the board hears the appeal, it will consider the written summary of the expulsion meeting and the arguments of both the school administration and the student and/or the student's parent. The board will then take any action deemed appropriate.

Full details of the rules and procedures for expulsion are available upon request.

PROCEDURES FOR HANDLING DISCIPLINE

Indiana Legal Standards and Requirements provided by State Statute

I.C.20-33-8-9 Disciplinary powers of teachers and school staff members: Teachers and school staff members may take any action that is reasonably necessary to carry out or to prevent an interference with an education function that the individual supervises. A teacher and/or school staff member may remove a student for a period that does not exceed five (5) school days from an educational function supervised by the teacher or other school staff member.

I.C.20-33-8-11 Disciplinary powers of superintendents and administrative staff members: The Superintendent or a member of the Superintendent's administrative staff, with the Superintendent's approval, may take any action with respect to all schools within the Anderson Community School Corporation that is reasonably necessary to carry out or prevent interference with educational function or school purposes.

Teachers will handle discipline problems unless the severity or frequency of the problem makes a referral to the principal, assistant principal or dean necessary. The teacher retains jurisdiction of the matter until it has been specifically referred to the principal, assistant principal or dean. Such a referral shall be followed by a written report of the offense signed by the person making the referral. Close cooperation and communication between teachers and administrators are essential. **A middle school or high school teacher has the right to remove a student from his/her class for up to five (5) school days if the student is assigned regular or additional work to be completed in another school setting. An elementary teacher has the right to remove a student from his/her class for a period up to one (1) school day if the student is assigned regular or additional work to be completed in another school setting.** Authority to suspend students is vested in the principal or his/her designee.

CORPORAL PUNISHMENT

1. **Definition:** The moderate use of physical force or physical contact by a teacher or administrator as may be necessary to maintain discipline or to enforce school rules.
2. **Exemptions:** The only students exempt from corporal punishment are those who have medical or psychological problems which makes use of such punishment inadvisable. Parents or guardians and students shall be informed of this policy and given the opportunity to request exemption. Such requests must be accompanied by appropriate documentation from a physician or psychologist of the need for such exemption. No other student may refuse to accept corporal punishment and such refusal may result in suspension from school, unless extenuating or mitigating circumstances are found to exist.
3. **Procedures:**
 - (a) The following persons may administer corporal punishment:
 - 1.) Classroom teacher
 - 2.) Administrator or dean
 - 3.) Teacher who witnessed the student misconduct
 - (b) Such punishment shall not be malicious or excessive.
 - (c) The instrument used must be of wood and reasonably suited for the purpose for which it is intended. It must be smooth with no sharp edges or holes.
 - (d) The paddling should never be given in front of other students.
 - (e) Paddling should be administered to the buttocks only.
 - (f) Any paddling shall be witnessed by another faculty member. The student will be informed in the presence of the witness specifically why the paddling is being administered.
 - (g) Paddling administered to a female student by a male staff member shall be witnessed by a female staff member. Paddling administered to a male student by a female staff member shall be witnessed by a male staff member.
 - (h) The person paddling a student shall promptly complete a corporal punishment report form and submit it to the principal.
 - (i) The student's parents shall be notified in writing of the action taken.
4. Teachers and administrators may also use reasonable physical force or restraint in the following instances:
 - (a) Self-defense (but only the force necessary to extricate themselves from the danger);
 - (b) Stopping a student from harming himself/herself;
 - (c) Preventing one student from harming another.
 - (d) Forcibly removing a dangerous or unlawful object from a student; and
 - (e) Forcibly removing a student from a situation where the student is causing a serious disruption and refuses to leave.

FEES

1. Elementary fees are \$85.00 per year, kindergarten is \$50.00, middle school fees are \$100.00 and high school fees are \$60.00 plus books. Any student enrolling at any time during the first semester will be charged the full amount.
2. Students enrolling after the start of the second semester will be charged one-half (1/2) the above stated amounts.
3. Any student who enrolls during the last six (6) weeks of the second semester will not be assessed a fee.
4. Any student who withdraws prior to the end of the first grading period will receive a refund of one-half (1/2) of the fees paid.

AFTER THE END OF THE FIRST GRADING PERIOD,

THERE WILL BE NO REFUND OF FEES.

INTERNET ACCESS

We are pleased to offer students of the Anderson Community School Corporation access to electronic mail and the Internet. Before a student will be permitted access, we must have on file a copy of the School's parental consent form signed by the student's parent or guardian. A copy of the parental consent form may be obtained in the Principal's Office.

Access will enable students to explore thousands of libraries, databases and bulletin boards while exchanging messages with Internet users throughout the world. Families should be warned that some material accessible via the Internet may contain items that are illegal, defamatory, inaccurate or potentially offensive to some people. While our intent is to make Internet access available to further educational goals and objectives, students may find ways to access other materials as well. We believe that the benefits to students from access to the Internet exceed any disadvantages. Ultimately, parents and guardians are responsible for setting and conveying the standards their children should follow when using media and information sources. To that end, each family's right to decide whether or not to apply for access will be respected.

Rules

Students are responsible for good behavior on school computer networks just as they are in the classroom. General school rules for behavior and communications apply.

The network is provided for students to conduct research and to communicate with others. Access to network services is given only to students who agree to act in a considerate and responsible manner. Parent permission is required. **Access is a privilege, not a right.** Access entails responsibility.

Users are responsible for their behavior and communications over school computer networks. It is presumed that users will comply with district standards and will honor agreements they have signed. Beyond the clarification of such standards, the school corporation is not responsible for restricting, monitoring or controlling the communications of individuals utilizing the network.

Network storage areas may be treated like school lockers and desks. Professional employees may review files and communications to maintain system integrity and insure that users are utilizing the system responsibly. Users should not expect that files stored on district servers will always be private.

Within reason, freedom of speech and access to information will be honored. During school, teachers of younger students will guide them toward appropriate materials. Outside of school, families bear the same responsibility for such guidance.

The following acts are specifically prohibited:

1. Sending or displaying offensive messages or pictures, or accessing, uploading, downloading or distributing pornographic, obscene or sexually explicit material;
2. Using vulgar or obscene language;
3. Harassing, insulting, or attacking others;
4. Damaging any computers or equipment, computer systems or computer networks;
5. Using the school computer networks to violate the law;
6. Using another's password without express permission;
7. Trespassing in another's folders, work or files;
8. Intentionally wasting limited resources; or
9. Employing the network for commercial purposes.

Violations may result in loss of access as well as other disciplinary or legal action.

User Agreement and Parent Permission

Before being granted the privilege of using the School's computer network, students must sign the Acceptance Form attached to the back cover of this policy manual. By signing the Acceptance Form, the student is agreeing to comply with these rules, to communicate over the School's computer network in a responsible manner, and to honor all relevant laws and restrictions.

TOBACCO POLICY

Possessing and/or using tobacco products by a student who is on school grounds, adjacent to school grounds, on school-provided transportation, or attending a school-sponsored event is not allowed. The following penalties will be instituted for violation of the

tobacco policy:

First Offense

Any student found to be possessing or using tobacco products will have a penalty option. The penalty option will be decided by the parent or guardian. The options consist of one of the following:

- A. Attendance at a “smoking clinic”.
- B. Out of school suspension for three (3) days.

Second Offense

Any student found to be possessing or using tobacco products will have a penalty option. The penalty option will be decided by the parent or guardian. The options consist of one of the following:

- A. Attendance at a “smoking clinic”.
- B. Out of school suspension for five (5) days.

Third Offense

Out of school suspension for five (5) days.

In addition, any student under the age of eighteen (18) who has violated the tobacco policy has also violated the state tobacco possession law. This information will be referred to law enforcement agencies and will result in the student being ticketed to appear in the Anderson City Court. If the court finds a violation of the law, the student will pay court costs and whatever fines the judge deems appropriate.

Fourth Offense

May result in expulsion or out of school suspension for ten (10) days.

In addition, any student under the age of eighteen (18) who has violated the tobacco policy has also violated the state tobacco possession law. This information will be referred to law enforcement agencies and will result in the student being ticketed to appear in the Anderson City Court. If the court finds a violation of the law, the student will pay court costs and whatever fines the judge deems appropriate.

ANDERSON COMMUNITY SCHOOL

ATTENDANCE RULE

Indiana Legal Standards and Requirements Provided by State Statute

I.C.20-33-8-10 Delegation of Authority: Each principal may take action concerning his school or any school activity within his jurisdiction which is necessary to carry out or prevent interference with an educational function or school purpose. Such action includes establishing written rules and standards to govern student conduct.

I.C.20-33-2-28 Compulsory Attendance/Duty of Parents: It is unlawful for a parent to fail, neglect, or refuse to send his child to a public school for the full term as required under this chapter unless the child is being provided with equivalent instruction as the public school provides.

I.C.20-33-2-25 Habitual Truants: The superintendent or attendance officer may report a student who is habitually absent from school in violation of this chapter to an intake officer of the juvenile court. (**Habitual Truancy Defined** – The term “habitual truant” is hereby defined to mean a student who willfully refuses to attend school in defiance of parental authority for: (1) a total of three [3] days in a semester; or (2) a total of six [6] days in a school year.

I.C.20-33-2 Penalty: A person who knowingly violates Indiana Compulsory School Attendance laws commits a Class B misdemeanor.

Attendance Philosophy

The State of Indiana and the Anderson Community School Board of Trustees expects every student to be present at school. The only option to school attendance is the list of exempt/excused absences outlined below.

Exempt Absence (not considered absent from school)

Certain absences are granted in compliance with state law. Each one of these will require individual, appropriate documentation. The following is a list of absences which may be justifiable with appropriate documentation.

- Page
- Service on an election board on election day
- Religious observances or instruction (new)
- Subpoena to appear in court or court appointment
- Incarceration*
- In or out of school suspension*
- Hospitalization
- Doctor’s written order to stay home
- Death in the immediate family
- School sponsored activities
- Detained in juvenile facility*
- College visitation - must be pre-arranged (2 days per junior and senior year)
- Circumstances as permitted by law (i.e., national guard service)

*Not eligible for any attendance awards or recognition. Subject to teacher’s make-up policy.

Excused Absences

- Personal illness (frequent or extended illness may require medical verification)
- Medical appointments (with verification)
- Pre-arranged absences approved by the principal or designee
- Emergencies approved by principal or designee
- Head lice (one day only)
- Lacking proper immunization (one day only)
- Circumstances as permitted by law

Unexcused/Unverified Absence

All absences that are not covered under exempt and/or excused absences are considered unexcused absences.

Unverified absences are also considered as an unexcused absence. Unverified absences occur when no note or phone call is made to the school prior to the day of, or the immediate day after the absence. Unverified absences are considered issues of school truancy.

Consequences for Unexcused Absences

Kindergarten–12th Grade

3rd Offense - letter and/or phone call home

4th Offense - parent contact

5th Offense - letter home, turn over to principal or designee and legal action taken

Truancy

Truancy refers to situations when the student is somewhere in the school without authorization, does not attend class as expected, or leaves the school without authorization, or willfully fails to attend school without the parent or caregiver's knowledge. Unverified absences are considered issues of school truancy. Truancy will be considered a disciplinary issue. Probable cause affidavits will be filed for juvenile delinquency or parent educational neglect when truancy occurs.

Activity/Participation after an absence

A student may not participate in extracurricular activities, practices, employment (including Coop), or after school functions unless the student attends the last four periods (two for high school) of that school day. Students absent all day, due to illness, may not attend an extracurricular activity that day. If extenuating family or school circumstances result in a student's failure to be present, the required four (two for high school) periods, an exception can be made. Reasons may include: ACS approved college visit, ACS field trip, medical emergency, and funeral. This exception requires the approval of the principal or designee.

Make-Up Work

For exempt (see * on page 21) or excused absences, make-up work will be provided and must be completed for full credit. For unexcused or unverified absences, each teacher will develop and post his/her make-up work policy. **IT IS THE STUDENT OR PARENT/GUARDIAN RESPONSIBILITY TO OBTAIN MAKE-UP WORK.**

Appeals may be made as per "Procedures for Student or Parent Appeals or Complaints" as listed in the *Students' Rights and Responsibilities* handbook.

DRESS AND APPEARANCE

Dress and appearance must be decent, and must not present health or safety problems to students or cause disruption of the school program, functions, or purposes.

**Uniform Code
A Class A Act
Anderson Community School Corporation
2007-2008**

- Pants, trousers, capris

Colors: Black, navy, or khaki

All pants/trousers/capris must be standard fit or relaxed fit, flat-front, or pleated with standard waists. No cargo pants, slits, cuts, tears, or frays, (including laced sidings), brand names, slogans, or handwritten messages. Must be worn at the waist level. Size and length must be reasonably appropriate for the student's weight and height. Must be worn as intended by the manufacturer and may not sag below the hips or drag the ground.

- Skirts, skorts, or jumpers

Colors: Black, navy, khaki

Must be knee length or longer.

- Tops

Colors: Any solid color

Shirts must be polo or oxford style or turtle or mock turtle neck. Shirts must have a collar (or turtle or mock turtle neck) and may be long or short sleeved. Shirts must be tucked in at all times unless they have a two-inch band around the bottom.

- Sweaters

Colors: Any solid color

Crew neck, V-neck or low-cut sweaters must be worn over an approved shirt. Sweaters must be of a reasonable fit and not hang or bag in such a manner that items may be concealed beneath or within them.

- Shoes

Colors: Black, brown, blue, or white

Shoes may be dress, casual, or (non-cleated) athletic. Shoes must be worn as intended by the manufacturer.

- Belts

Colors: Black, brown, blue, or white

Belts must be worn when garment has belt loops.

- Socks

Colors: Solid colors in blue, black, brown, or white.

RESTRICTED ATTIRE

- No logos (except manufacturer's logos on shoes)
- No flip flops or beach sandals or slippers
- No shorts
- No denim of any color
- No leggings (unless worn under a skirt or dress), tights, stretch stirrup pants
- No form fitting tops
- No halter tops, camisoles, tank tops, tube tops, halter tops, mesh tops, midriff tops, spaghetti strap tops, sleeveless tops
- No sweat pants, jogging attire, workout attire, beach wear, swimming attire (except as indicated by curriculum in physical education class)
- No pajamas or sleepwear
- No hooded jackets, hooded sweaters, hooded shirts
- No sunglasses
- No clothing or other item with offensive, lewd, vulgar, obscene or hate language, slogans or pictures
- No buttons, jewelry or other accessories containing lewd, vulgar, obscene, hate or offensive messages or pictures or which advocate or advertise the use of drugs or alcohol
- No secret society, fraternity, or sorority symbols or lettering
- No hair rollers, combs, picks, or cosmetology clamps
- No visible undergarments
- No clothing altered by cuts, slits, or holes or that in any way exposes the skin

- No hats, caps, head wraps, bandanas, head scarves worn in the building during the school day
- No overall or coveralls
- No cargo pants
- No tight fitting pants or tops
- No extremely loose fitting pants or tops
- No fangs, detachable gold teeth, grills (unless required by a dentist with written documentation on file)
- No studded collars or cuffs
- No long chains
- No exposed midriffs or cleavage
- **Anything else the principal or designee deems inappropriate or disruptive to the educational environment will be prohibited.**

Exceptions:

- NJROTC students may wear their uniforms on designated days as part of their curriculum
- Students with exceptional physical conditions, diagnosed emotional disorders, and legitimate religious affiliations that require special attire or exception to this code will be provided exemption to the dress code upon official request to and approval by the office of the superintendent.
- **School spirit days may be announced by the administration.**

HOMELAND SECURITY

Code Orange

- All field trips will be reviewed at the Central Office level.
- Decisions will be based on location and length of the field trip as well as the likelihood of going to Code Red during that time frame.

Code Red

- Schools will remain in session unless city, county, state, or federal officials otherwise direct the superintendent. Local news media will be utilized to keep parents, students, and employees informed. Parents have the right to use their own discretion; however, when our schools are in session our attendance policies will be in effect.
- All field trips will be cancelled.
- Other activities will be reviewed and a determination made by the superintendent.
The superintendent will review the threat level on a daily basis.

FIELD TRIP CONSENT

Located on the last page of this booklet is the ACS Field Trip Consent Form. This form must be filled out and returned to the student's individual school.

NOTE: We live in unsettling times and students and parents or guardians should be aware that students going on field trips, particularly out-of-state, may be at a higher risk than staying in Anderson. The school and ACS reserve the right to cancel trips at any time based on the status of events at the time of the trip. Due to contracts with bus companies, no bus fare can be refunded within ten (10) days prior to date of proposed trip. Likewise, many tour companies or event sponsors do no refund money if a trip is cancelled. Parents and guardians should know that financial loss is possible. In some instances cancellation insurance may be available. Individual sponsors will know the status of such insurance and can provide this information. As always, the parent or guardian has the final right to determine if an eligible student goes on the field trip. If the decision is made for the child not to participate, he/she will attend regular classes if available or will be given alternative learning situations.

SEARCHES

The Board of School Trustees recognizes its obligation to balance the privacy rights of its students with its responsibility to provide students, faculty, and authorized visitors with a safe and drug free learning environment. Because of the school's custodial and tutelary responsibility for students in its charge, students within the school environment have a lesser expectation of privacy than members of the population generally. The search of a student by a teacher or other school official is justified when there are reasonable grounds for suspecting that the search will produce evidence that the student has violated or is violating either a particular law or a particular school rule. The measures adopted for the search must be reasonably related to the objectives of the search and not excessively intrusive in light of the age and sex of the student and the nature of the infraction.

SEARCH OF A PERSON

Search of a student shall be permitted when a teacher or administrator has a reasonable individualized suspicion to believe that the search will produce evidence of a violation of a particular law, particular school rule, or a condition which endangers the safety or health of the student or others. Searches of the person of a student will be conducted by an employee or agent of the school corporation who is the same sex of the student being searched and shall be witnessed by another employee or agent of the school district. Such search shall be conducted in an appropriate private area of the school building or school property. In an emergency situation, a witness to the search will not be required. Nothing in this policy and rule shall be interpreted as limiting the right of the school corporation to conduct random metal detector procedures or sweeps of lockers or automobiles located on school property.

SEARCH OF VEHICLE

Parking on school property is a privilege and not a right. A student who brings an automobile onto school property has no expectation of privacy in said automobile or its contents while the automobile is located on school property.

Permission for a student to bring a motor vehicle onto school property is hereby conditioned upon the consent by the student driver, the owner of the motor vehicle and the parent or guardian of the student to allow the search of that motor vehicle by a school employee or agent with reasonable suspicion to believe that the search will produce evidence of a violation of a particular law, a particular school rule, or a condition that endangers the safety or health of a student driver or others.

Refusal by the student, parent or guardian, or the owner of the motor vehicle to provide or allow access to a motor vehicle located on school property at the time of a request to search the motor vehicle, shall be cause for termination without further hearing of the privilege of bringing a motor vehicle onto school property. In addition, the refusal of a student shall constitute insubordination and may be punished as such pursuant to the discipline policy of the school corporation.

SEIZURE OF PROPERTY

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

METAL DETECTORS

The Superintendent is authorized, in the Superintendent's discretion, to implement the random use of metal detectors at the entrances of the buildings of the Anderson Community School Corporation for the purpose of detecting and confiscating prohibited weapons.

The Superintendent is also authorized, in the Superintendent's discretion, to implement random search of lockers, use of K-9 units and surveillance cameras at the schools of the Anderson Community School Corporation, on the school corporation's buses and at school extracurricular activities, for the purpose of confiscating prohibited weapons and/or other items of contraband which may be found.

LOCKER INSPECTION

All lockers and desks made available for student use on the school premises, including lockers located in the hallways, physical education and athletic dressing rooms, industrial and education classrooms and the art classroom, are the property of the school corporation. These lockers are made available for student use in storing school supplies and personal items necessary for use at school but the lockers are not to be used to store items which cause, or can reasonably be foreseen to cause, an interference with school purposes or an educational function, or which are forbidden by state law or school rules.

The student's use of the locker or desk does not diminish the school corporation's ownership or control of the locker. The school corporation retains the right to inspect the locker and its contents to insure that the locker is being used in accordance with its intended purpose, and to eliminate fire or other hazards, maintain sanitary conditions, attempt to locate lost or stolen material and to prevent use of the locker to store prohibited or dangerous materials such as weapons, illegal drugs or alcohol. Please note: Students do not have a reasonable expectation of privacy in any school owned locker or desk.

LOCKER RULES

In order to implement the school corporation's policy concerning student lockers, the Board of School Trustees adopts the following rules and regulations:

1. **Locks:** The school corporation will retain access to student lockers by keeping a master list of combinations and/or retaining a master key. Students may not use their own locks to prevent access to lockers by school officials and any unauthorized locks may be removed without notice and destroyed.
2. **Use of Lockers:** Lockers are to be used to store school supplies and personal items necessary for use at school. Lockers shall not be used to store items which cause, or can reasonably be foreseen to cause, an interference with school purposes or an educational function, or which are forbidden by state law or school rules, such as drugs (other than medicine for which a student has a current prescription or common cold or headache medicine sold over the counter), drug paraphernalia, beverage containing alcohol, weapon, any flammable substance, bomb or explosive device, any pungent acid or nauseous chemical, any library book not properly checked out or overdue, unreturned gym or athletic equipment or any stolen items. Students will be expected to keep their lockers in a clean and orderly manner.
3. **Authority to Inspect:** The school corporation retains the right to inspect lockers to insure they are being maintained in accordance with the conditions of Rule No. 2. All inspections of student lockers shall be conducted by the principal or a member of the administrative staff designated in writing by the principal.
4. **Inspection of Individual Student's Lockers:**
 - (a) The inspection of a particular student's locker will not be conducted unless the principal or his/her designee has a reasonable suspicion to believe that the locker to be inspected contains items which cause, or can reasonably be foreseen to cause, an interference with school purposes or an educational function or which are forbidden by state law.
 - (b) Before a particular student's locker is inspected, the student (or students, if more than one have been assigned to a locker), if present on the school premises, shall, where possible, be contacted and given the opportunity to be present during the conduct of the inspection unless circumstances require that the inspection be conducted without delay in order to protect the health and safety of others present on school premises. Whenever an individual student's locker has been inspected under this rule without the student's presence, the principal or his designee shall notify the student of such inspection as soon as practicable thereafter.
5. **Inspection of All Lockers:**
 - (a) An inspection of all lockers in the school, or all lockers in a particular area of the school, may be conducted if the principal, superintendent or assistant superintendent reasonably believes that such an inspection is necessary to prevent, impede or substantially reduce the risk of :
 - (1) An interference with school purposes or an educational function;
 - (2) A physical injury or illness to any person;
 - (3) Damage to personal or school property; or
 - (4) A violation of state law or school rules.Examples of circumstances justifying a general inspection of a number of lockers would include but not be limited to:
 - (1) When the school corporation receives a bomb threat;
 - (2) When evidence of student drug or alcohol use creates a reasonable belief of an unusually high level of student use;
 - (3) At midterm, end of grading period, and before school holidays to check for missing library books, or lab chemicals or school equipment.
 - (4) Where student violence or threats of violence creates a reasonable belief that weapons are stored in lockers.
 - (b) If a general inspection of a number of lockers is necessary, then **all** lockers in the defined inspection area will be examined. Students will not necessarily be given the opportunity to be present while a general inspection is being conducted.
6. **Student Material:** When conducting an inspection pursuant to these rules, the inspector shall take care to avoid unduly disrupting the contents of the locker or intruding unnecessarily into any student's written material, the inspection will be kept to the minimum level necessary to determine that such material is not being used to conceal contraband.

7. **Disposal of Confiscated Contraband:** All contraband confiscated from lockers may be disposed of by the principal or his designee as he or she deems appropriate, including:
- (a) Return to the proper owner or place;
 - (b) Use as evidence in a student discipline proceeding if possession of the contraband constitutes a ground for suspension or expulsion;
 - (c) Delivery to the appropriate law enforcement officials for prosecution purposes if possession of the contraband constitutes evidence of a crime; or
 - (d) Destruction.
8. **Involvement of Law Enforcement Officials:** The principal, superintendent or assistant superintendent may request the assistance of law enforcement officials to assist the school administrators in inspecting lockers or their contents for purposes of enforcing school policies only if such assistance is required:
- (a) To identify substances which may be found in the lockers; or
 - (b) To protect the health and safety of persons or property, such as to aid in the discovery and disarming of bombs which may be located in the lockers.
9. **Locker Cleaning:** Nothing in these rules shall affect members of the custodial staff who, at the direction of the principal, clean out:
- (a) Lockers from time to time in accordance with a general housekeeping schedule; or
 - (b) The locker of a student no longer enrolled in the school. Further, the custodial staff may open a student's locker during any vacation period if they have reason to believe such locker contains rotting, spoiling or mildewing items such as food, wet clothes, etc.

DRIVER'S LICENSE INVALIDATION

1. A driver's license or learner's permit may not be issued to an individual less than eighteen years of age who meets any of the following conditions:
- (a) Is a habitual truant under IC 20-33-2-11.
 - (b) Is under at least a second suspension from school under IC 9-24-2-1.
 - (c) Is under an expulsion from school under IC 9-24-2-1.
 - (d) Has withdrawn from school, for a reason other than financial hardship and the withdrawal was reported under IC 9-24-2-1
 - (a) before graduating. At least five (5) days before holding an exit interview the school corporation shall give notice by certified mail or personal delivery to the student, the student's parent, or the student's guardian of the following:
 - 1. That the exit interview will include a hearing to determine if the reason for the student's withdrawal is financial hardship.

If the principal determines that the reason for the student's withdrawal is not financial hardship:

- A. the student and the student's parents or guardian will receive a copy of the determination; and
 - B. the student's name will be submitted to the Bureau of Motor Vehicles for the Bureau's use in denying or invalidating a driver's license or learner's permit.
2. If a person is less than eighteen (18) years of age and is a habitual truant or is under a suspension, expulsion, or has withdrawn from school, the Bureau of Motor Vehicles shall, upon notification by the person's principal, invalidate the person's license or permit until the earliest of the following events.
- (a) The person becomes eighteen (18) years of age.
 - (b) One-hundred-twenty days after the person is suspended, or the end of a semester during which the person returns to school, whichever is longer.

- (c) The suspension or expulsion is reversed.

STUDENT EMPLOYMENT CERTIFICATES

Students, ages 14 to 18, must obtain a work permit in accordance with provisions of the Child Labor Laws and Bureau of Child Labor of the Indiana Department of Labor. Counselors in secondary schools are designated as issuing officers for employment certificates. An employment certificate may be issued to students in academic and attendance good standing. The employment certificate may be revoked by the issuing officer if the issuing officer determines that there has been a significant decrease in the student's grade point average or attendance rate since the issuance of the permit.

PARENT AND STUDENT PRIVACY

(This policy applies to parents and adult students.)

Much attention has been focused recently on student records, computerization of data, individual rights of privacy, and needs of the school district to obtain information concerning each student.

Your Board of School Trustees has adopted a policy, and your school administration had developed procedures, to inform students and parents in the school district of their rights with respect to school records, of the informational needs of the district and of measures taken by the school district to protect the rights of students and parents in processing school records.

While the school district must obtain and use certain information about each student to plan the best program, this need is balanced with the right of each student and parent to privacy. Therefore, access to this information by third parties is limited and controlled.

Accordingly, this notice outlines the types of information collected, how that information is maintained, summarized or released, and it indicates those school officials who have responsibility to follow appropriate procedures regarding this information.

1. What student information may you inspect and review?

Federal law and our local policy allow you to inspect and review any and all official records, files, and data relating to your child, including all material that is incorporated in your child's cumulative record. This includes identifying data, academic work completed, level of achievement (grades and test scores), attendance data, scores on IQ, aptitude, psychological and interest tests, health data, family background information, and verified reports of serious or recurrent behavior patterns. You may not, however, view professional records (such as psychologist's or counselor's personal record).

2. Who is responsible for records in our school corporation?

The "responsible authority" for records in our district is the superintendent. He/she is charged with the responsibility of determining what records are to be kept and who has access to them. By law, he/she may delegate this responsibility to another school official such as the principal or assistant principal. You may request (from the responsible authority) to see your child's record. He/she will show you the education records within a reasonable time of not more than thirty (30) days. You have the right to receive a copy of your child's record for a nominal fee.

3. What information is made public?

Our school will maintain "directory information" relating to your son or daughter. This information will be made public. You may, however, request in writing that directory information not be released. This request must be turned in at your son/daughter's school. The directory information includes:

- (a) Name
- (b) Address
- (c) Telephone listing
- (d) Date and place of birth
- (e) Participation in officially recognized activities and sports
- (f) Weight and heights of members of athletic teams
- (g) Dates of attendance
- (h) Degrees and awards received

- (i) Most recent previous educational agency or institution attended by the student

4. Where is student record information kept?

While a student is enrolled in our school system, official school records are kept at the home school in the student's cumulative record folder. This folder holds the official student records and other data school officials believe are needed to provide the best instructional services for

each student.

5. What happens to the records when a student leaves our school?

When a student moves away to another school corporation, his or her records will be sent to the other school corporation upon request.

Information is not released to third parties (except information contained in the “directory” category) without the written consent of the parents (or the student if the student is 18 or older).

6. Who may see student records?

Access is limited to the following:

- (a) Parents or legal guardians of students under age 18.
- (b) Students age 18 and over.
- (c) Staff members of our school system, such as principal, teachers, counselors, nurses and other authorized professional personnel.
- (d) Upon request from other schools, when a student transfers or with- draws.
- (e) State or local officials as required by law (provided this law was passed before November 19, 1974).
- (f) Other third parties (employers, social agencies) may have access to records only with written permission of adult students, parents or legal guardians. These parties may not release the records to other persons without obtaining consent.
- (g) Accrediting organizations.
- (h) Researchers who do not identify students.

7. What are your rights regarding student record information?

Federal law governing school records allows parents, legal guardians and adult students (age 18 and over) to examine their school records or those of their children.

You may challenge the accuracy of the record. You may request that school officials change it. After consultation, school officials may or may not alter the record. If you disagree, you have the right to a hearing.

You have the right to authorize or deny release of information requested by the third party.

Establishing safeguards to protect the right to privacy may cause some delay in getting information to the source requesting it. However, this seems a small price for protecting the right to privacy and control of information for all individuals.

Our school system asks your support and cooperation in using these procedures.

8. May information be released to noncustodial parents?

A noncustodial parent shall be entitled to receive a copy of his/her child’s report card and will be given access to the child’s educational record, subject to the following conditions:

- (a) The custodial parent has not provided the school with a copy of the divorce decree which specifically prohibits the noncustodial parent from having contact with or information about the child.
- (b) The noncustodial parent does not have access to children on school property.
- (c) The noncustodial parent must make the request for records by filling out a Request for Release of Student Information.

PROCEDURE FOR STUDENT OR PARENT COMPLAINTS

Should a student or parent have a SPECIFIC complaint against any employee of the school corporation, or in opposition to a specific policy of the corporation or of a specific school, he/she has the right to present the complaint. The following procedures should be used:

- 1. Discuss the complaint with the employee involved or, if the student does not feel comfortable discussing the complaint with the employee involved, then the student may skip this step and go directly to step number 2.
- 2. Meet with the immediate supervisor of the employee. If this does not resolve the problem, then proceed to step number 3.
- 3. Meet with the Assistant Superintendent. If this does not resolve the problem, then proceed to step number 4.

4. Meet with the Superintendent. If this does not resolve the problem, then proceed to step number 5.
5. File a formal complaint with the School Board which will hold a private session to hear both sides. The School Board will then render a decision.

If a specific policy is being challenged, then the complaint should be made with the school principal or the Assistant Superintendent. There are time limits within which the complaint must be initiated and appealed. Full details are available to the student or parent in the office of each school. A copy of the Procedure for Student or Parent Complaints and the Complaint Form are included in the APPENDIX as II. and III.

APPENDIX

I. Grounds for Expulsion or Suspension

A. The grounds for expulsion or suspension apply when a student is:

1. On school grounds immediately before, during, and immediately after school hours and at any other time when the school is being used by a school group;
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.

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

B. A student may be expelled from school if the student's legal settlement is not in the attendance area of the school corporation. Grounds for suspension and expulsion are student misconduct or substantial disobedience. A student may not be suspended from school pending a meeting on a student's proposed expulsion if the expulsion is ordered because the student's legal settlement is not in the attendance area of the school corporation where the student is enrolled. "Student misconduct and substantial disobedience" include but are not limited to:

- a. Use of violence, force, noise, coercion, threat, intimidation, fear, passive resistance, or other comparable conduct, constituting an interference with school purposes, or urging other students to engage in such conduct. The following enumeration is illustrative of the type of conduct prohibited by this subparagraph:
 1. occupying any school building, school grounds, or part thereof with intent to deprive others of its use;
 2. blocking the entrance or exits of any school building, corridor or room therein with intent to deprive others of lawful access to or from, or use of, the building or corridor or room;
 3. setting fire to or substantially damaging any school building or property;
 4. firing, displaying, or threatening use of firearms, explosives, or other weapons on the school premises for any unlawful purpose;
 5. prevention of or attempting to prevent by physical act the convening of or the continued functioning of any school or educational function, or of any lawful meeting or assembly on school property; and
 6. continuously and intentionally making noise or acting in any manner so as to interfere seriously with the ability of any teacher's ability to conduct the educational function under his supervision. This subparagraph shall not, however, be construed to make any particular student conduct a ground for expulsion where such conduct is constitutionally protected as an exercise of free speech or assembly or otherwise under the Constitution of Indiana or the United States.
- b. Causing or attempting to cause substantial damage to school property, stealing or attempting to steal school property of substantial value, or repeated damage or theft involving school property of small value.
- c. Intentionally causing or attempting to cause substantial damage to valuable private property or stealing or attempting to steal valuable private property, on school grounds or during an educational function or event off school grounds; or repeatedly damaging or stealing private property on school grounds, or during an educational function or event off school grounds or when such student is traveling to or from school or such educational function or event.
- d. Intentionally causing or attempting to cause physical injury or intentionally behaving in such a way as could reasonably cause physical injury to a school employee.
 - (1) on the school grounds during and immediately before or immediately after school hours;
 - (2) on the school grounds at any other time when the school is being used by a school group; or
 - (3) off the school grounds at an educational function or event. Self defense or reasonable action undertaken on the reasonable belief that it was necessary to protect some other person shall not, however, constitute a violation of this provision.
- e. Intentionally doing serious bodily harm to any student:

- (1) on the school grounds during and immediately before or immediately after school hours;
 - (2) on the school grounds at any other time when the school is being used by a school group; or
 - (3) off the school grounds at an educational function or event by the school corporation, or when such student is traveling to or from school or such educational function. Self defense or reasonable action undertaken on the reasonable belief that it was necessary to protect some other person shall not, however, constitute a violation of this provision.
- f. Threatening or intimidating any student for the purpose of, or with the intent of, obtaining money or anything of value from such student.
- g. Knowingly possessing, handling or transmitting any object that can reasonably be considered a weapon:
- (1) on the school grounds during and immediately before or immediately after school hours;
 - (2) on the school grounds at any other time when the school is being used by a school group; or
 - (3) off the school grounds at any educational function or event sponsored by the school.

Such objects shall not include school supplies, such as pencils or compasses, where they have a reasonable use in connection with an educational function in which the student is engaged, but do include any firearm, any explosive including firecrackers, any knife other than a small penknife, except where such items have reasonable use in connection with any such educational function.

- h. Knowingly possessing, using, transmitting or being under the influence of any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage, or intoxicant of any kind:
- (1) on the school grounds during and immediately before or immediately after school hours;
 - (2) on the school grounds at any other time when the school is being used by any school group; or
 - (3) off the school grounds at a school activity, function or event.

Use of a drug authorized by a medical prescription from a registered physician shall not be a violation of this rule.

- i. Engaging in the unlawful selling of narcotics or other violation of criminal law which constitutes a danger to other students or constitutes an interference with school purposes.
 - j. Failing in a substantial number of instances to comply with directions of teachers, during any period of time when he is properly under their supervision, where such failure constitutes an interference with school purposes.
 - k. Engaging in any activity forbidden by the laws of the State of Indiana which constitutes an interference with school purposes.
 - (1) A violation, or repeated violation, of any school rules promulgated by the principal.
 - l. Knowingly possessing or using on school grounds during school hours an electronic paging device or a hand-held portable telephone in a situation not related to a school purpose or an educational function, including any school rules promulgated by the principal.
- C. Possession of a Firearm
- a. Regardless of any other provisions of these rules, the following rule applies to the possession of a firearm.
 - b. No student shall possess, handle or transmit any firearm on school property.
 - c. The following are considered to be a firearm:
 - 1. any weapon which will or is designed to or may readily be converted to expel a projectile by the action of an explosive;
 - 2. any destructive device which is an explosive, incendiary, or poison gas bomb, grenade, rocket having a propellant charge of more than four ounces, missile having an explosive or incendiary charge of more than one quarter ounce, mine, or any

similar device;

3. any weapon which will, or which may be readily converted to, expel a projectile by the action of an explosive or other propellant, and which has any barrel with a bore of more than one-half inch in diameter; or
 4. any combination of parts either designed or intended for use in converting any device into any destructive device described in paragraphs (1) through (3), and from which a destructive device may be readily assembled.
- d. The penalty for possession of a firearm shall be ten (10) days suspension and expulsion from school for one (1) calendar year. The length of the expulsion may be reduced by the superintendent if the circumstances warrant such reduction.
 - e. The superintendent shall notify the county prosecutor's office when a student is expelled under this rule.
- D. A student who must use a knife as part of an organized activity held by an organization that has been approved by the principal of the school is exempt from application of these rules so long as the knife is used as a part of or in accordance with the approved organized activity.

II. Procedure for Student or Parent Complaints

Should a student or parent have a SPECIFIC complaint against any employee of the Anderson Community School Corporation, or in opposition to a specific policy of the Corporation or of a specific school, the following procedures shall be used. Each applicable step in the procedure must be followed.

Step No. 1: The person having the complaint (hereinafter known as the complainant) shall first discuss the complaint with the person against whom the complaint is to be lodged (hereinafter known as the respondent) or if the complainant does not feel comfortable discussing the complaint with the respondent involved, then the complainant may skip this step and go directly to step No. 2. This discussion must be requested within ten (10) school days after the action giving rise to the complaint occurred. The discussion must occur within three (3) school days after it is requested.

Step No. 2: If Step No. 1 does not resolve the complaint or the complainant does not feel comfortable discussing the complaint with the respondent involved, the complainant may then request a meeting with the respondent's immediate supervisor (which for teachers other than traveling teachers shall be the principal of the school to which the teacher is assigned) to discuss the complaint. This request must be made within three (3) school days after the discussion held pursuant to Step No. 1. The supervisor shall then arrange a meeting with the complainant, the respondent, and the principal. The meeting with respondent's supervisor must occur within three (3) school days after it is requested.

Step No. 3: If Step No. 2 does not resolve the complaint, the complainant may then request a meeting with the appropriate Assistant Superintendent. This request must occur within three (3) school days after the discussion held pursuant to Step No. 2. A meeting with the appropriate Assistant Superintendent must be held within three (3) school days after it is requested.

Step No. 4: If Step No. 3 does not resolve the complaint, the complainant may then request a meeting with the Superintendent. The request must be in writing and submitted in triplicate. Copies of the complaint will then be forwarded to the respondent and supervisor. The request must be made within three (3) school days following the meeting held pursuant to Step No. 3. The complainant, respondent and supervisor shall all then submit their views in writing to the Superintendent. The meeting with the Superintendent must be held within three (3) school days after it is requested.

If the respondent, respondent's supervisor or the Superintendent should fail to hold a meeting pursuant to a proper request, complainant may go to the next step in the procedure. If certain steps are not applicable, they may be skipped.

Step No. 5: Hearing Committee - If Step No. 4 is not successful in resolving the complaint, the complainant may then file a formal written complaint on the form provided and available from the Superintendent's office.

The formal complaint shall contain the following:

- (a) Name of complainant
- (b) Name of respondent
- (c) The SPECIFIC charge against the respondent, including the date on which the actions giving rise to the complaint occurred.
- (d) The date, time, and place of the meetings held pursuant to Steps 1, 2, 3 and 4 of these procedures.
- (e) Remedial measures requested

(f) The date

(g) The signature of the complainant

This formal complaint must be filed with the Clerk of the Board of School Trustees within five (5) school days after the meeting with the Superintendent.

The Board has discretion to hear or not hear the complaint. In exercising that discretion, the Board may consider, among other things, the effect that hearing the complaint may have on subsequent action (*e.g.*, teacher or student discipline) the Board may have to consider concerning the subject matter of the complaint. The Board may (a) decide not to hear the complaint; (b) appoint one or more of its members and/or the Superintendent to hear the complaint; or (c) have the entire Board hear the complaint.

If the Board decides to hear the complaint, the Board (or its appointees) shall then hold a private session to hear both sides of the issue within thirty (30) calendar days of the request. The Board (or its appointees) shall render a decision within ten (10) school days of the meeting. No discussion of charges against an employee pursuant to this policy will be conducted at a public School Board meeting.

The respondent may have a representative of his/her choice in attendance at any of the meetings held pursuant to this policy. If a student is the complainant, he/she shall have the right to have his/her parent in attendance at any of the meetings held pursuant to this policy. The Board (or its appointees) may invite others to be present at the hearing as the Board (or its appointees) deem necessary to ensure a fair procedure.

This policy and procedure shall not supplant, replace or be in lieu of statutes and/or policies concerning student due process or employee retention.

III. Complaint Form

(For formal complaints against an employee or policy of the Anderson Community Schools)

A. Name of person making the complaint:

B. Name of person (or contents of the policy) against whom the complaint is lodged:

C. Nature of the SPECIFIC charge:

D. Remedial measures requested:

E. Date, time and place of meetings pursuant to prior steps. (If person failed to meet after a proper request or if a step is not applicable, then so indicate.)

Step No. 1

Step No. 2

Step No. 3

Signature of person making the Complaint:

Date:

Anderson Community School
Field Trip Consent Form

Student's Name

School

School Year: 2007-2008

I understand that students in Anderson Community School Corporation will have the opportunity to go on various field trips during this school year. As parent or guardian of the student listed above, I give my permission for him/her to participate in these field trips on the following conditions:

- (1) I will be notified through information sent home with the student of the date, time, place, and other details of each field trip at least 14 days in advance of the field trip; and
- (2) I can withdraw my permission for the student to go on a particular field trip by notifying the teacher in writing at least two (2) days prior to the date of the field trip.

I do further release the above-mentioned school, sponsors of the trips, and any employee of said school or ACS from any claim for damages incurred by said student that might be a direct or indirect outgrowth of his/her participation in this field trip.

I, the undersigned student, do hereby agree to abide by all rules and suggestions set forth by the sponsors of this group. I also, by signing this form, hereby waive and release any and all rights and claims for any damages I may have against the above-named school, sponsor of the trips, and any other employee of ACS for any injuries arising from my participation in these trips.

Signature:

Parent/Guardian

Signature:

Participating Student

NOTE: We live in unsettling times and students and parents or guardians should be aware that students going on field trips, particularly out-of-state, may be at a higher risk than staying in Anderson. The school and ACS reserve the right to cancel trips at any time based on the status of events at the time of the trip. Due to contracts with bus companies, no bus fare can be refunded within ten (10) days prior to date of proposed trip. Likewise, many tour companies or event sponsors do no refund money if a trip is cancelled. Parents and guardians should know that financial loss is possible. In some instances cancellation insurance may be available. Individual sponsors will know the status of such insurance and can provide this information. As always, the parent or guardian has the final right to determine if an eligible student goes on the field trip. If the decision is made for the child not to participate, he/she will attend regular classes if available or will be given alternative learning situations.