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ZIONSVILLE COMMUNITY SCHOOLS VISION AND MISSION

VISION

Each Zionsville Community Schools' graduate is prepared to create a successful and productive future within the world community.

MISSION

Zionsville Community Schools provide customized 21st century experiences that ensure maximum student growth leading to productive citizenship in the world community.

TRANSPORTATION TO AND FROM SCHOOL

BUSES

Due to the traffic congestion it is highly recommended that students ride the bus. In general, transportation questions and concerns including bus route information should be directed to the ZCS Transportation Center at 317.873.1237, or you may visit the transportation link on the ZCS website, located under the Support Services menu.

BUS RIDER CONDUCT

For most Zionsville students, the school day begins and ends on the school bus which makes transportation a very important part of the total educational process. Because transportation is a privilege, and such an important segment of education, cooperation among students, parents, bus drivers, administrators, and teachers is very important. Students are to behave in a safe, respectful manner while waiting at the bus stop and riding the bus. Students who do not maintain appropriate, safe behavior as established jointly by the Transportation Director and the school administration may be excluded from riding the bus and may be subject to other disciplinary actions.

Students are expected to display appropriate behavior whenever they ride the bus, whether during their daily commute, traveling to competitions, or on field trips. Please review the following basic bus riding rules with your student, as well as all of the student expectations set forth in the Behavior and Discipline section of this handbook:

BUS RIDER PROCEDURES

Rules for those riding the school bus are as follows:

1. The student shall ride his/her designated bus route both morning and evening, boarding and getting off at the designated place.
2. Students are to be unloaded at the building they attend unless permission is otherwise given by the principal or his/her designee.
3. Once a student boards a bus, he/she is not permitted to get off the bus other than at his/her designated place unless permission is otherwise given by the principal or his/her designee.
4. Students will not be allowed to ride a different bus than the one they were assigned.
5. Students will be allowed to get off at a different stop, within their own route, with a note from a parent to the bus driver. This location must be on their route only and cannot involve another bus.
6. Transportation may grant a student permission to ride another bus if it involves a daycare situation. Please contact the Transportation Manager at 317-873-1237.
7. The student shall be waiting at the designated boarding place when the bus arrives.
8. When boarding the bus, a student shall be seated immediately as designated or assigned by the bus driver and shall remain seated until the bus reaches its destination.
9. No windows shall be opened/closed without the permission of the driver.
10. Eating is not permitted on the bus.
11. The following violations will not be tolerated:
 - a. Hitting, tripping, holding
 - b. Throwing objects in/at the bus
 - c. Fighting
 - d. Loud or abusive language
 - e. Teasing, yelling, name calling, threatening behavior

- f. Littering
- g. Smoking or drinking on the bus or bus stop
- h. Destruction of public property
- i. Chasing after a bus on foot/bicycle
- j. Movement while bus is in motion

The above rules apply any time students ride the bus. At times buses may be monitored by on-board security cameras. A student's actions before boarding or after leaving the bus are the responsibility of the student and his/her parents, custodians, or legal guardians. If a problem is not resolved through the bus driver and parent, it is then routed in the following steps: School Principal or his/her designee, Director of Transportation, and Superintendent.

WALKING TO AND FROM SCHOOL

The decision to walk to and from school is between the parent and the student. Students living in the surrounding neighborhoods should utilize the sidewalks or walking path directly to the school. This is a highly traveled area, so students are to remain on the path when traveling to and from school.

RIDING YOUR BIKE, SKATEBOARD OR SCOOTER TO AND FROM SCHOOL

All bicycles, scooters, skateboards, roller blades and other similar devices are to be used for transportation only and secured at the bike rack. These items are not allowed in the school building or on the sidewalks at any time. This is an area that is highly traveled by buses and cars; therefore, the decision to ride a bike to and from school is between the parent and the student. Students are encouraged to use a helmet and secure their bike.

USE OF MOTORIZED VEHICLES

Students may not drive or bring any motorized vehicle, including hover boards, to school.

IMPORTANT TRAFFIC FLOW INFORMATION

Cars should enter the campus by way of the south entry off 700 and proceed to front of the school. Drop off/pickup hours are between **8:00 A.M. - 8:40 A.M. and 3:15 P.M. and 4:00 P.M.** During these times, the south drive is for buses only.

1. Between the hours of **8:15 AM—8:45 AM and 3:45 PM—4:00 PM** the west drive from 700 is **one lane of one-way traffic. The north entry off 700 E is an exit only during these hours. Please do not enter.**
2. Please stop at all the crosswalks/stop signs and yield to all pedestrian and/or bike traffic.
3. Please yield to the bus traffic as you exit south on to 700 E.
4. Please pull as far forward as possible when dropping off your student.

BUILDING POLICIES

ENTERING THE BUILDING FOR STUDENTS

Students may not enter the building prior to **8:00 A.M** unless he/she has prior approval of a teacher or administrator. In the interest of the safety of students and the security of the building, students must be supervised at all times. Students may enter only through the main entrance (**door #1**) or through the south side activity entrance (**door #4**), all other doors will be locked. **Students arriving prior to 8:25 must remain in the foyer outside the main office/Door #1 or West Hall/Door #4 until the entry bell rings. Students are not allowed to visit their lockers before the entry bell rings without a pass.**

ENTERING THE BUILDING FOR PARENTS/VISITORS/VOLUNTEERS

To ensure safety ALL doors are locked during our school day, 7:45a – 3:45p. A buzzer is located on the left side of the front doors (Door 1). Please push the button and wait for a staff member to answer. You will be asked to state your name and reason for entering the building. At that time, the office staff will unlock the doors for you to come in. All parents, visitors, and volunteers must sign in at the front office and get a visitor's pass to be worn at all times while in the building. We ask that all visitors schedule an appointment to meet with teachers, counselors, administrators and all other staff members so that we may best serve everyone. Please note that the school may utilize video surveillance in order to protect the welfare and safety of students, staff and visitors.

Our school offers a wide variety of visitation and volunteer opportunities. All classroom and/or student visitors and volunteers must have a Full Background Check on file with the District. Volunteers must also view the state mandated confidentiality/bullying video, provided on the BRAVO website. The link to apply for background checks and to view and submit the video can be accessed by clicking on the Volunteers/BRAVO icon on the ZCS main webpage. For more information call the Volunteer/BRAVO Coordinator at 317.873.1235. **Students or friends from other schools are not allowed to visit during school hours, including non-instructional time.**

Our school offers a wide variety of visitation and volunteer opportunities. All classroom and/or student visitors and volunteers will be asked for identification and logged into the SafeVisitor system. Volunteers must also have a Full Background Check on file with the District and view the state mandated confidentiality/bullying video, provided on the BRAVO website. The link to apply for background checks and to view and submit the video can be accessed by clicking on the Volunteers/BRAVO icon on the ZCS main webpage. For more information call the Volunteer/BRAVO Coordinator at 317.873.1235. **Students or friends from other schools are not allowed to visit during school hours, including non-instructional time.**

AFTER SCHOOL SUPERVISION

- Students must be supervised at all times.
- Students are expected to leave by 4:00pm and must have permission from both parent/guardian and a staff member to be in the building past 4:15pm.
- Students may not return to their lockers/classrooms after activities without permission from a staff member.
- Students are required to wait in the lobby at entrances #1 or #4.
- Extracurricular activities have designated ending times. Students are required to be transported home immediately following activities. If the student/parent has a second occurrence of not having transportation within 30 minutes of the conclusion of a practice or event, the student may be banned from all extracurricular activities for the remainder of the school year.
- The outdoor classroom is for supervised student use. **Swimming, wading, boating or ice-skating is not allowed.**

MIDDLE SCHOOL AFTER CARE (JAM)

JAM is a supervised middle school aged after school program housed at Pleasant View Elementary School. Students from both ZMS and ZWMS can participate in JAM and are transported to PVE at 3:45pm each day. JAM participants are given a snack and an opportunity to complete homework. WiFi is available for computers. JAM students have their own adolescent friendly lounge equipped with a flat screen TV and Wii, games, books and an iPod dock. The fee is the same as PM BAC and students can stay until the pro-gram ends at 6:00PM.

As part of tuition, ZCS GROW staff will be running activity shuttle buses to and from ZMS/ZWMS for middle school students who would like to participate in after school clubs, sports or other activities. 24 hour notice is required to request transportation in the white ZCS bus. ZCS will also transport middle school students from the ESC study hall to PVE on E-Days.

STUDENT LOCKERS

Lockers have been provided for all students. All coats, books, and personal items must be kept in the student lockers. The care of and any damage to the locker shall be the responsibility of the student to whom the locker is assigned.

Students are not permitted to apply stickers, duct tape, glue or any other damaging adhesive to the inside or outside of any locker. The school does not assume responsibility for items presumed to be stolen or missing from lockers. Remember that the locker combination is a personal matter. While friendships in middle school change throughout the year, locker combinations do not. **Do not share your combination or your locker with anyone.**

Parents are welcomed and encouraged to come to school to look at their child's locker.

Any student using a school locker shall have no expectation of privacy of the locker or its contents. The school principal or his/her de-signee may search a locker and its contents at any time. Other than a general search of students' lockers, any search will be conducted in the presence of the student to whom the locker is assigned, if at all possible.

Athletic locks will be sold to all athletes who use an athletic locker. These must be purchased from the ZWMS athletic department so that the school has records and access in an emergency. These locks become the property and responsibility of the student athlete. Athletes are expected to keep and use the same lock for all sports in which they participate throughout their middle school career. It is required that **athletes keep their lock locked at all times while away from their locker.**

TELEPHONE

Students must have permission from a staff member to use a school telephone. Students will be called to the telephone while classes are in session only in cases of emergency. Cell phones may **not** be used in the building between **8:30 AM and 3:45 PM.** without the permission of a staff member. Parents please keep this in mind as you communicate with your children at school. The best way to reach them is to call the front office. Cell phones are to be turned off and kept in the student's locker during the school day. To ensure student safety, students must report any illness or injury to a teacher or office staff member. Students or staff may then tele-phone parents from the health care center in the event of illness or injury.

POSTERS AND SIGNS

No posters, signs, notices or placards are to be posted in the building without staff approval. These should be removed immediately following the event.

STUDENT SAFETY

EMERGENCY PROCEDURES

Fire evacuation, earthquake, and tornado instructions are posted in each room and each area of our school. When the alarm sounds, students should leave their room or area and go directly to their assigned safety area. Students should move through the hallways quietly and orderly to listen to special instructions from a staff member. Fire, tornado, earthquake and A.L.I.C.E. drills will be conducted in accordance with the law. Students will be provided instructions on appropriate procedures.

EMERGENCY SCHOOL CLOSING AND DELAYED STARTS

Snow, ice, fog or other unforeseen circumstances may necessitate the last minute decision to close or delay (2 hours) the start of school. Our emergency notification software system will contact staff and parents via phone, e-mail, and (optionally) text message regarding school delays, cancellations, early dismissal and school emergencies. If you do **not** receive a notification, please contact the school.

Other sources of emergency notification can be found at the following:

- First check the school corporation's website (www.zcs.k12.in.us)
- The following stations:
 - WRTV-TV Channel 6 WTTV-TV (CBS) Channel 4
 - WTHR-TV Channel 13 WXIN-TV Channel 59

You are encouraged to check at least two sources. **The school corporation website will be updated by 6:00 A.M. as will the recorded greetings of the district telephones.** The stations and places listed will refer to our schools as **Zionsville Community Schools**. If the decision to close schools is made in the evening, the announcement will also be carried on the above television stations. In some cases, instead of closing school, the opening of school may be delayed for two hours.

When weather is bad, but not bad enough to close school, buses will be driving more slowly and may be a little late. **In case of an emergency dismissal, all students will be expected to go home or to their prearranged drop off point.**

STUDENT SERVICES

SCHOOL COUNSELING

Counseling services are available to every student in the school. These services include assistance with educational planning, interpretation of test scores, occupational information, career information, help in study habits, help with home and/or social concerns, and discussion of any issue with the counselor. **We ask that all visits and conferences be made by appointment.**

WITHDRAWAL PROCEDURES

- Notify the counselor's office that the student will be withdrawn.
- Please specify the last date of attendance.
- Stop in the counselor's office to fill out the proper paper work.
- Turn-in your textbooks and other school property to the counselor's office.
- Pay the treasurer for any outstanding items.
- Records will be sent to the new school when the new school requests the information.

CAFETERIA

The ZCS cafeterias utilize a pre-payment debit system which provides each student with a personalized lunch account. The system is designed to process student purchases efficiently and to reduce the amount of cash handling at each location. Funds deposited into accounts are used for the purchase of meals, milk and a la carte (or extra) items intended to supplement a nutritious lunch. Students are given a unique Quick ID number to access their accounts. Students enter this Quick ID number into a keypad after making their food selections. The cashier then accesses their account and verifies the identity of the student prior to completing the transaction.

The debit system operates on a pre-pay basis; therefore students are encouraged to deposit funds in advance of use. Deposits will be accepted during any meal service or by sending deposits to the school cafeteria. To ensure rapid processing when paying with check or cash, it is beneficial to record the student's name and Quick ID number on the check or envelope. If desired, payment can be made by credit card utilizing the school's online payment option.

Students and parents are encouraged to keep track of account balances. The cafeteria will make efforts to advise parents/guardians of low and negative account balances by using the primary methods of phone calls, emails or occasional letters mailed home. It should be noted that any debt of \$50.00 or more that is not paid within a reasonable time may be sent to a collection agency.

As related to students having a negative account balance, no "meal", (the components of which are listed on the menu) is taken from students and no alternative meals are required. The purchase of a la carte items may be limited for those students having a negative balance yet encouragement will be given for any purchases which qualify as a "meal".

Students qualifying for meal assistance in the form of free or reduced priced lunches will utilize their lunch accounts in the same manner as other students, thereby eliminating overt identification. Go to www.LunchApp.com to complete an application on-line, or visit www.zcs.k12.in.us and click on Lunch Menu to print a meal assistance application.

The ZCS Food Service website found at www.zcs.k12.in.us will provide current information about many topics such as the menu, with specific focus on allergen issues and nutritional content. While at the site, there is additional information related to prices, contacts and even employment opportunities!

At the end of each school year, any balance remaining on a student's account will carry over to the new school year regardless of the student's building assignment. When needed, an account refund is obtained by visiting www.zcs.k12.in.us and clicking on Lunch Menu where a Refund Request Form can be printed.

Any questions or concerns may be directed to the Food Service Manager or Cafeteria Cashier at your student's school, or to the Food Service Director at 873-1232, extension 11600.

BREAKFAST AND AFTER SCHOOL SNACK PROGRAM

In an effort to provide nourishing food options for those students needing breakfast or attending after school functions, the middle school cafeterias are open for breakfast each morning before school, and are open for snack after school Monday through Thurs-day. Funds in the student's lunch account will be utilized for these purchases.

LUNCHROOM GUIDELINES

1. Students recognize that when in the lunch room, gyms and recess, that all school student expectations and discipline continue to apply.
2. Students will be respectful of peers and staff and follow the instructions of lunch duty supervisors.
3. Each student is responsible for returning his or her own tray and utensils to the proper window and properly disposing of their own trash. Students are not to throw trash on the floor, and will not leave trays and/or trash on the tables.
4. Examples of inappropriate behavior are:
 - A. Running in the hall or lunchroom
 - B. Throwing of food or other objects
 - C. The use of electronic devices without permission
 - D. Taking food or drinks out of the lunchroom
 - E. Shouting
 - F. Activities that may cause damage to or in the lunchroom facility
5. Students needing to leave the lunch room, gyms, or recess areas for any reason, including appointments, restroom, health care professional, etc. must communicate with and obtain permission from a lunch duty supervisor.
6. Students are given the privilege to choose where they wish to sit in the lunchroom. However, this privilege may be lost for an in-definite length of time should the students not follow the guidelines above.

NONDISCRIMINATION STATEMENT

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or

retaliation for prior civil rights activity in any program or activity conducted or funded by USDA. Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotape, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, (AD-3027) found online at: http://www.ascr.usda.gov/complaint_filing_cust.html, and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:

(1) mail: U.S. Department of Agriculture

Office of the Assistant Secretary for Civil Rights

1400 Independence Avenue, SW

Washington, D.C. 20250-9410;

(2) fax: (202) 690-7442; or

(3) email: program.intake@usda.gov.

This institution is an equal opportunity provider.

ZIONSVILLE COMMUNITY SCHOOLS WELLNESS POLICY

The Board of School Trustees within the Zionsville Community Schools (ZCS) recognizes the importance of nutrition and physical activity as it relates to the prevention of childhood (and subsequent adult) health issues, including but not limited to, obesity. Furthermore, we recognize the school's influence in establishing lifelong healthy habits. Due to the nature of our school corporation and the involvement and commitment of our community members, others will be invited and encouraged to lend their support in creating students who achieve not only high academic performance, but also lifelong health. Please reference the ZCS Wellness Policy section of the ZCS website for more information.

MEDIA CENTER

The media center contains a wide collection of fiction, non-fiction, reference books and audio-visual materials. All students need a pass to visit the library media center from classes. Books may be checked out for a period of two weeks and may be renewed for two additional weeks. Reference books and magazines may be checked out overnight but must be returned before the start of the first period the next morning. A complete list of our collection along with other useful student resources can be found on the library media center homepage (<http://zcsdestiny.zcs.k12.in.us/common/welcome.jsp?site=104>).

Students will be required to pay the cost of replacing books they have damaged or lost. All money due must be paid by the end of each grading period. Students refusing to pay overdue fees of five cents per day and/or replacement costs of media center materials will be referred to the office. Students will be regularly notified of overdue materials either through their language arts teacher or an e-mail notification to their home.

ATTENDANCE

A successful school experience depends on regular school attendance. Every absence, whether excused or unexcused, interrupts the student's understanding of the material being presented and lessens the value of a middle school education.

REPORTING ABSENCES

To ensure the safety of your child, it is imperative to report all absences on our 24-hour attendance line **before 9:00 A.M.**, 317.873.1240, **Press 2. Our attendance notification software system will contact parents via phone regarding unverified absences.**

ATTENDANCE POLICIES

The Board of School Trustees, as an agency of the State, is required to enforce regular attendance of students. The Board recognizes that being present in the classroom enables the student to participate in instruction, class discussions, and other related activities. As such, regular attendance and classroom participation are integral to instilling incentives for the student to excel.

Attendance shall mean to be physically present in a school or at another location where the school's educational program is being conducted during regular school hours on a day in which the educational program in which the student is enrolled is being offered.

Attendance shall be required of all Corporation students, except those exempted under other provisions of State law, during the days and hours that the school is in session or during the attendance sessions to which s/he has been assigned. Exceptions to compulsory attendance that shall be recognized by the school corporation as provided by state statute are:

A. service as a page or honoree of the general assembly (I.C. 2033214)

B. service on a precinct election board or helper to a political candidate on the date of an election (I.C. 20-33-2-15)

- C. subpoena to appear in court as a witness in a judicial proceeding (I.C. 20-33-2-16)
- D. service in active duty with the National Guard for not more than ten (10) days (I.C. 20-33-2-17)
- E. participating as a member of the Indiana wing of the civil air patrol for not more than five (5) days (I.C. 20-33-2-17.2)

F. participating in an educationally related non-classroom activity which is consistent with and promotes educational philosophy and goals of the school corporation, facilitates the attainment of specific educational objectives, is part of the goals and objectives of an approved course or curriculum, represents a unique educational opportunity, cannot reasonably occur without interrupting the school day, and is approved in advance by the school principal (I.C. 20-33-2-17.5) For any of these exceptions a student shall not be recorded as absent from school.

The Superintendent shall require, from the parent of each student or from an adult student who has been absent for any reason, a phone call or written statement of the cause for such absence. The Board reserves the right to verify such statements and to investigate the cause of each absence.

In addition to the excused absences listed in state statutes, the ZCS Board of Trustees considers the following to be excused absences:

- A. illness verified by a note from the parent
- B. illness verified by a note from a physician
- C. recovery from accident
- D. required court attendance
- E. professional appointments – Parents are encouraged to schedule medical, dental, legal, and other necessary appointments other than during school hours. When appointments are necessary during the school day, the student shall report back to school immediately after the appointment with a signed statement from the doctor, dentist, lawyer, counselor, etc.
- F. death in the immediate family or of a relative
- G. observation or celebration of a bona fide religious holiday in accordance with Policy 5223
- H. maternity
- I. military connected families' absences related to deployment and return
- J. such other good cause as may be acceptable to the Superintendent or permitted by law.

An unexcused absence is any absence not covered under either the definition of excused absence or listed as an exception to compulsory attendance. An out of school suspension shall not be considered an unexcused absence. Repeated instances of unexcused absences may result in disciplinary action up to suspension or expulsion of a student.

Truancy is defined as a student absent from the school campus without knowledge of parent and school.

Habitual truant is defined as a student who is truant three times during any semester. A student who is truant is considered unexcused.

Indiana Code 20-33-2-11 provides that any person, while of the ages of 13 or 14, who is determined to be a habitual truant as defined by Board policy, cannot be issued an operator's license or learner's permit until the age of 18, or until the student's attendance record has improved as determined by the Board upon review of the student's record. The Superintendent or an attendance officer having jurisdiction shall report a child who is habitually absent from school to an intake officer of the juvenile court or the Department of Child Services.

Attendance need not always be within the school facilities, but a student will be considered to be in attendance if present at any place where school is in session by authority of the Board.

The Superintendent shall ensure that the administrative guidelines on attendance properly address the matter of truancy by including a process which:

- A. identifies the habitual truant;
- B. investigates the cause(s) of his/her truant behavior;
- C. ensures that truant students are disciplined in accordance with the Corporation's policies and administrative guidelines on student discipline;
- D. provides for the reporting to the Bureau of Motor Vehicles those students who have been suspended for the second time during a school year, expelled, or excluded for misconduct.

EXCESSIVE ABSENCES

Upon the eighth (8th) unexcused or excused absence of **any class per semester** or the fifteenth (15th) unexcused or excused absence per school year, **a student and parent will be required** to meet with an office representative to help the student improve his/her attendance. The school, student and parent will enter into an attendance contract to correct attendance problems. The attendance contract may require the **parent and student** to provide the school with a doctor's note for each additional absence. In such a case, if a doctor's note is not provided to the school the absence will be marked unexcused. Anytime a student has missed five (5) consecutive days due to an illness, a doctor's note will be required.

APPOINTMENTS OFF-CAMPUS

Phone calls to classrooms are a disruption to the learning process. The following procedure is in place to minimize classroom interruptions. Parents should call the Attendance line with information concerning their child's appointment or their child(ren) should bring a signed parent note to the office the morning of the appointment before first period.

- The office will issue the appointment pass.
- The student shows the appointment pass to the teacher to be excused from the class at the appropriate time.
- The student will meet the parent in the office to be signed out by the parent.
- The student will sign back in at the front desk, indicating on their appointment pass the time of return.
- No student will be released to a person other than a custodial parent or guardian without permission of the custodial parent or other legal guardian.

ASSIGNMENTS WHEN STUDENTS ARE ILL

The general rule is that the student has one day for each day's absence to complete make-up work. This does not apply to pre-arranged absences. However, continuing absenteeism will be reviewed and definite dates will be established for the completion of assigned class work.

- ZWMS utilizes an online classroom management program. This allows students to store and share files and communicate with teachers and classmates. Teachers will post calendars, documents for student access and homework assignments. Please have your student check this website for assignments when they are absent.
- On the **second day** of an absence, call the attendance line prior to 9:00 AM to request homework. Homework assignments may be picked up from the front office between 3:45 PM and 4:15 PM.

PRE-ARRANGED ABSENCES

We believe that being a Four Star School (Top 25% in the State) is very important. School-wide attendance is one of the measurements used in determining a Four Star School. Every effort should be made to schedule pre-arranged absences at times other than school days. If this is unavoidable, the parent must notify the school to prearrange absences at **least two (2) school days prior to the absence**. If the school does not receive notification at least 2 days prior to the absence, the absence will be considered unexcused. If the student has more than ten (10) days absence a year including the pre-arranged absence days, any pre-arranged absence days over the ten (10) days absence limit will be considered unexcused.

Parents should notify the school of prearranged absences via the attendance line at least 2 days before the absence at 317.873.1240 and #2 for attendance. Students should inform their teachers of their pre-arranged absence and determine when makeup work will be due.

LATE ARRIVALS TO SCHOOL

Each student has the responsibility to arrive to school on time. If a student comes in after the start of school, the student is expected to report to the main office. Students who are repeatedly late to school will be asked to enter into an attendance contract with a school counselor and administrator following the procedures above under "Excessive Absences."

TARDIES

Each student has the responsibility to arrive to class on time. Tardies are defined as not being in the classroom when the period bell rings. Tardies to classes shall be handled in the following manner:

- First tardy - Teacher-student conference (documented).

- Second tardy – Teacher-student conference (documented) and parents notified by teacher.
- Third tardy and Fourth tardy– The student will be assigned a lunch detention and the Office will notify the parents.
- Each additional tardy reported to the office will result in two detentions to be served during lunch. The parents will be notified by the Office. Tardy totals restart each nine weeks.

ACADEMIC POLICIES

ACADEMIC PROGRESS REPORTING

The middle school report card is standards-based, showing the progression of skill development on state and local curriculum standards, to communicate student progress toward skill-based and content mastery. The standards-based report card is available via the PowerSchool Parent/Student Portal to communicate summative achievement at the conclusion of each semester. Parents can always check on student academic progress via PowerSchool at any given time over the course of a school year.

The following designations are used to relay progress for each standard with multiple standards in each course of study:

PROFICIENCY MARKING EXPLANATION

Proficiency marks are always the result of teacher judgment based upon the pattern (median– not average) of most recent evidence gathered from a combination of qualitative and quantitative measures of student performance.

A - On performance-based measures, the student can apply the skill or knowledge of the concept independently, accurately, and consistently. On quantitative measures, the student typically shows 90% accuracy or higher. The student shows the ability to transfer the skill to new tasks and meets and exceeds course standards for this reporting period.

B - On performance-based measures, the student is often, but not always, able to apply the skill or knowledge of the concept independently and accurately. On quantitative measures, the student typically shows 80% accuracy or higher. With some prompting, the student shows ability to transfer the skill to new tasks and meets course standards for this reporting period.

C - On performance-based measures, with prompting, the student is able to apply the skill or knowledge of the concept. On quantitative measures, the student typically shows 70% accuracy or higher. With support, the student sometimes shows ability to transfer the skill to new tasks, but does not always meet course standards for this reporting period.

D - On performance-based measures, the student struggles to apply the skill or knowledge of the concept and is rarely able to transfer the skill to new tasks. On quantitative measures, the student typically shows 60% accuracy or higher. The student performs below course standards for this reporting period.

F - On performance-based measures, the student is unable to demonstrate application of the skill or knowledge of the concept. On quantitative measures, the student typically shows accuracy below 60%. The student is unable to transfer skills to new tasks, and performs significantly below course standards for this reporting period.

N/A - This standard was not assessed this reporting period.

ACADEMIC HONESTY

Zionsville West Middle School expects each student to uphold the highest of ethics in all school work. Academic honesty is paramount in the educational process and the standards set by our corporation. Students who are dishonest may be referred to the office for disciplinary action.

SCHEDULES

Schedules are provided to each student at the beginning of each semester/school year or upon enrolling. The schedule is based on the student's needs and available class space. It is important to note that some student requests to take a specific course may be denied. Schedule changes will only be made when the school deems it academically necessary. Any request for a schedule change must be approved by the building principal. Please note that course selections for fine arts and world language classes are year-long commitments and changes after the start of the school year will not be permitted.

TEXTBOOKS, COMPUTERS, AND SUPPLEMENTARY MATERIALS

Students are expected to take care of the rented items such as books, computers, and supplementary materials.

Destruction of such rental items is strictly forbidden. Students will be expected to pay damage fines, lost book charges, and rebinding charges as identified by the classroom teacher and tech support staff. Many of our classroom textbooks are available online. You can access these on the student tab of the ZCS website. User name and passwords and/or access codes are provided by the classroom teacher.

ZWMS utilizes an online classroom management program. All students in grades 5-12 have access to this resource and can use it to store and share files, communicate with teachers and classmates, access documents, and access assignments teachers have posted.

GRADE LEVEL ADVANCEMENT POLICY

The Zionsville Community Board of School Trustees recognizes that the personal, social, physical and educational growth of children will vary, and that children should be placed in the educational setting most appropriate to their needs at the various stages of their growth. It shall be the policy of the Board that each student is moved forward in a continuous pattern of achievement and growth that is in harmony with the child's development. A student enrolled in special education shall be promoted or retained based on the opinion of the Case Conference and the student's Individual Education Plan (IEP). No student who has successfully completed a grade shall be retained or allowed to repeat a grade in order to improve his/her athletic ability or lengthen his/her eligibility to participate in extracurricular athletic programs.

In kindergarten through fourth, the age of the child, their emotional behavior and academic skill levels are all considered. A direct observation by principal as well as teacher documentation must occur prior to a decision to retain the student. Notice of this possibility must be given to parents as early as possible.

In grades five through eight a student is advanced to the next grade if he or she is passing a majority of his or her classes. In grades seven and eight that majority must include passing all language arts, mathematics, science and social studies classes. The student earns advancement from one grade level to the next. In grades 9-12 a student becomes a sophomore upon completion of 9 credits, a junior upon completion of 19 credits and a senior upon completion of 29 credits. All students are additionally subject to the state's regulations in regard to any graduation examination.

Exceptions to the above provisions may be made providing that the principal makes the recommendation after a contractual agreement is reached between the school personnel, the parents and the student. Said contract may include a summer remediation or private tutoring program. Regardless of the grades given, a student has not advanced officially to the next grade level unless and until he/she has either successfully passed the statewide test given at that grade level, or having failed the test, successfully completed a remediation program. The program may be one provided by the school or it may be one determined to be beneficial to the student by the principal and parents.

HIGH ABILITY PLACEMENT POLICY

Students must qualify and be selected for high ability (HA) classes based upon classroom performance, standardized test scores, and a recommendation. Students will experience an accelerated and differentiated curriculum specifically designed for students with high ability.

Students are expected to maintain a B- average in each class to remain in the program. If a student receives below a B- during any nine week grading period, his/her placement may be changed at the end of the grading period after discussion with the teacher, student, parent, counselor and HA coordinator. The HA algebra class offered is an honors course more demanding than the freshman course at ZCHS. The high school will require the student to retake algebra if he/she receives a D+ or lower for the school year.

The regular algebra class offered is the same course offered to freshmen at ZCHS. The high school will require the student to retake algebra if he/she receives a D+ or lower average for the school year.

Eighth grade students continuing on to ZCHS who want to enroll in honors classes must meet a set of criteria. For more information regarding High Ability and/or 8th to 9th grade honors placement, please reference the ZCS website at www.zcs.k12.in.us.

ENGLISH AS A NEW LANGUAGE

Zionsville is becoming an increasingly diverse community and has the privilege of serving families reporting several different languages spoken at home. In order to support students with minimal English language proficiency, English as a New Language (ENL) instructors work in partnership with classroom teachers to provide individualized

educational supports. With that in mind, English Language Learners (ELL) attend on-grade level classes with their English speaking classmates as much as possible. For additional information pertaining to the Zionsville ENL program, and how ELLs are supported, please refer to the Academics link on the ZCS website.

CHECK IN AND SEMESTER END DATES

Grades will be emailed at the end of each semester. While you can check grades in power school at any time, we will notify you periodically throughout each semester with a reminder to check your child(ren)'s academic progress.

Semester #1 End Date Dec. 22 Semester #2 End Date May 26

ATHLETIC POLICIES

ZWMS ATHLETIC DEPARTMENT ON-LINE

To find sport specific information on our website at www.zcs.k12.in.us>Schools>ZWMS>Athletics

STUDENT-ATHLETE CODE OF CONDUCT

The athletic director will monitor the academic performance of student-athletes. The athletic director retains the prerogative (in collaboration with parents, teachers, and coaches) to initiate an Athletic Contract at any time with the goal of improving academic performance before the final grading period reports. In order to remain eligible, any student-athlete who is not meeting course standards must enter into an "Athletic Contract" with parents, coach(es), and athletic director. As long as said contract is fulfilled, the student-athlete will have probationary status until the next academic check-in. If said student-athlete does not fulfill the contract he/she will be subject to consequences in accordance with athletic department policy and procedure. For more detailed information, see the athletic director for a copy of the contract, policies and procedures.

2. Any student athlete who violates the "student conduct" policy on drinking, drugs or smoking will be dropped from his/her team.
3. Coaches may require the proper dress for student athletes while representing Zionsville West Middle School.
4. A student athlete's conduct in and out of school should be such as not to (a) reflect discredit upon their school or (b) create a disruptive influence on the discipline, good order, moral or educational environment in the school. Examples of such misconduct and/or substantial disobedience are included in the district section of this handbook beginning on page ZCS1. In addition, student athletes with disciplinary referrals to the office may lose athletic privileges.
5. A **full day** of school attendance is necessary to participate in any practice or game. Full day attendance is defined to be attendance in all classes for which that student is enrolled. An athlete may still participate if classes are missed due to medical or dental appointments, school sponsored functions (i.e. field trips, service at state legislature), required religious observance, funerals, and/or special emergency circumstances approved by the principal and/or athletic director. Students, who miss class due to illness, or reasons other than the aforementioned, may not participate on that same day.
6. Student athletes who miss a practice or contest can expect their playing time to be affected at the coaches' discretion.
7. Students who are held out of an activity on the advice of a physician must have (and present to the coach and/or athletic trainer) a written permission from the physician stating when the athlete may return to activity. This is intended to protect both the athlete and the school with respect to medical liability.
8. The IHSAA Interschool Guidelines for Middle Level Sports strongly discourages any middle school student-athlete to participate on multiple teams/sports in the same season. This includes school sports, school club sports, outside club sports, as well as travel sports organizations. In the interest of the student-athlete's safety and what is best for middle school teams; each middle school coach has full discretion with consultation with the athletic director, as to the participation of student-athletes that may choose to participate on multiple teams/sports.

MEDICAL CLEARANCE FORMS

Student athletes must have on file a proper IHSAA physical examination form and completed online signature form before they may participate in **any practice or game. The physical exam must take place on/or after April 1 of the previous school year.** While a physical with your child's doctor is the most comprehensive, Zionsville Community Schools offers sports physicals at the end of each school year at a discounted cost, as a convenience to our student athletes. It is the responsibility of the parent/student athlete to turn in the proper forms to the coach of his/her first sport season. It is suggested that photocopies be kept at home. Students are also required to have an impact test as a baseline for concussions every 2 years. Our athletic trainer will offer dates prior to the start of each sea-son to administer this test at no charge.

RETURNING FROM ILLNESS OR INJURY

If the student athlete is unable to participate in practice or games for a period of five (5) or more school days due to illness, he/she must have a doctor's note to return to participation and must go through the appropriate return-to-play procedure with the school's Athletic Trainer. If a student athlete sustains an injury and is unable to participate in practice or games, he/she must have a doctor's note to return to participation and must go through the appropriate return-to-play procedure with the school's Athletic Trainer.

ATHLETIC TRAINING

In partnership with St. Vincent's Sports Performance, we will have an athletic trainer at our home events. We also will have an athletic trainer on campus Monday through Friday immediately after school until 5:00. The athletic trainer will be responsible for evaluating sports related injuries, assigning rehabilitation as needed, and determining if an athlete is fit to play. The athletic trainer will determine when an injury needs to be seen by a doctor and act as a liaison between the parent and physician. Impact testing (a concussion baseline tool) will be administered by the athletic trainer. At the end of the school year, St. Vincent Sports Performance Sports Medicine team will offer athletic physicals at Zionsville High School for all Zionsville athletes at a special rate. This physical is good for the following full school year.

ATHLETIC EQUIPMENT

1. Uniforms are the responsibility of the student athlete to care for and turn in to his/her coach after each athletic event or upon the conclusion of the season. If the uniform is damaged or lost, the student athlete/parent will be financially responsible.
2. Practice gear and miscellaneous equipment are the responsibility of the student athlete to care for and return to the coach at the end of the season. If equipment is damaged or lost, the student athlete/parent will be financially responsible.
3. Athletic locks will be sold to all athletes who use an athletic locker. These must be purchased from the ZWMS athletic department so that the school has records and access in an emergency. These locks become the property and responsibility of the student athlete. Athletes are expected to keep and use the same lock for all sports in which they participate throughout their middle school career. It is required that **athletes keep their lock locked at all times while away from their locker.**

STUDENT ATHLETE PARTICIPATION

1. The ZWMS athletic department currently offers interscholastic participation for 7th and 8th grade students during the following sea-sons: Be sure to watch for announcements and check publications for call out dates.

Fall: Boys: Cross Country, Football and Tennis

Girls: Cheerleading, Cross Country, Golf, and Volleyball

Winter: Boys: Basketball and Wrestling

Girls: Basketball and Cheerleading

Spring: Boys: Lacrosse, Baseball, Golf and Track

Girls: Lacrosse, Softball, Tennis and Track

2. Intramural and recreational events are offered to all grades throughout the school year.

3. The Grade 5/6 student is developmentally best suited for a variety of clubs and intramurals. The Grade 5/6 student may only participate on interscholastic teams at the discretion of the Athletic Director. See the Athletic Director for specific terms and conditions for which a Grade 5/6 student might qualify to participate on this level. Possible Grade 5/6 participation on interscholastic teams will be limited to tennis, cross country, golf, track, and wrestling.

PROGRAM SUPPORT FEES

- Middle school athletes will be required to pay a Program Support Fee. The fee must be paid before the first contest in order for the athlete to participate.
- Payment can be made by check payable to ZCS submitted to the school's Athletic Office or online via SchoolPay
- If an athlete is cut from a team or chooses not to play the sport before the first contest, the fee (if already paid) will be refunded.
- Once a student has made or joined a team, the fee is non-refundable after the first contest. This includes cases of injury, ineligibility due to academics or conduct, dismissal from a team or voluntarily leaving a team. Payment of fees does not guarantee playing time in contests.
- Payment of fee does not entitle the athlete or family control over conditions of the team or athletic department.
- Students who qualify for free lunch will have the fee waived.

- Students who qualify for reduced lunch will have the fee reduced by 50%.
- Families with financial hardship who do not qualify for free or reduced lunch should contact their school Athletic Director with questions concerning financial assistance.
- This fee is separate from and in addition to any fees assessed for clubs and student activities.

STUDENT ACTIVITIES

ZWMS student activities are reorganized each year based on student interest. **Examples** of clubs and activities from previous years are: Tech Club, Academic Super Bowl, Orchestra Club, Breakfast Club, Destination Imagination, Drama Club, Jazz Band, Art Club, NJHS, Student Council, Musicals, Drama Club, Wrestling Club, Track Club, Volleyball Intramurals, Basketball Intramurals, Lacrosse and Tennis Intramurals. ****All students participating in sports clubs and intramural sports are required to have an athletic physical and emergency form on file before they may participate. The physical exam must take place on/or after April 1 of the previous school year. Students will also be required to pay the program support fee which is in addition to any club dues or supply fees.**

We are always looking for new and exciting organizations/student groups. The most up-to-date listing of clubs and activities will be available at <https://zwm.zcs.k12.in.us/>.

STUDENT CONDUCT

All school conduct rules apply to all extracurricular activities, summer school and all school-related activities.

PUBLIC DISPLAYS OF AFFECTION

Students **must** refrain from public displays of affection while at school or while at school functions.

STUDENT APPEARANCE

Zionsville West Middle School believes that student achievement, school spirit, school climate/decorum, overall behavior and student attitudes are directly related to the manner in which students dress. The majority of students have exercised good taste, and the parents are to be commended for their child's appearance. The following items are not to be worn in school:

Halter tops Bandanas

Spaghetti straps Hats/caps/sweatbands/ headgear of any kind

Sleeveless undershirts/tank tops Uncovered permanent /non-permanent tattoos

Off the shoulder tops Basketball jerseys (without a full t-shirt under it)

Low cut tops Sunglasses

Pajama tops/bottoms Torn clothing

Baggy pants which sag below the normal waistline Large chains/spiked collars

Any items where undergarments are exposed/sheer clothing Slippers*

Skirts/dresses/shorts shorter than extended arms and relaxed fingertips

*** Shoes are to be worn at all times.**

Bare midriffs of any kind are not permitted; tops should meet with students' pants even with their hands in the air.

The wearing of clothing with lewd or indecent language or figures, alcohol and/or drug references, references to bars, gang-related symbols and colors, or satanic worship references are also strictly prohibited. Students wearing the above mentioned items, or any item which can be deemed inappropriate and/or disruptive to the educational environment, will be subject to disciplinary action.

Failure to adhere to this dress code may result in:

1st Offense: Temporary removal from class until the dress code violation is addressed

2nd Offense: One or more detentions

3rd Offense: One or more in-school suspensions, especially when students have blatantly violated the dress code.

The ZWMS dress code is enforced at all times, with the exception of special school spirit dress-up days, which may be designated only by the school administration.

RESTRICTED ITEMS

The following items are restricted on school grounds:

- **Bags:** While computer/laptop cases are allowed in the classroom, book bags and other totes are not allowed in the classroom and are to remain in the student's locker during the day. Because they must fit inside the student's locker, book bags with wheels are strongly discouraged.
- **Coats:** Coats are not allowed in classrooms without teacher permission.
- **Disruptive Devices:** Any item used to disrupt classroom instruction is prohibited, e.g. water guns, laser pointers, etc.
- **The trading or selling of items:** The trading or selling of any items on the way to and from school or on school property is not allowed.
- **Electronic Devices:** Electronic devices not academically necessary (including cell phones) may not be used in the building between 7:30AM and 2:40PM without the permission of a staff member. They are to be turned off and kept in the student's locker during the school day. The school accepts no responsibility if these items are lost, stolen or damaged and is not responsible to investigate the loss or damage of these items. The student and parent accept full responsibility for these items.

STUDENT CONDUCT MODIFICATION

In all cases, documentation will be maintained on all conduct situations. The parent will be contacted in partnership with the school to sustain the proper educational environment. Every effort will be made to use progressive student conduct remediation. Some examples of (but not limited to) student conduct modification are:

1. Verbal and/or written warning(s) – staff, teacher and/or administration
2. Conflict resolution – school counselor
3. Peer Mediation – school counselor and trained peers
4. Parent conference(s) – teacher and/or administration
5. Lunch detention(s) – teacher and/or administration
6. After-school detention(s) – teacher and/or administration
7. Out of class in-school suspension(s) – teacher (one day) – administration (one or more days)
8. In-school suspension(s) – administration
9. Out of school suspension(s) – administration
10. Expulsion from school – administration and ZCS expulsion examiner

ZIONSVILLE COMMUNITY SCHOOLS PARENT/STUDENT HANDBOOK DISTRICT SECTION

While each of our ZCS schools has information for parents and students which is unique to that particular school setting, some information is the same across all schools in our district. Thus, this section presents district policies and information pertinent to student discipline, rights, technology use, and health which pertain to all ZCS students, regardless of school. This Student/Parent Handbook is based in significant part on policies adopted by the Board of School Trustees and administrative guidelines developed by the Super-intendent. The policies and administrative guidelines are periodically updated in response to changes in the law and other circumstances. Therefore, there may have been changes to the documents reviewed in this handbook since it was printed/approved. If you have questions or would like more information about a specific issue, contact your school principal or access School Board policies on the district website.

INFORMATION REGARDING RIGHTS AND PRIVACY

The maintenance of student records by the Zionsville Community School Corporation is governed by a federal law known as the Family Education Rights and Privacy Act (FERPA).

1. The parents' rights under this act extend until the student is 18 years of age, or is enrolled in a post-high school institution; thereafter, the student himself/herself may exercise the rights.
2. Parents have a right to examine their children's records at reasonable times, and, in certain circumstances or in accordance with school policy, to purchase a copy of such records.
3. The parent has a right to have a record corrected if it "is inaccurate or misleading or is otherwise in violation of any rights of students."
4. If, as a result of a meeting, the school decided that the information is not "inaccurate, misleading, or is otherwise in violation of the privacy or other rights of the student," a parent has the right to place information in the education records and/or set forth any reasons for disagreeing with the decision of the school to leave the contested information in the student's records.
5. A list must be kept with each student record showing who examined it, the date on which it was examined, and the purpose of the examination. School officials of this district who have a "legitimate educational interest" in the student are exempted from this requirement by the act.
6. Certain persons may examine student records without a parent's consent. These include school officials, including teachers who have "legitimate educational interests," officials of other schools or school systems where a transfer is made, and certain representatives of the state and federal government with various limitations.
7. Any person may receive the records if a parent executes a written consent specifying the record to be released, the reasons for such release, and the person to whom they are to be released. A copy will be sent to the parents in such case, if requested. The parent may also request and receive a copy of any student record forwarded to another school or school system with a transfer.
8. Records may be sent to officials of another school or school system in which the student intends to enroll at the request of that school or school system without written consent of the parent.
9. A copy may also be furnished pursuant to a court order or subpoena, but only if the parents are given advance notice.

Other rights granted to students and parents:

1. The right to **due process** for any disciplinary acts subject to the *Indiana Code*.
2. The right to a **smoke-free, drug-free and weapon-free** environment subject to the *Indiana Code*.
3. The right to convene a meeting of the school's **instructional support team** to address specific learning difficulties a student may be experiencing in addition to those rights accorded by *Article 7, and Section 504, and the Americans with Disabilities Act*.
4. The right to inspect instructional materials and the right to grant or deny permission to participate in certain personal analyses, evaluations, or surveys subject to state and federal laws.
5. The right to initiate prayer and religious meetings subject to *Federal and State Statutes*.

DIRECTORY INFORMATION

The Zionsville Community School Corporation designates the following items as Directory Information: student name, address, telephone number, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, hair and eye color, dates of enrollment/transfer/withdrawal/graduation, degrees and awards received, most recent previous school attended, photograph and videotape not used in a disciplinary matter, student work displayed at the discretion of the teacher with no grade displayed. The corporation may disclose any of those items without prior written consent, unless the parents notify the school district in writing by the end of the first week of the school year that they do not want certain designated directory information released without prior consent. Federal law requires public school districts, upon request, to release the name, address and telephone number of high school students to military recruiters unless a parent expressly informs the school in writing by the end of the first week of the school year not to include this contact information (name, address or phone) in the lists that are released to military recruiters.

NON-DISCRIMINATION POLICY

It is the policy of the Zionsville Community School Corporation not to discriminate on the basis of physical or mental disability, religion, military status, ancestry, sex (including transgender status, sexual orientation and gender identity), race, color, age, genetic information, national origin, or limited English proficiency. Zionsville Community School Corporation is committed to provide equal access to education, programs, activities and employment. Questions or concerns regarding this policy should be directed to Rebecca Coffman, Title IX Coordinator, or Paula Williams, Section 504 Coordinator, 900 Mulberry Street, Zionsville, IN 46077, phone (317) 873-2858.

It is the responsibility and intent of the Zionsville Community School Corporation to provide a free and appropriate public education to each qualified student regardless of the nature or severity of his/her disability.

If a parent, a student, or a teacher knows or suspects a learning disability, and/or a physical or mental disability, he/she has the responsibility to refer the student for an individual educational evaluation under IDEA (for special education) or to determine eligibility under Section 504.

To refer a student for an educational evaluation, contact the school counselor. As an alternative, a parent or teacher may request that the instructional support team in the student's school be convened to address any specific difficulties that the student may be experiencing. However, the instructional support team cannot make determinations regarding IDEA or Section 504 and is not a legal replacement for the Case Conference.

The principal or his/her designee at each school serves as the Section 504 Compliance Officer for that building. For further non-discrimination information, refer to <http://www.ed.gov/index.jhtml>.

ZIONSVILLE COMMUNITY SCHOOLS NOTIFICATION OF RIGHTS: UNDER THE PROTECTION OF PUPIL RIGHTS AMENDMENT (PPRA) FEB, 2003

PPRA affords parents and students who are 18 or emancipated minors ("eligible students") certain rights regarding our conduct of surveys, collection and use of information for marketing purposes, and certain physical exams. These include the right to:

- Consent before students are required to submit to a survey that concerns one of more of the following protected areas ("protected information survey") if the survey is funded in whole or in part by a program of the U.S. Department of Education (ED):

1. Political affiliations or beliefs of the student or student's parent;
2. Mental or psychological problems of the student or student's family;
3. Sex behavior or attitudes;
4. Illegal, antisocial, self-incriminating, or demeaning behavior;
5. Critical appraisals of others with whom respondents have close family relationships;
6. Legally recognized privileged relationships, such as with lawyers, doctors, or ministers;
7. Religious practices, affiliations, or beliefs of the student or parents or ministers;

8. Income, other than as required by law to determine program eligibility.
- Receive notice and an opportunity to opt a student out of –
 1. Any other protected information survey, regardless of funding;
 2. Any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by school or its agent, and not necessary to protect the immediate health and safety of a student, except for hearing, vision, scoliosis screenings, or any physical exam or screening permitted or required under State law; and
 3. Activities involving collection, disclosure, or use of personal information obtained from students for marketing or to sell or other-wise distribute the information to others.
 - Inspect, upon request and before administration or use –
 1. Protected information surveys of students;
 2. Instruments used to collect personal information from students for any of the above marketing, sales, or other distribution purposes; and
 3. Instructional material used as part of the educational curriculum.

Zionsville Community Schools has adopted policies, in consultation with parents, regarding these rights, as well as arrangements to protect student privacy in the administration of protected surveys and collection, disclosure, or use of personal information for marketing, sales, or other distribution purposes. ZCS may disclose information on a student without violating FERPA through what is known as “directory information”. This generally includes a student’s name, address, telephone number, date and place of birth, participation in officially recognized sports and activities, photos, video, ungraded displays of student work, weight and height of athletes, dates of attendance, degrees and awards received and other similar information. ZCS will notify parents and eligible students annually at the start of each school year and after any substantive changes. ZCS will also directly notify parents and eligible students, such as through U.S. Mail or email, at least annually at the start of each school year of the specific or approximate dates of the following activities and provide an opportunity to opt a student out of participating in:

- Collection, disclosure, or use of personal information for marketing, sales or distribution.
- Administration of any protected information survey not funded in whole or part by ED.
- Any non-emergency, invasive physical examination or screening as described above.

Parents/Eligible students who believe their rights have been violated may file a complaint with Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue SW, Washington, D.C. 20202-4605.

ASBESTOS

An asbestos statement of compliance is on file in the district office. For an additional copy, please contact the Chief Operations Officer.

USE OF PESTICIDES

ZCS is committed to providing a safe environment. While pesticides protect children from pests that may be found in the school and its surrounding grounds, under some circumstances they may pose a hazard to children. Therefore, pest control practices may involve a variety of chemical and non-chemical methods that are designed to control pests effectively while minimizing potential pesticide exposure. For information regarding pest control, please contact the main office, and the name and phone number of a specific contact person will be provided. ZCS will provide notice of planned pesticide applications to parents who have requested advanced notice at least forty-eight (48) hours prior to the date and time the pesticide application is to occur unless an emergency is declared. The notice will include the date and time of the pesticide application, the general area where the pesticide is to be applied and the telephone number to contact for more information. In case of emergency pesticide applications, because of immediate threat to the public health, the school shall give written notice as soon as possible.

CHILD ABUSE/NEGLECT REPORTING

Employees of the school corporation are **required by law** to report all relevant information concerning suspected

child abuse/neglect to the Department of Child Services and the building principal.

CRIMINAL BACKGROUND CHECKS FOR VOLUNTEERS

We value partnerships with our families and welcome parents and guardians to serve as volunteers in our schools. Each ZCS building offers a wide variety of volunteer opportunities.

Examples include:

- Field Trip Chaperones
- Out of Town/Overnight Chaperones
- Tutors
- Volunteer Coaches
- Classroom Helpers (PTO parties/room parents)
- Library Helpers
- After Prom Workers
- Field Day/Jog-A-Thon Volunteers
- Book Fair Sales/Athletic Ticket Sales

During the school day, all volunteers are expected to sign in at the front office. Prior to the volunteer opportunity, all volunteers must sign a Non-disclosure Acknowledgement Form and have successfully completed a **Full Criminal History Background Check**. Necessary background check paperwork is available on the ZCS website at the Volunteers/BRAVO link and should be submitted at least 10 days prior to the intended volunteer date. Volunteers must also view the state mandated confidentiality/bullying video, provided on the Volunteer/BRAVO website. The volunteer will pay the fee* for the full background check which will expire after 5 years. The link to apply for the full background check can be accessed on the Volunteers/BRAVO link on the ZCS main webpage. For more information, contact the Volunteer/BRAVO Coordinator.

CRIMINAL BACKGROUND CHECKS FOR VISITORS

During the school day, all visitors must enter via the front door and sign-in at the front office. Visitors need to be prepared to present a government issued photo ID which will be scanned against the National Sex Offender Registry. All visitors will be issued a visitor badge/tag to be worn inside the building at all times.

Examples Include:

- Lunch Guests
- Classroom Guest Speakers
- Classroom Special Events (Grandparent Day/Famous Hoosiers/etc.)
- Parent/Teacher Conferences

We ask that all visitors schedule an appointment to meet with teachers, counselors, administrators and all other staff members so that we may best serve everyone. Visitors other than parents/guardians must be prearranged and organized through the main office.

*ZCS thanks all volunteers for generous support of our youth and schools. Thank you, too, for supporting assurance of student and staff safety by completing and paying for a volunteer background check.

PARTIAL ENROLLMENT OF PRIVATE OR HOME-SCHOOLED STUDENTS

The Board of School Trustees encourages the enrollment of all school-age children resident in this Corporation in public schools or in approved parochial or private schools so that they may enjoy the benefits of a well-planned, educational program and the socialization possible in a group environment. The Superintendent may allow a student

who is being educated at home or at a non-ZCS school to enroll in academic courses. **Such enrollments must include subjects appropriate for statewide accountability testing required of ZCS for all enrolled students.** Such enrollments **must** be **eligible** for state funding. Once partially enrolled in ZCS, a student may participate in one or more of the Corporation's co-curricular or extra-curricular activities that do not involve interscholastic competitions.

Participation in co-curricular activities would be allowed as long as the partial enrollment student meets the eligibility criteria established for the activity.

DRUG ABUSE REPORTING

Employees of the school corporation must report to the building principal any drug violations of which they have personal knowledge and which occur on school property or within 1000 feet of school property. The principal will report the violation to the proper law enforcement agency.

MISSING CHILD REPORTING

Students enrolling in Zionsville Community Schools must have proof of age such as a birth certificate, driver's license, or passport. A report will be filed with the Indiana Clearing House for missing children if such evidence is not presented to school authorities within 30 days.

STUDENT ASSESSMENT

To measure student progress, students will be tested in accordance with State standards and Corporation policy. The School Board, in compliance with law and rules of the Indiana State Board of Education, shall implement the Indiana Statewide Testing for Educational Progress - Plus (ISTEP+) to assess student achievement and needs in English/language arts, mathematics, social studies, science, and other designated subjects in order to determine the progress of students and to assist them in attaining Corporation and State goals. Additionally, the Board shall administer any end of course exams as may be required by the State Board of Education in grades 9 through 12. The Board shall comply with the requirements of the State Board of Education in administering the Indiana Reading Evaluation and Determination (IREAD-3) Assessment to students enrolled in grade 3. Additional group or individual tests may be given to students to monitor progress and/or determine educational mastery levels or instructional needs. For a schedule of district testing windows, please contact the main office.

ILEARN

ILEARN is new for the 2018-19 school year and replaces ISTEP+ as our state-wide measurement of student achievement. ILEARN measures student achievement according to Indiana Academic Standards. ILEARN is the summative accountability assessment for Indiana students in grades 3-8 and assesses: English/Language Arts (Grades 3-8), Math (Grades 3-8), Science (Grades 4 and 6), Social Studies (Grade 5). This is an online computer adaptive test that is administered toward the end of the spring semester in a single testing window.

POLICIES RELATED TO USE OF DRUGS, ALCOHOL, AND TOBACCO

The ZCS school administration believes maintaining an environment that is safe, free from substance use/abuse, and conducive to learning is an important goal for the school and the community. Students are not permitted to possess, use, or sell drugs, alcohol, or tobacco products on the school premises at any time, at any school-sponsored activity, or when a student is travelling to and from school. Students violating this policy are subject to suspension or expulsion from school.

In order to protect students who choose to use tobacco from an environment that might be harmful to them, the Board prohibits the use and/or possession of tobacco by administrators, professional and support staff, visitors, and students at all times within any facility owned or leased or contracted for by the Board. For purposes of this policy, use of tobacco shall mean all uses of tobacco, including cigar, cigarette, pipe, snuff, or any other matter or substance that contains tobacco, as well as electronic, "vapor," or other substitute forms of cigarettes. The Board also prohibits the use and/or possession of tobacco anywhere on the campus of any facility owned or leased or contracted for by the Board, including, but not limited to, practice fields, playgrounds, football fields, baseball fields, softball fields, pool areas, soccer fields, tennis courts, and all open areas and will remain in effect at all times. Furthermore, the Board prohibits the use and/or possession of tobacco in all vehicles owned or operated by the Corporation, including, but not limited to, school buses, special purpose buses, vans, trucks, and cars.

We recognize our responsibility to address drug and alcohol problems in the school. We believe that parent(s),

guardian(s), and the school must work together to educate, encourage and support students in an attempt to prevent their illegal use of drugs and alcohol. As part of our attempt to achieve the above, the schools will use the following policies:

Students Suspected Of Being Under The Influence Of Drugs Or Alcohol

Students believed to be under the influence of drugs or alcohol may be requested to submit to a drug and/or alcohol test at the expense of the student. Refusal to submit to a drug or alcohol test, or refusal to provide a valid specimen will be considered an admission of a violation of school rules pertaining to the use of drugs or alcohol.

As used in this policy "reasonable suspicion" includes: specific observation concerning appearance, behavior, body odor, or speech of a student; information received by the principal or designee from teachers, parents, students, employees or detection devices; an accident involving a motor vehicle before, during, or after school hours at school. This rule also applies on or off school property at any school sponsored or school approved activity, event or function, where students are under the jurisdiction of the school district, or any time students are under the direct supervision of employees who are working on behalf of the district.

Extracurricular Events

Students participating in extracurricular events or attending extracurricular events may be asked to submit to a breathalyzer test.

DISCIPLINARY PROCEDURES AND STUDENT DUE PROCESS

Introduction:

It is the policy of the Board of Education to provide Zionsville Community School Corporation with graduated, relevant learning experiences that will enable students to develop to their full potential. It is necessary to establish a total environment for this learning to occur. Self-discipline is a major aspect of that learning environment. Self-discipline is best defined as the control exhibited in an individual's behavior, both action, reaction and physical/verbal, so that the civil rights and dignity of others are protected. Situations when the behavior of any student disrupts, in some way, the learning environment for others, require discipline procedures initiated by classroom teachers and/or administrative personnel. These discipline procedures will be employed throughout the Corporation by school personnel in order to maintain the educational environment as set forth in the philosophy of this corporation. Because behaviors are complex chains of events, there will be no specific criteria for the use of discipline procedures other than the preceding description of self-discipline. However, the discipline procedures shall be administered fairly, with respect for the dignity of all persons involved, and without anger, malice or prejudice. Rules or guidelines pertaining to student conduct are intended as a basis for the development of positive attitudes and appropriate behavior on the part of students interacting with parents, teachers, administrators and others and are not meant to be punitive measures.

Delegation of Authority:

In all matters relating to the discipline and conduct of students, school corporation personnel stand in the relation of parents and guardians to the students of the school corporation. Students must follow responsible directions of school personnel of all educational settings and refrain from disruptive behavior that interferes with the educational environment. In carrying out the educational function and school purposes of the school corporation the following grants of authority are hereby made:

A. Each teacher and any of the other school personnel shall, when students are under his/her charge, have the right to take any action which is then reasonably necessary to carry out, or to prevent an interference with the educational function of which he/she is then in charge. Teachers may not suspend students from school. Separation of a student from any educational function within the supervision of a teacher or other school personnel, other than the principal or his/her designee, shall not be considered a removal but rather a referral to the office for counseling and/or disciplinary intervention. Building-level procedures and guidelines will be followed in these cases.

B. Each principal may take any action concerning his/her school or any school activity within his/her jurisdiction that is reasonably necessary to carry out or prevent interference with an educational function or school purposes. Such action may include establishing written rules and standards to govern student conduct. Similarly, the superintendent, or his administrative staff with his approval, may take any action with respect to all schools within the school corporation that is reasonably necessary to carry out or prevent interference with an educational function or school purposes.

C. The superintendent and the principal within each school are authorized to adopt formal policies establishing lines of responsibility and related guidelines and regulations pertinent to student discipline.

D. The terms "superintendent" and "principal" shall include their respective designees, which shall include, but not be

limited to, the assistant principal, athletic director, guidance counselors and administrative assistants.

Conduct Constituting an Interference with School Purposes or Educational Functions

Conduct constituting an interference with school purposes or educational functions shall mean any conduct which causes, or which can reasonably be foreseen to cause, a substantial disruption or distraction from, or material interference in, the carrying out of a school purpose or an educational function. Undifferentiated fear or apprehension of disturbance, disruption, and interference do not alone constitute grounds to support a determination that such conduct exists.

Personal Search Procedures:

The principal or his/her designee may search the person of a student during a school activity if the principal or his/her designee has a reasonable suspicion for a search of that student. Searches of the person of a student shall be limited to:

1. Searches of the pockets of the student.
2. Any object in the possession of the student such as, but not limited to, a purse, briefcase, book bag, wallet, music case.
3. A "pat down" of the exterior of the student's clothing. Searches of the person of a student, which require removal of clothing other than a coat, jacket, shoes, or socks, maybe referred to a law enforcement officer in accordance with this policy.

A person of the same sex as the person being searched shall conduct searches of the person of a student in a private room with at least one other adult present who shall witness, but not participate in, the search.

Canine Searches:

Drugs are not allowed in Zionsville Community Schools.

The Zionsville Community School administration will conduct canine drug searches at a time and date of their discretion with the assistance of the police. Such searches can include parking lots, lockers, hallways, common areas, and student book bags and purses. In the event of reasonable suspicion as indicated by the canine or other sources, further search of a particular student's book bag, possessions and/or person will be made. Before that further search is conducted, a reasonable effort will be made to notify the parents. When possible, the student be offered the opportunity to be present.

Restraint and Seclusion Policy:

A supportive school environment can greatly reduce, and in many cases eliminate, the need for restraint or seclusion of students. However, at times it may become necessary for employees to use reasonable restraints and/or seclusion when there is an imminent risk of harm to the students or others. In compliance with Indiana law (I.C. 20-20-40), ZCS has developed a plan for restraint and seclusion. The ZCS Restraint and Seclusion Plan applies to all students, not only students with disabilities. The plan does not apply to Zionsville Police Partners who are not employed by the school.

The complete plan may be accessed on the ZCS website:

http://www.zcs.k12.in.us/sites/default/files/uss/restraint_seclusion.pdf .

Disciplinary Consequences:

Prior to the exercise of discipline procedures, due consideration shall be given to individual and unique differences, exceptional circumstances and sanctions imposed by others; and said discipline shall be remedial in content and shall be progressive if repeated behavior problems have occurred. Prior to any decision involving removal from school, parental involvement in the decision making process shall be solicited.

Some behavior is much more serious than other behavior and requires different approaches and clearly defined actions. Some discipline procedures, which may be utilized to improve discipline problems, include but are not limited to the following actions:

- counseling with a student or group of students
- conferencing with parent or groups of parents
- assigning additional school work
- rearranging class schedules
- requiring a student to remain in school after regular school hours to do additional school work or counseling
- restricting extracurricular activities
- removal from school-sponsored transportation
- removal from a class to complete additional school work in another setting

- assignment by the principal or designee to a special course of study, alternative program, alternative school
- changing seating assignments
- confiscation of disruptive or banned items
- establishing behavior contracts
- denial of privileges

- referral to special personnel (both within and outside the normal school environment)
- required apology, payment of damages, work detail to repair damage, or other compensatory restitution
- verbal reprimand
- exclusion from school (health reason, and general danger or threat to well-being)
- expulsion
- in-school suspension
- other appropriate, reasonable and legal measures

In accordance with the provisions of I.C. 20-33-8, administrators and staff members may take the following actions:

1. Removal from class or activity: According to Indiana law, a high school or middle school teacher has the right to remove a student from his/her class or activity for a period of up to five class periods and an elementary teacher has the right to remove a student from his/her class for one school day if the student is assigned regular or additional work to be completed in another school setting. Per ZCS School Board policy, separation of a student from any educational function within the supervision of a teacher or other school personnel, other than the principal or his/her designee, shall not be considered a removal but rather a referral to the office for counseling and/or disciplinary intervention. Building-level procedures and guidelines will be followed in these cases.

NOTE: Subject to limitations applicable to students governed by special education requirements under federal law, a student may be removed from a class under the supervision of an individual (and not returned to that class pending a parent conference and development of a behavior plan) when the student is an imminent threat to the health or safety of the supervising staff member or other individuals in the supervised class.

2. Suspension from school – principal: A school principal (or designee) may deny a student the right to attend school or take part in any school function for a period of up to ten school days. Suspension shall mean any disciplinary action whereby a student is separated from school attendance for a period of ten (10) days or less which does not constitute an expulsion. Suspension shall not include situations in which a student is removed from school for failure to comply with immunization requirements.

3. Expulsion: In accordance with the due process procedures defined in this policy, a student may be expelled from school for a period of no longer than the remainder of the current semester plus the following semester. In cases when the student is being expelled for possession of a firearm, destructive device, or deadly weapon, the maximum length of the expulsion period is listed under Indiana Code 20-33-8-3.

Expulsion shall mean a disciplinary action whereby a student:

1. Is separated from school attendance for a period in excess of ten (10) days.
2. Is separated from school attendance for up to two semesters.
3. May have the loss of all credits as a result.
4. Is separated from school attendance for up to two semesters which may include an assignment to attend an alternative school, an alternative education program, or a homebound education program.

Students suspended or recommended for expulsion from school have the right of due process including but not limited to the right to be informed of the charges leading to the suspension or the recommendation for expulsion. The student also has the right to be informed of the charges, to be provided a summary of evidence against the student, and to be provided the opportunity to explain his or her conduct.

It is the policy of Zionsville Community High School that a notation will be made on the student's permanent record and transcript when a student is expelled from school.

The principal or designee may require that a student who is at least 16 years of age and wishes to re-enroll after an expulsion attend one or more of the following:

- A. An alternative school or an alternative education program.
- B. Evening classes.
- C. Classes established for students who are at least 16 years of age.

A reciprocal agreement in regard to expulsion or suspension shall be in effect with all extension schools and/or cooperative programs that enroll students from the school corporation.

NOTE: All of the discipline procedures are subject to rights and procedures accorded to students and their parents under the Individuals with Disability Education Act (IDEA.) Copies of the school's procedures for actions to be taken pursuant to the IDEA may be obtained from the Special Education Director, ESC.

Suspension Procedures:

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

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

Expulsion Procedures:

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

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

RIGHT TO APPEAL

The student or parent has the right to appeal an expulsion decision to the school board within 10 days of the receipt of notice of the action taken. The student or parent appeal to the school board must be in writing. If an appeal is

properly made, the board at the appeal hearing will consider the written summary of the expulsion meeting and the arguments of the school administration and the student and/or the student's parent. The board will then take any action deemed appropriate.

LEGAL REFERENCE:

I.C. 20-33-8-18

I.C. 20-33-8-19

GROUNDS FOR SUSPENSION OR EXPULSION

The grounds for suspension or expulsion listed below apply when a student is:

- a). On school grounds before, during and immediately after school hours and at any other time when the school is being used by a school group.
- b). Off school grounds at a school activity, function or event.
- c). Traveling to or from school or a school activity, function or event.

A. STUDENT MISCONDUCT AND/OR SUBSTANTIAL DISOBEDIENCE

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

1. Using violence, force, noise, coercion, threat, intimidation, fear, passive resistance, or other conduct constituting an interference with school purposes, or urging other students to engage in such conduct. The following enumeration is only illustrative and not limited to the type of conduct prohibited by this rule:
 - a. Occupying any school building, school grounds, or part thereof with intent to deprive others of its use.
 - b. Blocking the entrance or exits of any school building or corridor or room therein with intent to deprive others of lawful access to or from, or use of the building, corridor, or room.
 - c. Setting fire to or damaging any school building or property.
 - d. Prevention of or attempting to prevent by physical act the convening or continued functioning of any school or education function, or of any meeting or assembly on school property.
 - e. Intentionally making noise or acting in any manner so as to interfere with the ability of any teacher or any other person to conduct or participate in an education function.
2. Engaging in any kind of aggressive behavior that does physical or psychological harm to another person or urging of other students to engage in such conduct. Prohibited conduct includes coercion, harassment, bullying, hazing, or other comparable conduct.
3. Engaging in violence and/or threat of violence against any student, staff member, and/or other persons. Prohibited violent or threatening conduct includes threatening, planning, or conspiring with others to engage in a violent activity.
4. Causing or attempting to cause damage to school property, stealing or attempting to steal school property.
5. Causing or attempting to cause damage to private property, stealing or attempting to steal private property.
6. Causing or attempting to cause physical injury or behaving in such a way as could reasonably cause physical injury to any person. Self-defense or reasonable action undertaken on the reasonable belief that it was necessary to protect oneself and/or another person is not a violation of this rule.
7. Threatening or intimidating any person for any purpose, including obtaining money or anything of value.
8. Threatening (whether specific or general in nature) injury to persons or damage to property, regardless of whether there is a present ability to commit the act.
9. Failing to report the actions or plans of another person to a teacher or administrator where those actions or plans, if carried out, could result in harm to another person or persons or damage property when the student has information about such actions or plans.

10. Possessing, handling, or transmitting a knife or any object that can reasonably be considered a weapon, is represented to be a weapon, or looks like a weapon.

11. Possessing, using, transmitting, or being affected by any controlled substance, prescription drug, narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage, intoxicant or depressant of any kind, or any paraphernalia used in connection with the listed substances. Also prohibited is the consumption of any of the stated substances immediately before attending school or a school function or event.

a. **Exception** to Rule 11: a student with a chronic disease or medical condition may possess and self-administer prescribed medication for the disease or condition if the student's parent has filed a written authorization with the building principal. The written authorization must be filed annually. The written authorization must be done by a physician and must include the following information:

1. That the student has an acute or chronic disease or medical condition for which the physician had prescribed medication.
 2. The nature of the disease or medical condition requires emergency administration of the prescribed medication.
 3. The student has been instructed in how to self-administer the prescribed medication.
 4. The student is authorized to possess and self-administer the prescribed medication.
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12. Possessing, using, or transmitting any substance which is represented to be or looks like a narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage, stimulant, depressant, or intoxicant of any kind, including such substances that contain chemicals which produce the same effect of illegal substances including but not limited to Spice and K-2.
 13. Possessing, using, transmitting, or being affected by caffeine-based substances other than beverages, substances containing phenylpropanolamine (PPA), stimulants of any kind, or any other similar over-the-counter products.
 14. Possessing, using, distributing, purchasing, or selling tobacco or nicotine-containing products of any kind or in any form. The possession of an electronic cigarette (generally known as "e-cigarette") is prohibited which also includes any item that looks like or is represented to be an electronic cigarette.
 15. Offering to sell or agreeing to purchase a controlled substance or alcoholic beverages.
 16. Failing to comply with directions of teachers or other school personnel during any period of time when the student is properly under their supervision, where the failure constitutes an interference with school purposes or an educational function.
 17. Failing to completely and truthfully respond to questions from a staff member regarding school-related matters including potential violations of the student conduct rules or state or federal law.
 18. Falsely accusing any person of sexual harassment, or of violating a school rule, and/or a state or federal law.
 19. Engaging in any activity forbidden by the laws of Indiana that constitutes an interference with school purposes or an educational function.
 20. Aiding, assisting, agreeing or conspiring with another person to violate these student conduct rules or state or federal law.
 21. Engaging in academic dishonesty, including cheating, intentionally plagiarizing, wrongfully giving or receiving help during an academic examination, and wrongfully obtaining test copies or scores.
 22. Taking, recording, displaying and/or distributing pictures (digital or otherwise), video or audio recordings without

the consent of the student or staff member in a situation not related to a school purpose or educational function.

23. Possessing sexually-related materials which include images displaying uncovered breasts, genitals, or buttocks.

24. "Sexting" or using a cell phone or other personal communication device to send text or email messages or possessing text or email messages containing images reasonably interpreted as indecent or sexually suggestive while at school or at a school related function. In addition to taking any disciplinary action, phones will be confiscated and students should be aware that any images suspected to violate criminal laws will be referred to law enforcement authorities.

25. Engaging in pranks or other similar activity that could result in harm to another person.

26. Using or possessing gunpowder, ammunition, or an inflammable substance.

27. Violating any rules that are reasonably necessary in carrying out school purposes or an educational function, including, but not limited to:

- a. engaging in sexual behavior on school property;
- b. engaging in sexual harassment of a student or staff member;
- c. disobedience of administrative authority;
- d. willful absence or tardiness of students;
- e. engaging in speech or conduct, including clothing, jewelry or hair style, that is profane, indecent, lewd, vulgar, or refers to drugs, tobacco, alcohol, sex, or illegal activity, or is plainly offensive to school purposes;
- f. violation of the school corporation's acceptable use of technology policy or rules;
- g. violation of the school corporation's administration of medication policy or rules;
- h. possessing or using a laser pointer or similar device.

28. Possessing or using on school grounds during school hours an electronic device, a cellular telephone, or any other telecommunication device, including a look-a-like device, in a situation not related to a school purpose or educational function or using such device to engage in an activity that violates school rules. This rule is not violated when the student has been given clear permission from a school administrator or a designated staff member to possess or use one of the devices listed in this rule.

29. Any student conduct rule the school building principal establishes and gives notice to students and parents.

B. BULLYING

Bullying is defined in I.C. 20-33-8-0.2 and I.C. 20-33-8-13.5.

1. Bullying committed by students toward other students is strictly prohibited. Engaging in bullying conduct described in this rule by use of data or computer software that is accessed through any computer, any computer system, or any computer network is also prohibited.

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

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

3. This rule may be applied regardless of the physical location of the bullying behavior when a student committing bullying behavior and the targeted student attend a school within the school corporation and disciplinary action is reasonably necessary to avoid substantial interference with school discipline or prevent an unreasonable threat to the rights of other students to a safe and peaceful learning environment.

4. Any student or parent who has knowledge of conduct in violation of this rule or any student who feels he/she has been bullied in violation of this rule should immediately report the conduct to his/her school principal or designee who has responsibility for all investigations of student misconduct including bullying. A student or parent may also report the conduct to a teacher or counselor who will be responsible for notifying the appropriate school personnel in charge of investigation. This report may be made anonymously.

5. The school principal or his/her designee shall investigate promptly all reports of bullying made pursuant to the provisions of this rule. Such investigation must include any action or appropriate responses that may be taken to address the bullying conduct wherever it takes place. The parents of the bully and targeted student(s) shall be notified of the progress and the findings of the investigation and, as appropriate, any remedial action that has been taken to the extent disclosure is permitted by law.

6. The school principal or designee will be responsible for working with the school counselor and other community resources to provide information and/or follow-up services to support the targeted student and to educate the student engaging in bullying behavior on the effects of bullying and the prevention of bullying. In addition, the school administrator and school counselors will be responsible for determining if the bullying behavior is a violation of law required to be reported to law enforcement under Indiana law based upon their reasonable belief. Such determination should be made as soon as possible and once this determination is made, the report should be made immediately to law enforcement.

7. False reporting of bullying conduct as defined by this rule by a student shall be considered a violation of this rule and will result in any appropriate disciplinary action or sanctions if the investigation of the report finds it to be false.

8. A violation of this rule prohibiting bullying may result in any appropriate disciplinary action or sanction, including suspension and/or expulsion.

9. Failure by a school employee who has a responsibility to report bullying or investigate bullying or any other duty under this rule to carry out such responsibility or duty will be subject to appropriate disciplinary action, up to and including dismissal from employment within the school corporation.

10. Counseling, corrective discipline, and/or referral to law enforcement will be used to change the behavior of the perpetrator. This includes appropriate intervention(s), restoration of a positive climate, and support for victims and others impacted by the bullying.

11. Training will be provided to school personnel and students concerning the identification, prevention, and intervention in bullying.

12. All schools in the corporation are encouraged to engage students, staff, and parents in meaningful discussions about the negative aspects of bullying.

13. The superintendent or designee will be responsible for developing detailed administrative procedures consistent with the Indiana Department of Education guidelines for the implementation of the provisions of this rule.

C. WEAPONS

The Board prohibits students from possessing, storing, making, or using a weapon in any setting that is under the control and supervision of the Corporation for the purpose of school activities approved and authorized by the Corporation including, but not limited to, property leased, owned, or contracted for by the Corporation, a school-sponsored event, or in a Corporation vehicle. The Superintendent or designee administrator will report any student who violates this policy to the student's parents or guardians and to the law enforcement agency having jurisdiction over the property where the offense occurs. The student also may be subject to disciplinary action, up to and including expulsion.

Generally, the possession of a firearm in or on school property, in or on property that is being used by a school for a school function, or on a school bus is a felony (I.C. 35-47-9-2) and is prohibited by Board policy. However, State law permits a person who may legally possess a firearm to maintain that firearm if it is locked in the person's trunk, kept in the glove compartment of the person's locked vehicle, or stored out of plain sight in the person's locked vehicle. This exception does not apply to students unless it is a high school student who is a member of a shooting sports team and the principal has approved the student keeping a firearm concealed in the student's motor vehicle on days the student is competing or practicing as a member of a shooting sports team. This exception also does not apply to former students if the person is no longer enrolled in school due to a disciplinary action within the previous twenty-four (24) months.

For purposes of this rule, the term "weapon" means any object which, in the manner in which it is used, intended to be used, or represented, is capable of inflicting serious bodily harm or property damage, as well as endangering the health or safety of persons. Weapons include, but are not limited to, tasers, stun guns, air and gas-powered guns (whether loaded or unloaded), knives, razors, clubs, electric weapons, chemical weapons, metallic knuckles, and martial arts weapons. A "knife" is defined by I.C. 35-47-5-2.5(a) as "an instrument that: 1) consists of a sharp edge or sharp pointed blade capable of inflicting cutting, stabbing, or tearing wounds; and 2) is intended to be used as a weapon."

Exceptions to this policy include items approved by a principal as part of a class or individual presentation under adult supervision, if used for the purpose of and in the manner approved; (Working firearms and ammunition shall never be approved.) Other exceptions include theatrical props used in appropriate settings and starter pistols used in

appropriate school related sporting events.

This rule will also encompasses such actions as possession of look-alike items, false fire alarms, bomb threats, or intentional calls to falsely report a dangerous condition.

Students should immediately report knowledge of weapons and threats of violence by students, staff, or visitors to the building principal. Failure to report such knowledge may subject the student to immediate suspension and potential expulsion from school.

D. POSSESSING A FIREARM OR A DESTRUCTIVE DEVICE

1. No student shall possess, handle or transmit any firearm (as defined in I.C. 35-47-1-5) or a destructive device (as defined in I.C. 35-47.5-2-4) on school property or at a school-related event.

Firearm means any weapon that is capable of expelling, designed to expel, or may readily be converted to expel a projectile by means of an explosion.

3. For purposes of this rule, a destructive device is:

- an explosive, incendiary, or overpressure device that is configured as a bomb, a grenade, a rocket with a propellant charge of more than four ounces, a missile having an explosive or incendiary charge of more than one-quarter ounce, a mine, a Molotov cocktail or a device that is substantially similar to an item described above,
- a type of weapon that may be readily converted to expel a projectile by the action of an explosive or other propellant through a barrel that has a bore diameter of more than one-half inch, or
- a combination of parts designed or intended for use in the conversion of a device into a destructive device. A destructive device is NOT a device that although originally designed for use as a weapon, is redesigned for use as a signaling, pyrotechnic, line throwing, safety, or similar device.

4. The penalty for possession of a firearm or a destructive device: suspension up to 10 days and expulsion from school for at least one calendar year with the return of the student to be at the beginning of the first semester after the one year period. The superintendent may reduce the length of the expulsion if the circumstances warrant such reduction.

5. The superintendent shall immediately notify the appropriate law enforcement agency when a student engages in behavior described in this rule.

E. POSSESSING A DEADLY WEAPON

1. No student shall possess, handle or transmit any deadly weapon (as defined in I.C. 35-31.5-2-86) on school property or at a school-related event. The following devices are considered to be deadly weapons as defined in I.C. 35-31.5-2-86:

- a weapon, taser or electronic stun weapon, equipment, chemical substance, or other material that in the manner it is used, or could ordinarily be used, or is intended to be used, is readily capable of causing serious bodily injury.
- an animal readily capable of causing serious bodily injury and used in the commission or attempted commission of a crime.
- a biological disease, virus, or organism that is capable of causing serious bodily injury.

2. The penalty for possession of a deadly weapon: up to 10 days suspension and expulsion from school for a period of up to one calendar year.

3. The superintendent shall notify the appropriate law enforcement agency designated by the Prosecuting Attorney immediately when a student engages in behavior described in this rule (possessing a deadly weapon) on school property or at a school-related event.

F. UNLAWFUL ACTIVITY

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

G. CRIMINAL ORGANIZATIONS AND ACTIVITY

As outlined in Board Policy 5840, Zionsville Community Schools prohibits criminal organization activity and similar destructive or illegal group behavior on school property, or school buses, or at school-sponsored functions. Zionsville Community Schools prohibits reprisal or retaliation against individuals who report criminal organization activity and similar destructive or illegal group behavior or who are victims, witnesses, bystanders, or others with reliable information about criminal organization activity and similar destructive or illegal group behavior. Please refer to the board policy for specific procedures on reporting and investigating this activity as well as the consequences and support services available to students and their families.

H. LEGAL SETTLEMENT

A student may be expelled if it is determined that the student's legal settlement is not in the attendance area of the school where the student is enrolled.

LEGAL REFERENCES FOR THE PRECEDING SECTIONS:

I.C. 20-33-8-1 et seq. I.C. 35-31.5-2-86 I.C. 35-47.5-2-4 I.C. 35-47-1-5

ANTI-HARASSMENT POLICY

It is the policy of the Board of School Trustees to maintain an education and work environment that is free from all forms of unlawful harassment, including sexual harassment, occurring in the Corporation's educational opportunities, programs, and/or activities, or, if initially occurring off Corporation grounds or outside the Corporation's educational opportunities, programs, and activities, affecting the Corporation environment. This commitment applies to all Corporation operations, educational opportunities, programs, and activities. All students, administrators, teachers, staff, and all other school personnel share responsibility for avoiding, discouraging, and reporting any form of unlawful harassment.

The Board will vigorously enforce its prohibition against unlawful harassment that is based on race, color, national origin, sex (including transgender status, sexual orientation and/or gender identity), religion, disability, military status, ancestry, or genetic information, which are classes protected by Federal and/or State civil rights laws, and encourages those within the Corporation community as well as third parties who feel aggrieved to seek assistance to rectify such problems.

The Corporation will investigate all allegations of unlawful harassment and, in those cases where unlawful harassment is substantiated, will take immediate steps to end the harassment, prevent its recurrence, and remedy its effects.

Individuals who are found to have engaged in unlawful harassment (will be subject to appropriate disciplinary action, up to and including expulsion from school.

Disciplinary actions and complaint procedures related to potential violations of the Anti-Harassment policy (5517) are included in the full policy available on the website.

STUDENTS WITH ALLERIGES

Students may have food or environmental allergies (including chemical sensitivities) which adversely affect their ability to learn. Students with allergies who require accommodations in school or school-related activities should be provided accommodations pursuant to an individual health plan (IHP), a Section 504 Plan, or an individualized education program (IEP). While ZCS staff will attempt to identify students with life-threatening allergies, parents and guardians of students with allergies should alert the school building principal and nurse upon enrollment or diagnosis. A student may be eligible for a Section 504 Plan if the allergy substantially limits a major life activity, such as breathing, respiratory function, immune system function, or learning. In addition, a student may be eligible for special education and related services pursuant to an IEP if the allergy adversely affects his or her educational performance. If the student's allergy(ies) are the only concern impacting the student's ability to receive a free and appropriate public education (FAPE), it will most likely be appropriate to have a Section 504 Plan. An IHP, including an emergency action plan (EAP), may be developed for students with allergies that do not rise to the level of a disability. Appropriate accommodations are determined by the student's case conference committee or Section 504 team based on the unique needs of the individual student to receive FAPE. This committee or team may include school representatives, the student's parent(s) or guardian(s), and/or the student's private medical provider. If the student's medical provider indicates that a specific accommodation should be provided, the committee or team will determine if that accommodation is needed for the student to receive FAPE.

The committee or team's determination is a highly individualized process and no "standard" accommodation shall be mandatory for all students (e.g., it may not be appropriate for all students with a peanut allergy to sit at a "peanut-free" lunch table). Reasonable accommodations may include, but are not limited to:

- Allowing the student to carry an epinephrine auto-injector pen
- Posting notices via parent-teacher groups about ensuring that snacks sent to school by parents are allergen-free
- Designating zones as allergen-free (such as a “peanut-free” table in the cafeteria or a “peanut-free” classroom) with well-posted signs
- Using specialized cleaning procedures for designated classrooms, zones, or tables, which may include separate supplies to clean allergen-free areas
- Publishing school breakfast/lunch menus with allergens specified
- Using specialized food preparation procedures which include separating utensils, surfaces, dishes, etc.
- Enforcing “no eating” policies on bus

Confidentiality and the storage of medications will be implemented in accordance with ZCS policy and federal and state law. Staff will respond to allegations of harassment or bullying on the basis of an allergy in accordance with ZCS policy and federal and state law.

In general, a school district is not legally required to create a policy or ban products from a building in order to respond to an individual student’s allergy(ies). No accommodation can create an entirely risk-free environment, but ZCS is committed to providing FAPE and a reasonably safe environment for all students.

HEALTH CLINIC, MEDICATION, AND MEDICAL EMERGENCIES

Students who are injured or become ill are to report their condition to a teacher and then with the permission of the teacher may go to the school clinic. We are fortunate to have a licensed health care professional on duty or on call throughout the school day. Any student who visits the health care center for emergent problems, chronic health issues or daily prescription medications will not be required to have a pass.

Occasionally, the need arises for the health care professional to request a parent to pick up a child who has become ill. Parents will be notified if their child has a fever, vomiting, diarrhea, a significant illness or injury, or is in need of emergency treatment. If a student is too ill to remain at school, the parent or emergency contact shall be notified and arrangements made for transportation before the student is released. If a child is sent home ill during the school day, we request that parents not return the child to school later on that same school day. The school may require clearance from a licensed physician for a student to return to school whenever it is deemed necessary in order to protect the health of the student or other students.

In case of medical emergencies, every effort will be made first to contact the parent of the student. If the parent cannot be reached, or if in the opinion of school officials, immediate action is required, emergency ambulance services will be called. The cost of such emergency ambulance service shall be the responsibility of the parent. An accident or injury requiring treatment is followed up with a report to the Superintendent. If a parent wishes to be notified each time their child visits the school clinic, regardless of the reason, that will be done. Parents should notify the health care professional in their school of that preference. All visits to the health care professional’s office are documented in the school’s electronic system, allowing parents to view the frequency and reasons for visits if requested.

ADMINISTRATION OF MEDICATION

Our school health care professionals are always willing to give your child medication when needed. They are bound by Indiana State Law to follow certain regulations regarding these medications. The health care professionals are not permitted to exceed the recommended dosages as stated on the original label without a physician note. Inhalers and epi-pens may be carried by the student with physician and parent permission notes on file in the health care professional’s office. Both physician and parental permission in writing must be updated every school year for the use of an epi-pen or inhaler. All other medication (besides inhalers and individual epi-pens) must be kept in the health care professional’s office. Only the school health care professional or designee shall administer medications to students.

The administration of medications and/or treatments for students on a field trip will involve a concerted effort between the nursing and school staff, along with the parents and student. A school health care professional will rarely, if ever,

accompany students on field trips.

In the interest of student safety, it is preferred that all medication, both prescription and non-prescription, should be transported to and from the school health care professional's office by a parent or guardian. If transported to/from school by a student, the par-

ent/guardian must provide written permission to do so. This written permission only authorizes to/from school transportation. During school hours, the medication must be kept in the school health care professional's office. All medications for elementary school children must be transported by a parent or guardian. Insulin in an insulin pump is excluded from this policy. Insulin by any other delivery route is included in this policy in its entirety. **Prescription medication: (ordered by the physician)**

1. Medication must be turned in to the clinic in the original pharmacy-labeled container with the student's name/date/medication/dosage and the time dosage is to be administered.
2. Any prescription medication must be accompanied by a physician's order. This order can be brought in by the parent or faxed to the school health care professionals' office by the physician. Any change in dose of a prescription medication would require a new physician order forwarded to the school health care professional.
3. Written permission from the parent giving the school authority to administer the medication must also accompany the prescription medicine. The form for this written permission may be found on the district website at this link: <http://cms.zcs.k12.in.us/sites/default/files/Documents/PrescripMed.pdf>.
4. If a medication is to be stopped, the parent should notify the school health care professional of the withdrawal of consent in writing.

****Please ask your pharmacist when filling the medications that require refrigeration (i.e. liquid antibiotics) to fill a separate bottle with appropriate dosage to remain at school to avoid transportation problems, temperature change, or a missed dose when transportation problems occur.

Non-prescription medication:

1. The school **will provide** Tylenol, Ibuprofen, Benadryl and Tums or its generic equivalent in the dose appropriate for student's age and weight as per the package instructions. When you register your student, you can request permission for one or all of these medications. Parents of elementary school students who receive any of these medications will be notified of their administration. This notification may come in the form of a phone call, email, or a note on their clinic visit pass that they should bring home. Middle school students who receive medication will receive the clinic visit pass to bring home. All other medication must be provided by parent/guardian and dispensed by the clinic.
2. Written permission from the parent/guardian must be on file before any medication can be given, including over the counter decongestants, antihistamines or cough medicines that are brought in from home per the policies stated above. The amount to be dispensed must be on file before any medication will be given. A permission form may be obtained from the health care professional any time throughout the school year. Forms are also available on the district website under the health forms section. See <http://cms.zcs.k12.in.us/sites/default/files/Documents/PrescripMed.pdf>.

Homeopathic Products: Zionsville Community Schools, in concert with the National School Nurse Association guidelines, does not honor requests by parents/guardians to dispense over the counter herbs, minerals, and vitamins and other homeopathic products. Homeopathic products will only be dispensed with a physician's order.

Medication Return: At the end of the school year OTC and prescription medications **MUST** be picked up by parents by the last day of school for students. All unclaimed medications will be discarded after the last day of school.

HEALTH SCREENINGS

As required by the state of Indiana, health screenings will be conducted with all students in the grade levels shown on the schedule below. The screenings will be conducted during the first semester of each school year. If a parent does not wish for his/her child to be screened, please notify the speech pathologist/health care professional at the beginning of the school year.

Vision Screenings: Vision screening of 1st grade (-MCT testing done by an eye care professional), 3rd grade, and 8th grade students (as prescribed by law) will be conducted by health care professionals. Parents will be notified of any physical discrepancies discovered by school personnel. Parents should follow up with their pediatricians or eye doctor.

Speech & Hearing Screenings: Students in kindergarten, 1st, 4th grade, 7th grade, 10th grade, and students receiving special services will have their speech &/or hearing screened during the fall semester of the school year by district speech-language pathologists. 511 IAC 7-41-8

HEALTH INSURANCE

Zionsville Community Schools does not provide medical or accident insurance for students. Parents may wish to check with their health and accident insurance carrier to assure that the policy includes coverage for injuries which may occur at school or during extracurricular activities. Families who do not have insurance coverage may contact the school nurse for information about the Hoosier Healthwise Program.

IMMUNIZATIONS

In accordance with Indiana Law, all students enrolled in the School Corporation must be immunized against the following diseases: diphtheria, pertussis, tetanus, measles, rubella, poliomyelitis, mumps, varicella, meningitis, hepatitis A, hepatitis B. Required immunizations are shown on the chart below. All children must provide written documentation of such immunizations at the time of their first enrollment in the School Corporation. **No child will be permitted to attend school for more than twenty days beyond the date of his/her enrollment without such documentation of immunization.** Additional FAQ's and information about immunization requirements for school age children can be found on the ZCS website under the Support Services menu and Student Health. The U.S. Center for Disease Control and Prevention recommends the human papillomavirus (HPV) vaccine for all 11-12 year old girls. Please talk to your health care provider regarding their recommendation for your child. Parents providing an acceptable written statement of religious or medical objections to immunization will be exempt from this policy.

2017-2018 School Year

Indiana State Department of Health (ISDH)--School Immunization Requirements

3 to 5 years old	3 Hep B (HepatitisB)	1 MMR (Measles, Mumps & Rubella)
	4 DTaP (Diphtheria, Tetanus & Pertussis)	1 Varicella
	3 Polio (Inactivated Polio)	
K- Grade 3	3 Hep B	2 MMR
	5 DTaP	2 Varicella
	4 Polio	2 Hep A (Hepatitis A)
Grades 4-5	3 Hep B	2 MMR
	5 DTaP	2 Varicella
	4 Polio	2 Hep A*
Grades 6-11	3 Hep B	2 Varicella
	5 DTaP	1 Tdap (Tetanus & Pertussis)
	4 Polio	1 MCV4 (Meningococcal)
	2 MMR	2 Hep A*
Grade 12	3 Hep B	2 MMR
	5 DTaP	2 Varicella
	4 Polio	1 Tdap (Tetanus & Pertussis)
	2 Hep A*	2 MCV4 (Meningococcal)

Below are the number of doses and each vaccine required for school entry. Changes for this year include the Hepatitis A vaccine for grades K-3.

Hep B The minimum age for the 3rd dose of Hepatitis B is 24 weeks of age.

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

Polio Three doses of Polio are acceptable for all grade levels if the third dose was given on or after the 4th birthday and at least 6 months after the previous dose with only one type of vaccine used (all OPV or all IPV). For students in grades kindergarten through 5th grade the final dose must be administered on or after the 4th birthday, and be administered **at least 6 months** after the previous dose.

Varicella Physician documentation of disease history, including month and year, is proof of immunity for children entering

preschool through 7th grade. Parental report of disease history is acceptable for grades 8-12.

MCV4 Individuals who receive dose 1 on or after their 16th birthday only need 1 dose of MCV4.

Hep A The minimum interval between 1st and 2nd dose of Hepatitis A is 6 calendar months. K-3 is required.
*For grades 4-12, two doses of Hep A are recommended.

MenB A complete series of Meningococcal Serogroup B vaccine.
*For grade 12, a complete series of MenB is recommended.

Indiana State Department of Health, Immunization Division - 800.701.0704

RETURNING TO SCHOOL FROM ILLNESS

Returning to School from Illness: Any student who has been absent from school because of a disease considered by the school health care professional to be infectious or contagious may be required to provide written assurance from a licensed physician that he/she is no longer in an infectious or contagious state. These illnesses include pink eye, mononucleosis, impetigo, tuberculosis, whooping cough, measles, polio, meningitis, mumps, diphtheria, scabies, pneumonia, strep, shingles, MRSA and hepatitis. If you are not sure about a particular illness, please call the school health care professional for advice before your child comes to school. The latest information on communicable diseases can be found at the following website:

www.in.gov/isdh/files/Communicable_Disease_Reference_Guide_2009_2.16.09.pdf In order to minimize the spread of infection, **please do not send your student to school when ill.** The following guidelines may help you determine when it is safe to return your child to school:

- A. Temperature below 100 degrees for 24 hours without medication
- B. No vomiting for 24 hours and able to tolerate a bland diet
- C. Diarrhea free for 24 hours
- D. Lessening of "acute cold symptoms" such as a persistent cough, or excessive "runny nose"

If your child has been prescribed an antibiotic, please consult with the physician regarding when the student will no longer be contagious and is able to return to school. Normally 24-36 hours of antibiotic therapy is required to meet this criterion

LICE (pediculosis): If a student is found to have live head lice while at school, the student will be sent home and can return the next day provided he/she has been treated with a special lice shampoo and has been checked by the health care professional. Data does not support the exclusion of students for the presence of nits, although continued monitoring by the school health care professional for signs of reinfestation is appropriate. (This practice of not excluding is supported by the American Academy of Pediatrics, the National Association of School Nurses, and the Department of Health.) Parents have prime responsibility of assisting in the prevention and management of head lice cases through regular checks of their children's hair and immediate treatment when head lice are detected.

BEDBUGS: If bed bugs are found on a student, then the parents of that student will be notified. A change of clothes sealed in a plastic bag for the child may be requested. Backpacks, lunchboxes, and other items that travel back and forth to school may be inspected daily and stored in sealed plastic containers to prevent the spread of bedbugs to other school areas. Continued prevention measures may be taken until successful treatment of the home has been verified.

STUDENT INTERNET ACCEPTABLE USE POLICY

Introduction

The Internet is a place for the exchange of information and ideas on a wide range of subjects. With access to computers and people all over the world also comes the availability of materials that may not be considered to be of educational value in the context of the school setting. The Zionsville Community Schools' (ZCS) network is connected to the Internet. While ZCS implements Internet filtering on all ZCS sites, it is impossible to control all materials on a global network. As such, students may encounter materials that are obscene, abusive, or otherwise offensive. ZCS firmly believes that information and the interaction available utilizing the network out-weighs the possibility that students may access materials that are not consistent with the educational goals of ZCS. Internet access is seen as a supplement to traditional sources, both print and non-print, not as a replacement for them. The purpose of this policy is to identify standards that will assist in ensuring students benefit from their use of the ZCS network and the Internet.

Use of the ZCS Network

The use of the ZCS network is a privilege, not a right. Students who fail to comply with this policy or violate ZCS' disciplinary policies while using the ZCS network may lose the privilege to access the ZCS network. Students may also lose the privilege to use computer equipment provided by ZCS or to bring their own computerized devices to school. Students may also be subject to other disciplinary action as appropriate based upon the nature and severity

of the violation. During student registration, parents will complete and sign a Student Internet Access / Computer Use Agreement with ZCS.

3 to 5 years old

3 Hep B (HepatitisB)
4 DTaP (Diphtheria, Tetanus & Pertussis)
3 Polio (Inactivated Polio)

1 MMR (Measles, Mumps & Rubella)
1 Varicella

K- Grade 3

3 Hep B
5 DTaP
4 Polio

2 MMR
2 Varicella
2 Hep A (Hepatitis A)

Grades 4-5

2 Hep B

2 MMR

Services

Internet provides access to:

Acceptable Uses

Acceptable use of Internet resources is based on its original purpose, which is to provide a backbone network to support research and education in and among academic institutions in the United States by providing access to unique resources and the opportunity for collaborative work. The operation of this worldwide computer network relies upon the proper conduct of its users. As a result, individuals must adhere to appropriate use guidelines. ZCS does not assume responsibility for individuals using the network through its facilities, but does acknowledge the responsibility to the Internet community to enforce accepted standards of network protocol and the obligation to recommend the termination of a user's network capabilities if misuse of the Internet resources is discovered. Outside of school, families bear responsibility for the same guidance of Internet use as they exercise with information sources such as television, telephones, radio, movies and other possibly offensive media. Use of the Internet by ZCS students must be in support of education and research and must be consistent with the educational objectives of the corporation. During classroom activities, it is the responsibility of the classroom teacher to supervise student Internet use in a manner that is consistent with the educational objectives of ZCS and this policy.

Unacceptable Uses

Use of the ZCS network for any of the following purposes is prohibited:

- To knowingly access, upload, download, or distribute or attempt to knowingly access, upload, download or distribute pornographic, obscene, or sexually explicit materials.
- To transmit or attempt to transmit obscene, abusive, or sexually explicit language, images, or materials.
- To annoy, harass, intimidate, or threaten, or attempt to annoy, harass, intimidate, or threaten any person or organization.
- To vandalize, damage, or disable, or attempt to vandalize, damage, or disable the property of another person or organization.
- To endanger or attempt to endanger the integrity of a computer on the ZCS network or the data stored on the network, including the introduction of computer viruses or worms.
- To circumvent or attempt to circumvent ZCS's Internet security measures and/or filters.
- To log on or to attempt to log on to the network using another person or group's name and password or to otherwise misuse a name or password.
- To falsely represent or attempt to falsely represent oneself in any Internet communication.
- To access or attempt to access another person's materials, information, or files without the implied or direct permission of that person.
- To transmit or attempt to transmit, without authorization, information that is false or defamatory or violates the privacy of another person.
- To interfere with or attempt to interfere with the lawful activities of any person, business, or organization in any manner.
- To violate or attempt to violate copyright, or otherwise use another person's intellectual property without his/her prior approval or proper citations.
- To transmit or attempt to transmit, without authorization, copyrighted materials or materials protected by trade secret.

- To transmit or attempt to transmit unsolicited emails (e.g., chain letter emails, spamming emails) or emails to any of ZCS's distribution lists without permission of a school official.
- To download or attempt to download games, entertainment software, or copyrighted material without permission of a school official.

- To utilize peer-to-peer file-sharing applications or attempt to utilize peer-to-peer file-sharing applications without permission of a school official.
- To install or modify or attempt to install or modify any software on any ZCS computer.
- To engage in commercial activity, product advertisement, or political lobbying.
- To violate or attempt to violate any local, state or federal statute, or any rule, regulation, or policy of ZCS.

This is not an exhaustive list. Other similar behaviors are prohibited and may subject a student to the denial of privileges, disciplinary action, and/or referral to appropriate law enforcement agencies.

Data Privacy and Protections

ZCS strives to be transparent with all processes related to the collection, retention, security, and termination of data. Zionsville Community Schools' policies and procedures for securing all Personally Identified Information (PII) and student data protection are located at http://www.zcs.k12.in.us/apps/pages/data_privacy.

In accordance with its obligations under the Children's Internet Protection Act, ZCS implements measures to block or filter, to the extent practicable, access to material that is obscene, pornographic and/or harmful to minors. Because of these monitoring obligations, students have no expectation of privacy in any aspect of their use of the ZCS network or any computer equipment, software, access accounts, or other types of materials or facilities owned, controlled, or provided by ZCS. Use of the ZCS network constitutes consent to be monitored.

ZCS reserves the right to view, copy, intercept, or block the transmission of any type of material or communication which does not conform to this policy, and may use any such material or communication in the investigation of any violation of this policy or in any disciplinary actions or proceedings against any student which might result from the student's violation of this policy. ZCS also reserves the right to make referral of certain types of violations to appropriate law enforcement agencies.

Student Responsibilities

In accordance with its obligations under the Children's Internet Protection Act, ZCS has undertaken efforts to educate students about appropriate online behavior, including cyberbullying awareness and response and interactions with individuals on social networking websites and in chat rooms.

Students using the network and communicating with others on the Internet should exercise caution and remember the following:

- People in chat rooms on instant messaging may not be who they appear to be.
- Personal information, such as home telephone numbers, names, addresses, and photographs of students, should never be disclosed in a public forum (e.g., a chat room or on a profile).
- Students should not reveal their names or personal information to or establish relationships with strangers met through the Internet, unless a parent or school official has coordinated the communication.
- Internet security is tenuous at best. Students should refrain from sending or receiving any communications or material over the network that they would not want to be made public.
- Do not respond to unsolicited emails, advertisements, or other requests for your personal information.
- Protect your password by making it long and strong (combining upper and lowercase letters with numbers and symbols).
- If a student is uncomfortable or feels harassed, intimidated, or threatened by information that he or she receives over the Internet, he or she should tell a teacher, principal, or other school official immediately. Likewise, if a student is asked by another Internet user to stop emailing or contacting them, the student must stop all contact immediately.
- If a student receives inappropriate materials or stumbles onto inappropriate materials on the Internet while doing legitimate research, the student is expected to notify the teacher, principal, or another school official.

Network etiquette expects that the student abide by the following guidelines. These guidelines include, but are not limited to:

- Students are expected to be courteous and respectful. The use of vulgar, obscene, lewd, and otherwise inappropriate language is prohibited. Students shall not engage in cyberbullying.
- While the Internet itself has virtually boundless resources, the availability of local communication and storage resources is limited. Since list servers and mail servers can generate a significant amount of data to be stored, students are expected to “clean up” their files or mailboxes at appropriate times so as to not create a storage problem on the host server.

- All communications and information obtained via the network or the Internet should be assumed to be intellectual property subject to federal copyright law.
- Any attempt to compromise network security is prohibited. Any student identifying a possible breach in security must notify a system administrator or the corporation's Chief Technology Officer.

Information and Service Disclaimers

ZCS makes no warranties of any kind, whether expressed or implied, about the information gained through the Internet, including its quality or accuracy. Use of information obtained through the Internet is at the student's own risk and ZCS cannot be held responsible for any material a student mistakenly or intentionally accesses or transmits via the ZCS network.

ZCS makes no warranties about the quality of the services provided and is not responsible for any claims, losses (including, but not limited to, the loss of data), damages, costs, or other obligations arising from a student's use of the ZCS network or any computer equipment or software owned, controlled, or provided by ZCS.

It is the policy of ZCS that the cost of any materials to a student utilizing the Internet is the responsibility of the student, or in the case of a student under the age of 18, the person who authorizes a network account. This authorization extends to any financial obligation that may be incurred when utilizing the network. Under no circumstances will ZCS be liable for any unauthorized purchases or other financial obligations resulting from ZCS-provided access to the Internet. The signatures on the Internet Access / Computer Use Agreement are legally binding and indicate that the party (parties) who signed has (have) read the terms and conditions carefully, understand the significance of the policy, and agree to abide by the policy in all its terms and conditions.

USE OF WIRELESS COMMUNICATION DEVICES

The Board of School Trustees permits students to bring personal laptops or other computing devices to school for academic purposes. Use of these devices is at the discretion of the teacher and administration. The purpose of this policy is to ensure that students and their parents/guardians understand the obligations and limitations associated with the use of personal laptops or other devices. These guidelines are a supplement to the school's Internet Acceptable Use Policy, which applies to the use of any computing device in school, including personal laptops and other devices.

Guidelines for Use

- Use of a personal laptop or other computing device is at the discretion of the administration and teacher. Students must obtain permission before using such a device in class.
- Use of a personal laptop or other device must support instructional activities.
- Students must agree to disable audio/video functions and to put away a personal laptop or other device, if asked.
- Students may only use personal laptops or other devices in accordance with Zionsville Community Schools' Internet Acceptable Use Policy.
- A violation of any of these guidelines may result in the revocation of privileges regarding the use of a personal laptop or computing device and appropriate disciplinary and/or legal action.

A "wireless communication device" is a device that emits an audible signal, vibrates, displays a message, or otherwise summons or delivers a communication to the possessor. The following devices are examples of WCDs: cellular and wireless telephones, pagers/beepers, personal digital assistants (PDAs), Blackberrys/Smartphones, Wi-Fi-enabled or broadband access devices, two-way radios or video broadcasting devices, laptops, and other devices that allow a person to record and/or transmit, on either a real time or delayed basis, sound, video or still images, text, or other information. Students may not use WCDs on school property or at a school-sponsored activity to access and/or view Internet websites that are disruptive to the school activity. Students may use WCDs while riding to and from school on a school bus at the discretion of the bus driver. Distracting behavior that creates an unsafe environment will not be tolerated.

Using a WCD to take or transmit audio and/or pictures/video of an individual without his/her consent maybe considered an invasion of privacy. Students who use a WCD to violate the privacy rights of another person may have their WCD confiscated and held.

WCDs, including but not limited to those with cameras, may not be possessed, activated or utilized at any time in any school situation where a reasonable expectation of personal privacy exists. These locations and circumstances include but are not limited to locker rooms, shower facilities, restrooms, classrooms, and any other areas where students or others may change clothes or be in any stage or degree of disrobing or changing clothes. The building principal has authority to make determinations as to other specific locations and situations where possession of a WCD is absolutely prohibited.

No expectation of confidentiality will exist in the use of WCDs on school premises/property.

Students are prohibited from using a WCD in any way that might reasonably create in the mind of another person an impression of being threatened, humiliated, harassed, embarrassed or intimidated. See Policy 5517.01 – Bullying and Other Forms of Aggressive Behavior.

Students are also prohibited from using a WCD to capture and/or transmit test information or any other information in a manner constituting fraud, theft, cheating, or academic dishonesty. Likewise, students are prohibited from using their WCDs to knowingly receive such information.

Possession of a WCD by a student is a privilege that may be forfeited by any student who fails to abide by the terms of this policy, or otherwise engages in misuse of this privilege.

Violations of this policy may result in disciplinary action and/or confiscation of the WCD. The building principal may also refer the matter to law enforcement if the violation involves an illegal activity (e.g. child pornography). Discipline will be imposed on an escalating scale ranging from a warning to an expulsion based on the number of previous violations and/or the nature of or circumstances surrounding a particular violation. Any search of a WCD will be conducted in accordance with Policy 5771 – Search and Seizure. If multiple offenses occur, a student may lose his/her privilege to bring a WCD to school for a designated length of time or on a permanent basis.

Restrictions and Disclaimers

- The Corporation accepts no responsibility or financial liability for personal laptops or other computing devices that are brought to school by students.
- Laptops or other devices that are lost, stolen, or damaged are the responsibility of the student and his/her parents/guardians, regardless of how the loss, theft, or damage occurs.
- Students are advised to take steps to guard against damage, loss, or theft.
- ZCS' technology department will not provide technical support for any personal laptop or other computing device.

Technical Requirements for Access

- Personal laptops or other computing devices must conform with ZCS technical requirements, which are accessible through the ZCS website and which may be amended from time to time.

EMERGENCY CLOSING

As inclement weather sets in, it brings with it the possibility of hazardous roads caused by snow, ice or fog. Such weather conditions can necessitate last-minute decisions to close school. Zionsville Community Schools utilizes electronic means to simultaneously phone and/or email all parents when an emergency announcement is necessary. The usefulness of this software is only as good as the tele-phone and email emergency contact information parents supply to our schools. School delay/cancellation information is also provided to local media outlets. In combination, these modes of communication serve to keep parents informed when weather or other emergencies cause schedule or calendar alterations.

As a general principle of operation, when the schools remain open during inclement weather, the Zionsville Community School Corporation recognizes the basic right of parents and guardians to decide whether or not to send their children to school under these conditions. Such absences will be considered excused. Also, parents and students must remember the students' responsibility to "make up" school work missed through any absence. In these situations parental decisions about school attendance are respected. In some situations, if the weather

improves, a scheduled extra-curricular activity may not be canceled even though school is canceled for the day. A parent may use discretion as to their student's participation in the activity. No penalty will be assessed if a student chooses not to participate.