



**ANDERSON COMMUNITY SCHOOLS**

**KNOWLEDGE • SERVICE • COMMUNITY**

**Students' Rights**  
*and*  
**Responsibilities**  
**Handbook**

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**2018 - 2019**

**Anderson Community School Corporation**  
1600 Hillcrest Avenue • Anderson, Indiana 46011

**Anderson Community Schools  
Board of School Trustees**

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Dr. Tim Smith  
Interim Superintendent

## **DISTRICT MISSION:**

**The Mission of the Anderson Community School Corporation is to inspire, encourage and support every student to achieve at high levels academically and socially as responsible citizens by doing whatever it takes.**

## **Introduction to the ACS Student Rights and Responsibilities Handbook**

This handbook contains very important information for parents and guardians to review regarding Anderson Community Schools' policies and procedures.

All Anderson Community School families and school staff are given a copy of this Handbook and are responsible for knowing and understanding the content.

In addition, this Handbook is discussed during the student orientation process at the beginning of the school year to ensure that all students understand the guidelines and expectations of Anderson Community School Corporation. Copies are available at school sites and shall be given electronically at the time of enrollment.

Handbook regulations apply to school-related activities including but not limited to conduct on school grounds; while going to or coming from school; during lunch period on or off school grounds; during a school-sponsored activity; and going to or coming from a school-related activity.

If you have any questions about this handbook, please contact ACSC at 641-2000.

Please review the Handbook and keep this copy as a reference all year.

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

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# **I. GENERAL INFORMATION**

## **1.1 Anderson Community School Corporation Constitution**

### ***Preamble***

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

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

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

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

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

### ***The Purpose of Education***

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

### ***District Mission***

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

### ***Commitments and Principles***

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

### ***Beliefs about Students***

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

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

### ***Beliefs about Staff***

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

### ***Beliefs about Parents and Community***

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

### ***Beliefs about Quality***

- All policies, programs, practices, and procedures of the corporation are assessed in terms of results and the purpose, mission, and beliefs that guide the school corporation.
  - The quality of the knowledge work provided to students will significantly determine the quality of student performance.
  - Providing high-quality knowledge work for students is the most important single activity undertaken by Anderson Community Schools, and all decisions are made with this priority in mind.
    - Quality schoolwork is goal-oriented knowledge work that engages students in using knowledge to produce significant intellectual performance, encourages students to persist until accomplishment is realized, and results in students developing desired skills, understandings, attitudes, and habits of mind.

### ***Beliefs about Support and Innovation***

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

### ***Beliefs about Governance***

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

### ***Beliefs about Curriculum, Instruction, and Learning***

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



## **1.2 FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)**

### **1.2.1 POLICY NOTIFICATION STATEMENT**

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age (“eligible students”) certain rights with respect to students’ education records. These rights are:

1. The right to inspect and review the student’s education records within 45 days of the day the school receives a request for access. Parents or eligible students should submit to the school principal [or appropriate school official] a written request that identifies the record(s) they wish to inspect. The school official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.
2. The right to request the amendment of the student’s education record that the parent or eligible student believes is inaccurate or misleading. Parents or eligible students may ask the school to amend a record that they believe is inaccurate or misleading. They should write the school principal [or appropriate official], clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the school decides not to amend the record as requested by the parent or eligible student, the school will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.
3. The right to consent to disclosures of personally identifiable information contained in the student’s education records, except to the extent that FERPA authorizes disclosure without consent. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the school as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the school board; a person or company with whom the school has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request, the school discloses education records without consent to officials of another school district in which a student seeks or intends to enroll.

[NOTE: FERPA requires a school district to make a reasonable attempt to notify the parent or eligible student of the records request unless it states in its annual notification that it intends to forward records on request.]

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the school to comply with the requirements of FERPA. The name and address of the office that administers FERPA is:  
Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue SW  
Washington, DC 20202-5901

### **1.2.2 PARENT AND STUDENT PRIVACY**

(This policy applies to parents and adult students.)

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

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

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

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

**1. What student information may you inspect and review?**

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

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

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

**3. What information is made public?**

The school corporation may release certain "directory information," which means information contained in an educational record of a student that would not generally be considered harmful or an invasion of privacy if disclosed. Directory information shall not be provided to any organization for profit-making purposes. The superintendent or superintendent's designee may allow access to a school campus or students' directory information to organizations that make students aware of educational or occupational options, to comply with Federal or State Law. You may, however, request in writing that directory information not be released. This request must be turned in at your son/daughter's school. The directory information includes:

- (a) Name
- (b) Address
- (c) Telephone listing
- (d) Participation in officially recognized activities and sports
- (e) Weight and heights of members of athletic teams
- (f) Dates of attendance
- (g) Degrees and awards received
- (h) Most recent previous educational agency or institution attended by the student
- (i) Student pictures

**4. Where is student record information kept?**

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

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

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

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

**6. Who may see student records?**

Access is limited to the following:

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

- (g) Accrediting organizations.
- (h) Researchers who do not identify students.
- (i) Student data may be made available to competitive funding institutions for grant considerations. The receiving institution must adequately protect the information.

**7. What are your rights regarding student record information?**

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

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

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

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

**8. May information be released to noncustodial parents?**

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

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

**1.3 GENERAL NONDISCRIMINATION POLICY**

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

Inquiries regarding compliance with Section 504 of the Americans with Disabilities Act should be directed to the Director of Special Education, 1600 Hillcrest Avenue, Anderson, IN 46011, 641-2126, or to the office for Civil Rights, U.S. Department of Education, Washington, D.C.

**Inquiries regarding compliance with Title IX should be directed to the Director of Human Resources, 1600 Hillcrest Avenue, Anderson, IN 46011, 641-2008, or to the Office for Civil Rights, U.S. Department of Education, Washington, D.C.**

**1.4 FREEDOM OF SPEECH AND ASSEMBLY**

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

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

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

**1.5 SEXUAL AND OTHER FORMS OF HARASSMENT**

**IC-20-33-9-1.5**

It is the policy of the school corporation to maintain learning and working environments that are free from sexual harassment and all other forms of harassment.

Harassment is defined as physical, verbal, or nonverbal conduct directed at another student or any school employee or volunteer that is intimidating, demeaning, hostile, or offensive on the basis of race or color, religion or creed, national origin or ancestry, age (when directed at persons who are age 40 or older), or disability when the conduct has the purpose

or effect of interfering with the other person's work or educational performance, creating an intimidating, hostile, or offensive working or learning environment, or interfering with the other person's ability to participate in or benefit from a class or an educational program or activity.

Sexual harassment is unwelcome sexual advances, requests for sexual favors and other inappropriate verbal or physical conduct of a sexual nature. Sexual harassment includes but is not limited to verbal teasing or abuse, repeated remarks to another of a sexual nature, unwelcoming touching, and pressure for sexual activity. It is not limited to male or female conduct but can include female to male conduct, male to male conduct, or female to female conduct.

Sexual harassment is defined as physical, verbal, or nonverbal conduct directed at another student or any school employee or volunteer that is intimidating, demeaning, hostile, or offensive with an inappropriate focus on sex, sexual history, individual gender-based characteristics, or sexual orientation; unwelcome verbal or physical advances; attempts to subject a person to unwanted sexual attention or to coerce a person into sexual relations; and/or retaliation for refusal to comply with sexual demands. Sexual harassment includes unwelcome (1) sexual advances, (2) requests for sexual favors, or (3) other behavior of a sexual nature where: (A) submission to such conduct is made, either explicitly or implicitly, a term or condition of an individual's employment, academic standing, or participation in a school-sponsored program or activity; (B) submission to or rejection of such conduct by an individual is or may be used as the basis for an academic, employment, or other school-related decision affecting that individual; or (C) such conduct unreasonably interferes with an individual's academic and/or work performance, participation in school-sponsored programs or activities, or it creates an intimidating, hostile, or offensive working or educational environment provided by the school.

Other Prohibited Forms of Harassment include but are not limited to repeated remarks regarding a person's racial, disability, or sexual orientation.

A student who has been subjected to sexual or any other form of harassment from either a fellow student or employee should report it promptly to the principal or assistant principal. If the student is not comfortable reporting the matter to the principal or assistant principal, the student may report the matter to the Director of Human Resources, or the Assistant Superintendent, 641-2000. Students who are guilty of sexual harassment or racial harassment are subject to discipline including but not limited to suspension or expulsion.

## **II. SAFETY AND SECURITY**

The Anderson Community Schools has no greater responsibility than safeguarding the well-being of our children. Ensuring safe schools and communities is paramount to this responsibility. Anderson Community Schools has safety and security plans in place for both natural disasters, such as tornados and earthquakes, and crisis situations, such as fire and intruders. Anderson Community Schools wants to assure its families that all of the schools in the Anderson Community Schools district have updated school safety plans that have been created and reviewed in collaboration with local law enforcement. Staff members have been trained on the specifics of these plans, and all schools conduct periodic drills to ensure that everyone knows his/her role during a crisis. Each school in the district also has security cameras in place and specific protocols for entry. Anderson Community Schools appreciate the understanding of parents and visitors as these protocols are enforced for the safety of its students. Please be assured that Anderson Community Schools will continue to strive to keep our schools safe and secure for our students.

### **2.1 HOMELAND SECURITY**

#### **2.1.1 Code Orange**

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

#### **2.1.2 Code Red**

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

## **2.2 ASBESTOS MANAGEMENT PLAN INFORMATION**

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

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

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

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

## **2.3 SEARCHES**

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

### **2.3.1 SEARCH OF A PERSON**

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

### **2.3.2 SEARCH OF A VEHICLE**

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

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

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

### **2.3.3 SEIZURE OF PROPERTY**

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

### **2.3.4 METAL DETECTORS**

The superintendent is authorized, in the superintendent's discretion, to implement the random use of metal detectors at the entrances of the buildings of the Anderson Community School Corporation for the purpose of detecting and confiscating prohibited weapons and/or other items of contraband which may be found.

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

## **2.4 SAFETY PRECAUTIONS IN LAB CLASSES**

Safety must be our number one priority! Students must have the instructor's permission before operating any machine or equipment. No class shall be permitted to operate equipment in a lab situation without an experienced teacher. This applies to the presence of pupils in a laboratory at any time whether on scheduled class periods or not. Suitable eye protection will be worn as instructed. Students whose conduct or behavior constitutes a persistent hazard to their own safety or to the safety of others shall be reported, with full written particulars and recommendations, to the principal. All students suffering an injury, regardless of its degree, in a lab setting shall report to the nurse's office (or main office if nurse is unavailable) for treatment of the injury.

# **III. RULES AND REGULATIONS**

## **3.1 STUDENT HONOR CODE**

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

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

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

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

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

## **3.2 CONDUCT EXPECTED**

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

## **3.3 RULES OF CONDUCT**

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

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

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

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

## **3.4 THE FOLLOWING ACTS WILL NOT BE TOLERATED:**

1. Refusing to cooperate with any person having supervisory authority over a student.
2. Failing to follow the directions of any teacher or administrator.
3. Refusing to give name to a teacher or administrator when asked to do so or addressing a teacher or administrator in a loud, defiant or abusive manner.

4. Disrupting class; including but not limited to:
  - (a) Failing to remain in seat when required to do so
  - (b) Talking without permission
  - (c) Throwing objects in class
  - (d) Any sort of disruptive noisemaking
  - (e) Bothering other students, and
  - (f) Repeated tardiness
5. Intentionally refusing to do work as directed in class.
6. Public Displays of Affection (PDA), including but not limited to, kissing, inappropriate touching, or other inappropriate displays of affection as determined by the supervising, adult(s).
7. Loitering, running, yelling, or other disruption in the hallway.
8. Yelling or other disruption in the cafeteria.
9. Being out of class during class time without a pass; loitering outside class during class time whether or not the student has a pass.
10. Entering another school building without the authorization of an administrator.
11. Leaving school without parental permission; deliberately not attending class.
12. Throwing snowballs or any other objects in and around any school building or when going to and from school.
13. Intentionally bumping another person or intentionally blocking a hallway or doorway.
14. Threatening another person.
15. Extorting (threatening another person with the intent of obtaining money or any other object of value).
16. Sexually or racially harassing another student or employee.
17. Sexual misconduct on school property.
18. Fighting (**NOTE:** All students involved will be disciplined).
19. Knowingly congregating in close proximity to the area where a student altercation is occurring. If a fight breaks out between two or more students, other students are expected to disburse immediately and promptly report the matter to school officials.
20. Knowingly using profane or obscene language, making obscene gestures, using racial or ethnic slurs, or making threats directed at a school corporation employee either on or off school grounds.
21. Giving or setting false fire alarms, false destructive device threats, false smoke alarms, false emergency alarms or handling school lab equipment inappropriately.
22. Damaging the property of others.
23. Defacing, damaging or destroying school property; any other form of vandalism to or on school property.
24. Driving recklessly.
25. Possessing, selling, or using any unauthorized drugs or alcohol while in school or attending any school activity. This also includes possession, sale or distribution of any substance represented to be a controlled substance, drug or alcohol.
26. Possessing a weapon (including any object which could reasonably be considered a weapon). Such weapons may be confiscated and held until the end of the school year.
27. Stealing.
28. Arson (setting fires).
29. Forging a note, pass, report card or any other school related document.
30. Accessing computer systems which the student has not been authorized to use. Unauthorized entry into a computer system constitutes a class D felony.
31. Possessing, selling, or using fireworks while in school or attending any school activity.

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

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

### 3.5 PROCEDURES FOR HANDLING DISCIPLINE

Indiana Legal Standards and Requirements provided by State Statute

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

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

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

### 3.6 CORPORAL PUNISHMENT – IC 20-33-8-8

1. **Definition:** The moderate use of physical force or physical contact by a teacher or administrator as may be necessary to maintain discipline or to enforce school rules.
2. **Procedures:**
  - (a) The following persons may administer corporal punishment:
    1. Classroom teacher,
    2. Administrator or dean
    3. Teacher who witnessed the student misconduct.
  - (b) The student's guardian must complete and sign form 5630 F1, Consent/Denial for Corporal Punishment, prior to the corporal punishment being administered. This form must be kept on file in the school office. The completion of this form must be witnessed by school administration or administration designee.
  - (c) Such punishment shall not be malicious or excessive.
  - (d) The instrument used must be of wood and reasonably suited for the purpose for which it is intended. It must be smooth with no sharp edges or holes.
  - (e) The paddling should never be given in front of other students.
  - (f) Paddling should be administered to the buttocks only and shall consist of one swat.
  - (g) Any paddling shall be witnessed by another faculty member. The student will be informed in the presence of the witness specifically why the paddling is being administered.
  - (h) Paddling administered to a female student by a male staff member shall be witnessed by a female staff member. Paddling administered to a male student by a female staff member shall be witnessed by a male staff member.
  - (i) The person paddling a student shall promptly complete a corporal punishment report form 5630 F2, attach form 5630 F1 and submit it to the principal.
  - (j) The student's parents/guardians shall be notified in writing of the action taken.
  - (k) A student cannot be paddled on more than two separate incidents/occasions/dates per school year. Parent must be contacted prior to all paddling.
3. Teachers and administrators may also use reasonable physical force or restraint in the following instances:
  - (a) Self-defense (but only the force necessary to extricate themselves from the danger);
  - (b) Stopping a student from harming himself/herself;



- (c) Preventing one student from harming another;
- (d) Forcibly removing a dangerous or unlawful object from a student; and
- (e) Forcibly removing a student from a situation where the student is causing a serious disruption and refuses to leave.

### 3.7 DEFINITION OF “POSSESSION” FOR PURPOSE OF THESE STANDARDS

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

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

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

### 3.8 GROUNDS FOR EXPULSION/SUSPENSION

1. The grounds for expulsion or suspension apply when a student is:
  - (a) On school grounds immediately before, during, and immediately after school hours and at any other time when the school is being used by a school group;
  - (b) Off school grounds at a school activity, function, or event; or
  - (c) Traveling to or from school or a school activity, function or event.

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

2. A student may be expelled from school if the student’s legal settlement is not in the attendance area of the school corporation. A student may not be suspended from school pending a meeting on a student’s proposed expulsion if the expulsion is ordered because the student’s legal settlement is not in the attendance area of the school corporation where the student is enrolled.

3. Grounds for suspension and expulsion are student misconduct or substantial disobedience. “Student misconduct and substantial disobedience” include but are not limited to:

- (a) **USE OF FORCE OR VIOLENCE**, noise, coercion, threat, intimidation, fear, passive resistance, or other comparable conduct, constituting an interference with school purposes, or urging other students to engage in such conduct. The following enumeration is illustrative of the type of conduct prohibited by this subparagraph:

1. Occupying any school building, school grounds, or part thereof with intent to deprive others of its use;
2. Blocking the entrance or exits of any school building, corridor or room therein with intent to deprive others of lawful access to or from, or use of, the building or corridor or room;
3. **SETTING FIRE** to or substantially damaging any school building;
4. **SETTING FALSE FIRE ALARMS, FALSE DESTRUCTIVE DEVICE THREATS, OR FALSE SMOKE ALARMS;**
5. **USING A WEAPON, DESTRUCTIVE DEVICE OR EXPLOSIVES** – firing, displaying, or threatening use of firearms, explosives, or other weapons on the school premises for any unlawful purpose;

**6. SETTING OFF FIREWORKS IN SCHOOL;**

7. Prevention of or attempting to prevent by physical act the convening of or the continued functioning of any school or educational function, or of any lawful meeting or assembly on school property; and

8. Continuously and intentionally making noise or acting in any manner so as to interfere seriously with the ability of any teacher to conduct the educational function under his/her supervision. This subparagraph shall not, however, be construed to make any particular student conduct a ground for expulsion where such conduct is constitutionally protected as an exercise of free speech or assembly or otherwise under the Constitution of Indiana or the United States.

(b) **DAMAGING PROPERTY** – Causing or attempting to cause substantial damage to school property, stealing or attempting to steal school property of substantial value, or repeated damage or theft involving school property of small value.

(c) **STEALING** – Intentionally causing or attempting to cause substantial damage to valuable private property or stealing or attempting to steal valuable private property, on school grounds or during an educational function or event off school grounds; or repeatedly damaging or stealing private property on school grounds, or during an educational function or event off school grounds or when such student is traveling to or from school or such educational function or event. Possession of stolen items is considered stealing.

(d) **BATTERING/ASSAULTING A SCHOOL EMPLOYEE** – Intentionally causing or attempting to cause physical injury or intentionally behaving in such a way as could reasonably cause physical injury to a school employee. EXPULSION REQUEST SHALL BE AT LEAST THE REMAINDER OF THE SCHOOL YEAR.

(e) **THREATENING A SCHOOL EMPLOYEE**

1. On the school grounds during and immediately before or immediately after school hours;
2. On the school grounds at any other time when the school is being used by a school group; or
3. Off the school grounds at an educational function or event. Self defense or reasonable action undertaken on the reasonable belief that it was necessary to protect some other person shall not, however, constitute a violation of this provision.

(f) **ASSAULT/BATTERY** – Intentionally doing serious bodily harm to any student:

1. On the school grounds during and immediately before or immediately after school hours;
2. On the school grounds at any other time when the school is being used by a school group; or
3. Off the school grounds at an educational function or event. Self defense or reasonable action undertaken on the reasonable belief that it was necessary to protect some other person shall not, however, constitute a violation of this provision.

(g) **EXTORTING MONEY FROM ANOTHER** – Threatening or intimidating any student for the purpose of, or with the intent of, obtaining money or anything of value from such student.

(h) **POSSESSING A WEAPON, DESTRUCTIVE DEVICE OR EXPLOSIVE** – Knowingly possessing, handling or transmitting any object that can reasonably be considered a weapon:

1. On the school grounds during and immediately before or immediately after school hours;
2. On the school grounds at any other time when the school is being used by a school group; or
3. Off the school grounds at any educational function or event sponsored by the school.

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

- (i) **KNOWINGLY POSSESSING OR USING DRUGS OR ALCOHOL** – Knowingly possessing, using, transmitting or being under the influence of any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage, or intoxicant of any kind:
  - 1. On the school grounds during and immediately before or immediately after school hours;
  - 2. On the school grounds at any other time when the school is being used by a school group; or
  - 3. Off the school grounds at an educational function or event.
 Use of a drug prescribed for the student by a registered physician shall not be a violation of this rule.
- (j) **SELLING DRUGS** – Engaging in the unlawful selling of narcotics or other violation of criminal law which constitutes a danger to other students or constitutes an interference with school purposes. Selling any substance represented to be a controlled substance or alcohol.
- (k) Failing in a substantial number of instances to comply with directions of teachers, during any period of time when he/she is properly under their supervision, where such failure constitutes an interference with school purposes.
- (l) **COMMISSION OF A CRIMINAL ACT** – Engaging in any activity forbidden by the laws of the State of Indiana which constitutes an interference with school purposes.
- (m) Violating, or repeatedly violating, any school rules promulgated by the principal.
- (n) Knowingly possessing or using on school grounds during school hours hand-held electronic devices in a situation not related to a school purpose or an educational function, including any school rules promulgated by the principal.
- (o) **POSSESSION OF A FIREARM** –Regardless of any other provisions of these rules, the following rule applies to the possession of a firearm.
  - 1. No student shall possess, handle or transmit any firearm on school property.
  - 2. The following are considered to be a firearm:
    - a. Any weapon which will or is designed to or may readily be converted to expel a projectile by the action of an explosive;
    - b. Any destructive device which is an explosive, incendiary, or poison gas bomb, grenade, rocket having a propellant charge of more than four ounces, missile having an explosive or incendiary charge of more than one quarter ounce, mine, or any similar device;
    - c. Any weapon which will, or which may be readily converted to, expel a projectile by the action of an explosive or other propellant, and which has any barrel with a bore of more than one-half inch in diameter; or
    - d. Any combination of parts either designed or intended for use in converting any device into any destructive device described in paragraphs (a) through (c), and from which a destructive device may be readily assembled.
  - 3. The penalty for possession of a firearm shall be ten (10) days suspension and expulsion from school for one (1) calendar year. The length of the expulsion may be reduced by the superintendent if the circumstances warrant such reduction.
  - 4. The superintendent shall notify the county prosecutor’s office when a student is expelled under this rule.
- (p) A student who must use a knife as part of an organized activity held by an organization that has been approved by the principal of the school is exempt from application of these rules so long as the knife is used as a part of or in accordance with the approved organized activity.

### **3.9 PROCEDURES FOR SUSPENSION AND EXPULSION**

#### **3.9.1 DEFINITIONS**

- 1. **Suspension** means disciplinary action whereby a student is denied school attendance for not longer than ten

(10) school days. This action shall be taken only by the principal or his/her designee. Assistant principals and deans shall be considered principal's designees for this purpose.

2. **Expulsion** means disciplinary action whereby a student is suspended from school attendance in excess of ten (10) school days or for the balance of the then current semester, or given other disciplinary action which automatically prevents the student from completing his/her course of study within the normal time.

### **3.9.2 SUSPENSION**

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

### **3.9.3 EXPULSION**

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

If a student is disabled, then prior to the principal's request, a case conference will be held to determine whether the behavior of the student with a disability is a manifestation of the student's disability. If it is determined that the behavior is not a manifestation of the student's disability, then the principal's request may proceed, but educational service will continue to be provided to the disabled student during the expulsion period pursuant to an Individualized Education Plan.
2. An expulsion will not take place until student and student's parents are asked to appear at an expulsion meeting conducted by a person designated by the Superintendent. Failure by a student or a student's parent to request and appear at this meeting will be deemed a waiver of rights administratively to contest the expulsion or to appeal it to the school board.
3. Notice of the right to appear at an expulsion meeting will be made by certified mail or by personal delivery, containing the reasons for the expulsion and containing the procedure for requesting an expulsion meeting.
4. At the expulsion meeting, the principal (or principal's designee) will present evidence to support the charges against the student. The student or parent will have the opportunity to answer the charges against the student and to present evidence to support the student's position.
5. If an expulsion meeting is held, the person conducting the meeting will make a written summary of the evidence heard at the meeting, take any action found to be appropriate, and give notice of the action taken to the student and the student's parent.
6. A student may be suspended by the principal, assistant principal or dean for ten (10) days and this may be extended by the person designated to conduct the expulsion meeting until the time of the expulsion decision if he/she determines that the student's continued suspension will prevent or substantially reduce the risk of interference with an educational function or school purposes, or to reduce the risk of a physical injury to the student, other students, school employees or visitors to the school.
7. The student or parent has the right to file an appeal regarding the decision of the person conducting the expulsion meeting at the Madison County Clerk's Office, 16 E. 9<sup>th</sup> Street, Anderson (765) 641-9443.

### **3.9.4 RESTRICTIONS DUE TO SUSPENSION OR EXPULSION**

Suspended or expelled students are not permitted on Anderson Community School Corporation property. In addition, suspended or expelled students are not permitted to participate nor be present at any extra-curricular activities on Anderson Community School Corporation property and/or involving Anderson Community School Corporation teams during the term of the suspension or expulsion.

Furthermore, under Indiana law, a principal may require any student who is sixteen (16) years of age or older, and seeks to enroll in school following an expulsion, to enroll in an alternative school, an alternative educational program, or evening school.

### **3.10 UNIFORM CODE**

Anderson Community Schools is committed to providing an environment that provides a safe and secure place for student learning. A committee of administrators and teachers, with input from students and parents, designed the uniform code to reflect the values of the Anderson community while allowing for student individuality.

The administration of the Anderson Community Schools reserves the right to be the final determiner of what is acceptable dress, and may initiate disciplinary action when, in its opinion, dress falls outside of this code.

In general, no article of clothing, tattoo, or accessory may contain language or graphic representation depicting or promoting the use of drugs, alcohol, tobacco, gang affiliation or activity, violence, or sexual activity.

Undergarments are not to be visible at any time.

This code is provided to assist parents and students in recognizing what is acceptable within the Anderson Community Schools.

### **PANTS, TROUSERS, CAPRIS, SHORTS, SKIRTS, DRESSES**

**Colors: Any**

- Must rest naturally on the lower torso at the top of the hip to ensure that undergarments cannot be seen from a standing or sitting position.
- No sagging; and no slits, cuts, tears, or frays.
- Undergarments must not be visible.
- Material must not allow skin or undergarments to be seen.
- No Pajama bottoms.
- Size and length must be appropriate for the students's weight and height
- Shorts must be no shorter than mid-thigh when the student is in a normal standing position.
- Skirts must be no shorter than mid-thigh when the student is in a normal standing position.
- Clothing which is primarily constructed of spandex, spandex type, or excessively tight material is not to be worn as an outer garment, unless it is covered by acceptable clothing at mid-thigh length.

### **SHIRTS**

**Colors: Any**

- Must cover the underarm, chest, shoulder, stomach, and back areas of the upper torso. (See-through materials do not constitute "cover.")
- No spaghetti straps.
- No plunging necklines.
- No Pajama tops.

### **HEADWEAR/OTHER**

- No hats or head coverings.
- No bandanas, jewelry, hair, or accessories showing gang affiliation, encouraging gang activity, or violence.
- No sunglasses.
- Heavy coats designed for extreme cold and excessively large coats are not permitted.

### **SHOES/BOOTS**

- Must wear closed-toed shoes/boots.
- Must have a back or back strap and worn as intended by the manufacturer.

## EXCEPTIONS:

- Students with exceptional physical conditions, diagnosed emotional disorders, and legitimate religious affiliations that require special attire or exception to this code will be provided exemption to the uniform code upon official request to and approval by the office of the superintendent or designee.
- Special event days at discretion of building principals.
- Student 504 (American's with Disabilities Act) exceptions.

\*\*Clothing, accessories, and other items deemed disruptive, offensive, or contrary to the school's mission by the school or central administration may be prohibited.

### 3.10.1 ENFORCEMENT

The administration of the Anderson Community School Corporation reserves the right to be the final determiner of what is acceptable dress, and may initiate disciplinary action when, in its opinion, dress falls outside of this code.

## 3.11 ATTENDANCE RULE

The Anderson Community School Corporation firmly believes that regular attendance is an integral element of a child's educational process. For this reason, the ACS attendance policy will be strictly enforced. Violations of the attendance policy will result in the following actions being taken against the student and/or the student's parent/guardian.

- Pursuant to Indiana Code IC 20-33-2-27, the student and/or student's parent/guardian will be served legal notice of a Compulsory Attendance Violation. The Truancy Officer will be notified and involved in this process.
- If after receiving legal notification of the Compulsory Attendance Violation, the student continues to acquire unexcused absences, the matter will be turned over to the Madison County Prosecutor with a request of formal charges against the student and/or the student's parent/guardian.

Indiana Code, I.C. 20-33-2-27 states: *"It is unlawful for a parent to fail to ensure that the parent's child attends school as required under this chapter..."* The law further provides that once formal notice of a compulsory attendance violation has been provided, each subsequent day of violation, thereafter, constitutes a separate offense.

*A person who knowingly violates the compulsory attendance law commits a Class B misdemeanor, punishable by up to 6 months in jail and up to a \$1,000.00 fine for each separate offense.*

### 3.11.1 INDIANA LEGAL STANDARDS AND REQUIREMENTS PROVIDED BY STATE STATUTE

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

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

I.C. 20-33-2-25 Habitual Truants: The superintendent or attendance officer may report a student who is habitually absent from school in violation of this chapter to an intake officer of the juvenile court or the department of child services.

I.C. 20-33-2-11(b)(1) (**Habitual Truant** Defined) – The term "habitual truant," as defined by this statute, is a student who is chronically absent, by having unexcused absences from school for more than ten (10) days of school in one (1) school year.

I.C. 20-33-2-44 Penalty: A person who knowingly violates **this chapter** (Indiana Compulsory School Attendance laws) commits a Class B misdemeanor.

### 3.11.2 ATTENDANCE PHILOSOPHY

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

### 3.11.3 ATTENDANCE EXCEPTIONS

I.C. 20-33-2-14 Certain absences are granted in compliance with state law. Each one of these will require individual, appropriate documentation. The following is a list of absences which may be justifiable with appropriate documentation.

- Service as a Page for or as an honoree of the General Assembly (I.C.20-33-2-14)
- Service on precinct election board or for political candidates or parties (I.C.20-33-2-15)
- Witness in judicial proceeding (I.C.20-33-2-16)
- Duty with the National Guard (I.C.20-33-2-17)
- Duty with Indiana wing of civil air patrol (I.C.20-33-2-17.2)
- Educationally related non-classroom activity (IC.20-33-2-17.5)

#### **3.11.4 EXCUSED ABSENCES**

- Personal illness (over five [5] personal illness absences will require medical documentation)
- Medical appointments (with verification)
- College visitation with prearrangement and documentation (two [2] days per junior and senior year)
- Emergencies approved by principal or designee
- Head lice (one day only)
- Religious observances
- Prearranged absences approved by principal

*Parent/guardian may request that a student be excused from school attendance for unique opportunities. Such a request MUST be submitted to the principal in writing at least two (2) weeks in advance of the student's planned absence. The principal will provide notice to the parents that absence is (a) excused or (b) unexcused.*

#### **3.11.5 UNEXCUSED ABSENCES**

All absences that are not covered under Attendance Exceptions and/or Excused Absences are considered unexcused absences. Unexcused absences are considered issues of school truancy.

#### **3.11.6 NOTIFICATION FOR UNEXCUSED ABSENCES**

Kindergarten – 12<sup>th</sup> Grade

3<sup>rd</sup> Offense – Letter and/or phone call home

6<sup>th</sup> Offense – Parent contact

9<sup>th</sup> Offense – Legal notice of violation of Compulsory Education Laws

10<sup>th</sup> Offense – Filing of Probable Cause Affidavit with Prosecutor's Office

#### **3.11.7 TRUANCY**

I.C.20-33-2-11(b)(1), requires a school district's discipline rules to include "a definition of a child who is designated as a habitual truant, which must, at the minimum, define the term as a student who is chronically absent, by having unexcused absences from school for more than ten (10) days of school in one (1) school year.

Truancy refers to situations when the student is somewhere in the school without authorization, does not attend class as expected, leaves the school without authorization, or willfully fails to attend school without the parent/guardian permission. Truancy will be considered a disciplinary issue.

#### **3.11.8 ACTIVITY/PARTICIPATION AFTER AN ABSENCE**

A student may not participate in extracurricular activities, contests, events, rehearsals, meetings, practices, or after school functions (including employment through CO-OP) unless the student attends ½ day (4 periods). It is the responsibility of the sponsor, director, or coach to verify a participant's eligibility. Students absent all day due to illness may not attend an extracurricular or athletic activity that day. If extenuating family or school circumstances result in a student's failure to be present the required ½ day (4 periods), an exception may be made. The principal or designee will determine eligibility for emergency issues. Reasons may include: approved college visit, medical emergency, and funeral. If a student is serving an Out of School Suspension (OSS), he/she is not eligible to participate in or attend any school activity or practice.

### 3.11.9 MAKE-UP WORK

For excused absences, make-up work will be provided and must be completed for full credit. For unexcused absences, each teacher will develop and post his/her make-up work policy. It is recommended that each school develop a school-wide Make-Up Work Policy for annual review each spring. **IT IS THE STUDENT OR PARENT/GUARDIAN RESPONSIBILITY TO OBTAIN MAKE-UP WORK.**

Appeals may be made as per “Procedures for Student or Parent Appeals or Complaints” as listed in this *Students’ Rights and Responsibilities Handbook*.

### 3.12 BULLYING

The School Board is committed to providing a safe positive, productive, and nurturing educational environment for all of its students. The Board encourages the promotion of positive interpersonal relations between members of the school community. Bullying behavior toward a student whether by other students, staff, or third parties is strictly prohibited and will not be tolerated. This prohibition includes physical, verbal, and psychological abuse as provided herein. The Board will not tolerate any gestures, comments, threats, or actions which cause or threaten to cause bodily harm or personal degradation. This policy applies when a student is on school grounds immediately before or during school hours, immediately after school hours, or at any time when the school is being used by a school group; off school grounds at a school activity, function, or event; traveling to or from school or a school activity, function, or event; or, using property or equipment provided by the school. Additionally, this policy applies regardless of the physical location when:

- A. the individual committing the bullying behavior and any of the intended targets of the bullying behavior are students attending a school within the Corporation; and
- B. the bullying behavior results in a substantial interference with school discipline or an unreasonable threat to the rights of others to a safe and peaceful learning environment.

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

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

This type of behavior is a form of harassment, although it need not be based on any of the legally protected characteristics, such as sex, race, color, national origin, marital status, or disability. It includes, but is not limited to, such behaviors as stalking, intimidation, menacing behavior, coercion, name-calling, taunting, making threats, and hazing.

Any student who believes he/she has been or is currently the victim of bullying should immediately report the situation to the building principal (or designee) or assistant principal, or the Superintendent. The student also may report concerns to a teacher or counselor who will be responsible for notifying the appropriate administrator or Board official. Complaints against the building principal should be filed with the Superintendent. Complaints against the Superintendent should be filed with the Board President.

Every student is encouraged, and every staff member is required, to report any situation that they believe to be bullying behavior directed toward a student. Reports may be made to those identified above.

All complaints about bullying behavior that may violate this policy shall be promptly investigated.

If the investigation finds an instance of bullying behavior has occurred, it will result in prompt and appropriate disciplinary action, up to and including expulsion for students, discharge for employees, exclusion for parents, guests, volunteers, and contractors, and removal from any official position and/or a request to resign for Board members. Bullying acts may be reported to law enforcement officials.

The complainant shall be notified of the findings of the investigation and as appropriate, any remedial action that has been taken to the extent disclosure is permitted by law.



Retaliation against any person who reports, is thought to have reported, files a complaint, or otherwise participates in an investigation or inquiry concerning allegations of bullying is prohibited and will not be tolerated. Such retaliation shall be considered a serious violation of Board policy and independent of whether a complaint is substantiated. Suspected retaliation should be reported in the same manner as bullying. Making intentionally false reports about bullying for the purpose of getting someone in trouble is similarly prohibited and will not be tolerated. Retaliation and intentionally false reports may result in disciplinary action as indicated above.

### **3.13 GANG-LIKE BEHAVIOR**

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

### **3.14 RULES OF CONDUCT ON THE SCHOOL BUS**

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

There are a number of specific rules that apply strictly to transportation. The school bus driver shall assume that the following rules are observed by all student passengers:

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

### **3.15 CELL PHONES AND OTHER ELECTRONIC DEVICES**

#### **3.15.1 POSSESSION OF ELECTRONIC DEVICES IS A PRIVILEGE NOT A RIGHT**

Students may possess electronic signaling devices, including but not limited to cellular/digital telephones for voice usage, digital imaging or text messaging or other mobile communication devices, MP3/music players, and gaming equipment.

**Students who possess such devices at school must comply with the following guidelines:**

**“Silent and away.”** All personal electronic signaling devices **must** be turned off during instructional time so as not to disrupt classroom instruction. Such devices may only be turned on when authorized by a teacher or principal to enhance classroom instruction. In this circumstance, electronic signaling devices may only be used within the specific parameters provided by the teacher or principal, for the purpose and time period identified by the teacher or principal.

Passing period is considered part of the school day and electronic signaling device usage will **not** be permitted unless authorized by the principal.

Students may not use personal electronic signaling devices at school to take pictures, film or video of students or school staff (including teachers, administrators or staff) without the prior written consent of the student or staff person.

Use of these devices, to the extent permitted above, must comply with the ACSC Acceptable Use Policy for Electronic Resources and the Internet Safety Administrative Regulation for Students. (See page 35 of this handbook).

Any use that disrupts the educational process or school programs or activities is prohibited.

Any use that violates ACSC rules, policies or regulations or federal or state law is prohibited.

### 3.15.2 USE OF ELECTRONIC DEVICES FOR HEALTH REASONS

In addition to the use described above, a student will be allowed to use an electronic signaling device on campus if a parent, guardian, or caregiver of the child provides a written note from a licensed physician or surgeon indicating that such a device is essential for the health of the student. The use of the device must be limited to purpose related to the health of the student.

### 3.15.3 VIOLATION OF USE GUIDELINES

Devices that are used in violation of these guidelines will be confiscated by school staff. Confiscation may include returning the electronic device to the student later in the period, day or week; or may require the parent to come to school to recover the device. **ACSC and the school accept no responsibility for replacing lost, stolen or damaged electronic signaling devices.**

Students using electronic signaling devices or district-owned equipment to harass, threaten or bully students; solicit assistance from people outside of the immediate school campus to commit acts of violence; or any other acts in violation of the law or District Policy will be subject to discipline in accordance with State Code and District Policy.

## 3.16 LOCKER RULES

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

1. **Locks:** The school corporation will retain access to student lockers by keeping a master list of combinations and/or retaining a master key. Students may not use their own locks to prevent access to lockers by school officials and any unauthorized locks may be removed without notice and destroyed.
2. **Use of Lockers:** Lockers are to be used to store school supplies and personal items necessary for use at school. Lockers shall not be used to store items which cause, or can reasonably be foreseen to cause, an interference with school purposes or an educational function, or which are forbidden by state law or school rules, such as drugs (other than medicine for which a student has a current prescription or common cold or headache medicine sold over the counter), drug paraphernalia, beverage containing alcohol, weapon, any flammable substance, bomb or explosive device, any pungent acid or nauseous chemical, any library book not properly checked out or overdue, unreturned gym or athletic equipment or any stolen items. Students will be expected to keep their lockers in a clean and orderly manner.
3. **Authority to Inspect:** The school corporation retains the right to inspect lockers to insure they are being maintained in accordance with the conditions of Rule No. 2. All inspections of student lockers shall be conducted by the principal or a member of the administrative staff designated in writing by the principal.
4. **Inspection of Individual Student's Lockers:**
  - (a) The inspection of a particular student's locker will not be conducted unless the principal or his/her designee has a reasonable suspicion to believe that the locker to be inspected contains items which cause, or can reasonably be foreseen to cause, an interference with school purposes or an educational function or which are forbidden by state law.
  - (b) Before a particular student's locker is inspected, the student (or students, if more than one have been assigned to a locker), if present on the school premises, shall, where possible, be contacted and given the opportunity to be present during the conduct of the inspection unless circumstances require that the inspection be conducted without delay in order to protect the health and safety of others present on school premises. Whenever an individual student's locker has been inspected under this rule without the student's presence, the principal or his designee shall notify the student of such inspection as soon as practicable thereafter.
5. **Inspection of All Lockers:**
  - (a) An inspection of all lockers in the school, or all lockers in a particular area of the school, may be conducted if the principal, superintendent or designee reasonably believes that such an inspection is necessary to prevent, impede or substantially reduce the risk of:
    1. An interference with school purposes or an educational function;
    2. A physical injury or illness to any person;
    3. Damage to personal or school property; or
    4. A violation of state law or school rules.

Examples of circumstances justifying a general inspection of a number of lockers would include but not be limited to:

1. When the school corporation receives a bomb threat;
  2. When evidence of student drug or alcohol use creates a reasonable belief of an unusually high level of student use;
  3. At midterm, end of grading period, and before school holidays to check for missing library books, or lab chemicals or school equipment;
  4. Where student violence or threats of violence creates a reasonable belief that weapons are stored in lockers.
- (b) If a general inspection of a number of lockers is necessary, then **all** lockers in the defined inspection area will be examined. Students will not necessarily be given the opportunity to be present while a general inspection is being conducted.
6. **Student Material:** When conducting an inspection pursuant to these rules, the inspector shall take care to avoid unduly disrupting the contents of the locker or intruding unnecessarily into any student's written material, the inspection will be kept to the minimum level necessary to determine that such material is not being used to conceal contraband.
7. **Disposal of Confiscated Contraband:** All contraband confiscated from lockers may be disposed of by the principal or designee as he or she deems appropriate, including:
- (a) Return to the proper owner or place;
  - (b) Use as evidence in a student discipline proceeding if possession of the contraband constitutes grounds for suspension or expulsion;
  - (c) Delivery to the appropriate law enforcement officials for prosecution purposes if possession of the contraband constitutes evidence of a crime; or
  - (d) Destruction.
8. **Involvement of Law Enforcement Officials:** The principal, superintendent or designee may request the assistance of law enforcement officials to assist the school administrators in inspecting lockers or their contents for purposes of enforcing school policies only if such assistance is required:
- (a) To identify substances which may be found in the lockers; or
  - (b) To protect the health and safety of persons or property, such as to aid in the discovery and disarming of bombs that may be located in the lockers.
9. **Locker Cleaning:** Nothing in these rules shall affect members of the custodial staff who, at the direction of the principal, clean out:
- (a) Lockers from time to time in accordance with a general housekeeping schedule; or
  - (b) The locker of a student no longer enrolled in the school. Further, the custodial staff may open a student's locker during any vacation period if they have reason to believe such locker contains rotting, spoiling or mildewing items such as food, wet clothes, etc.

### 3.17 LOCKER INSPECTION

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

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

### 3.18 INTERNET ACCESS

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

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

#### 3.18.1 ACCEPTABLE USE POLICY FOR ELECTRONIC RESOURCES

At Anderson Community School Corporation (ACSC) students are responsible for their actions and activities involving the school board's computers, electronic devices (generally referred to as "devices"), network and Internet services, and for their computer files, passwords and accounts. These rules provide general guidance concerning the use of school computers and other electronic devices and provide examples of prohibited uses. The rules and guidelines detail acceptable use of electronic information resources under which students of the ACSC community, herein referred to as "users," will be held accountable. The rules do not attempt to describe every possible prohibited activity. Students, parents and school staff who have questions about whether a particular activity is prohibited are encouraged to contact a building administrator. These rules apply to all school computers and all school-provided devices whenever used, and all uses of school servers, Internet access and networks regardless of how they are accessed.

##### A. Acceptable Use

1. School devices, network and Internet services are provided for educational purposes and research consistent with ACSC's educational mission, curriculum and instructional goals.
2. Students must comply with all school board policies, school rules, student handbook and expectations concerning student conduct and communications when using school computers or school issued electronic resources, whether on or off school property.
3. Students also must comply with all specific instructions from school staff and volunteers.

##### B. Prohibited Uses

Unacceptable uses of school board devices include, but are not limited to, the following:

1. **Accessing or Communicating Inappropriate Materials** – Students may not access, submit, post, publish, forward, download, scan or display defamatory, abusive, obscene, vulgar, sexually explicit, sexually suggestive, threatening, discriminatory, harassing, bullying and/or illegal materials or messages.
2. **Illegal Activities** – Students may not use the school district's devices, network or Internet services for any illegal activity or in violation of any board policy/procedure or school rules. ACSC and its employees and agents assume no responsibility for illegal activities of students while using school computers or school issued electronic resources.
3. **Violating Copyrights or Software Licenses** – Downloading, copying, duplicating, and distributing software, music, sound files, movies, images, or other copyrighted materials without the specific written permission of the copyright owner is prohibited, except when the use falls within the Fair Use Doctrine of the United States Copyright Law (Title 17, USC) and content is cited appropriately.
4. **Plagiarism** – Students may not represent as their own work any materials obtained on the Internet (ie: term papers, articles, music, etc). When using other sources, credit must be given to the copyright holder.
5. **Use for Non-School-Related Purposes** – Using the school district's devices, network and Internet services for any personal reasons not connected with the educational program or school assignments.
6. **Misuse of Passwords/Unauthorized Access** – Students may not share passwords; use other users' passwords; access or use other users' accounts; or attempt to circumvent network security systems.

7. **Malicious Use/Vandalism** – Students may not engage in any malicious use, disruption or harm to the school board’s devices, or network and Internet services, including but not limited to hacking activities and creation/uploading of computer viruses.
8. **Avoiding School Filters** – Students may not attempt to or use any software, utilities or other means to access Internet sites or content blocked by the school filters.
9. **Unauthorized Access to Blogs/Social Networking Sites, Etc.** – Students may not access blogs, social networking sites, etc. to which student access is prohibited. Students using authorized social networking sites for educational projects or activities shall follow the age requirements and legal requirements that govern the use of social networking sites in addition to the guidelines established in this policy.
10. **Wasting System Resources** - Students shall not use the network in such a way that would waste system resources or disrupt the use of the network by others. This includes but is not limited to excessive printing, file storage, online games, and video/audio streaming not directly related to educational projects as determined by the supervising instructor or building administrator.
11. **Unauthorized Equipment** - Students may not attach unauthorized equipment, including personal laptops, tablets, and handheld devices to the district network without permission from the ACSC Technology Department.

### **C. Compensation for Losses, Costs and/or Damages**

The student and his/her parents are responsible for compensating the school corporation for any losses, costs or damages incurred for violations of board policies/procedures and school rules, including the cost of investigating such violations. The school district assumes no responsibility for any unauthorized charges or costs incurred by a student while using district devices or the school network.

### **Student Security**

Students may not reveal his/her full name, address, telephone number, social security number, photograph or other personal information about themselves or another individual on any unsecured electronic medium, such as web sites, blogs, podcasts, videos, wikis, or social networking sites. Students should inform their teacher if they access information or messages that are dangerous, inappropriate or make them uncomfortable in any way.

### **D. System Security**

The security of the school board’s devices, network and Internet services is a high priority. Any student who identifies a security problem must notify his/her teacher or building administrator immediately. The student shall not demonstrate the problem to others or access unauthorized material. Staff shall immediately report any potential security breaches to the ACSC Technology Dept.

### **E. Additional Rules for Laptops, Chromebooks or other Electronic Devices Issued to Students Grades 6 to 8 per ACSC Chromebook Loan Agreement, See Appendix C**

1. Electronic devices loaned or leased to students shall be used only for educational purposes that directly relate to a school project or assignment, unless otherwise explicitly authorized by building administration.
2. Students and their families are responsible for the proper care of electronic devices at all times, whether on or off school property, including costs associated with repairing or replacing the device.
3. Students must report a lost or stolen device to the building administration immediately. If a device is stolen, a report should be made immediately to the local police and the building administration.
4. The policy and rules apply to use of the electronic device at any time or place, on or off school property. Students are responsible for obeying any additional rules concerning care of laptops issued by school staff.
5. Violation of policies or rules governing the use of electronic devices, or any careless use of a device may result in a student’s device being confiscated and/or a student only being allowed to use the laptop under the direct supervision of school staff. The student will also be subject to disciplinary action for any violations of Board policies/procedures or school rules.
6. Parents are responsible for supervising their child’s use of the device and Internet access when in use at home.
7. The device configuration shall not be altered in any way by users; this includes software, hardware and accessories such as cases. No software applications shall be installed, removed or altered on the device unless permission is explicitly given by the teacher or building administrator.

8. The device is to be used only by the student to whom it is issued. The person to whom the device is issued will be responsible for any activity or action performed on the device.
9. The device must be returned in acceptable working order by the last day of the school year, upon withdrawal or exit date from the school district, or whenever requested by school staff.

### **G. Email**

Students will have email accounts through gmail via asc.net. Access will be limited at various levels within the asc.net domain in grades K-8. Students in grades 9-12 will have access outside the asc.net domain. Please note that emails are not private and there should be no right to privacy of information contained either explicit or implied. School administrators will have access to files if needed. Outside of school, parents are responsible for monitoring their student's email correspondence when at home. The following rules will apply when using an email account:

1. Always use appropriate language
2. Do not transmit language/material that is profane, obscene, abusive, or offensive to others
3. Do not send mass emails, chain letters, or spam
4. Students should maintain high integrity with regard to email content

### **Precautions and Consequences**

Electronic mail, network usage, and all stored files shall not be considered confidential and may be monitored at anytime by ACSC Technology Staff. The district will cooperate fully with local, state, or federal officials in any investigation concerning or relating to violations of computer crime laws.

### **Terms of Use**

ACSC reserves the right to deny, revoke, or suspend specific user privileges and/or take other disciplinary action, including suspensions or expulsion from school, for violations of this policy. Additionally, all handbook regulations apply to the use of the ACSC network, Internet, and electronic resources.

### **Disclaimer**

ACSC, its employees and agents, make no warranties of any kind, neither expressed nor implied, concerning the network, Internet access, and electronic resources it is providing. Furthermore, ACSC is not responsible for:

1. The accuracy, nature, quality, or privacy of information stored on local servers or devices or information gathered through Internet access.
2. Any damages suffered by a user (whether the cause is accidental or not) including but not limited to, loss of data, delays or interruptions in service, and the infection of viruses or other malware on personal computers or other devices.
3. Unauthorized financial obligations resulting from the use of ACSC electronic resources.

## **IV. STUDENT POLICIES**

### **4.1 STUDENT EMPLOYMENT CERTIFICATES**

Students, ages 14 to 18, must obtain a work permit in accordance with provisions of the Child Labor Laws and Bureau of Child Labor of the Indiana Department of Labor. Counselors in secondary schools are designated as issuing officers for employment certificates. An employment certificate may be issued to students in academic and attendance good standing. The employment certificate may be revoked by the issuing officer if the issuing officer determines that there has been a significant decrease in the student's grade point average or attendance rate since the issuance of the permit. The employment certificate may also be revoked by the issuing officer if the student withdraws from school prior to age 18 under IC 20-33-2-28.5.

### **4.2 STUDENT HEALTH PROCEDURES:**

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

#### **4.2.1 ACCIDENTS**

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

#### 4.2.2 IMMUNIZATIONS

The role of the school immunization requirements is to prevent disease outbreaks in schools, leading to gaps in attendance and learning. The Indiana State Department of Health sets requirements each year for the protection against diseases for our children. By law, all schools must comply with this mandate. Each school will require the guardian of a student who has enrolled, to furnish documentation of required shots. If the parent or guardian has failed to provide the proper documentation by the first day of school, the school has the obligation to exclude the child until the correct immunizations are provided. Medical exemption must be provided by physician documentation and updated yearly. Required immunizations do change, so contact the school nurse for questions or concerns. Indiana School Immunization rule 410-IAC 1-1-1 outlines the minimum requirements for students enrolled in schools.

#### 4.2.3 2018-2019 SCHOOL YEAR IMMUNIZATION CHART

##### IN State Department of Health School Immunization Requirements

*Updated November, 2016*

<b><i>3 to 5 years old</i></b>	3 Hep B (Hepatitis B)	
	4 DTaP (Diphtheria, Tetanus & Pertussis)	
	3 Polio (Inactivated Polio)	
	1 MMR (Measles, Mumps & Rubella)	
	1 Varicella	
<b><i>K – Grades 5</i></b>	3 Hep B	2 Varicella
	5 DTaP	2 Hep A (Hepatitis A)
	4 Polio	
	2 MMR	
<b><i>Grades 6 to 11</i></b>	3 Hep B	2 Varicella
	5 DTaP	1 Tdap (Tetanus & Pertussis)
	4 Polio	1 MCV4 (Meningococcal conjugate)
	2 MMR	
<b><i>Grades 12</i></b>	3 Hep B	2 Varicella
	5 DTaP	1 Tdap
	4 Polio	2 MCV4
	2 MMR	

**Hep B** - The minimum age for the 3<sup>rd</sup> dose of Hepatitis B is 24 weeks of age.

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

**Polio** - Three doses of polio are acceptable for all grade levels if the third dose was given on or after the 4<sup>th</sup> birthday and at least six (6) months after the previous dose with only one type of vaccine used (all OPV or all IPV).

For students in grades kindergarten through 5<sup>th</sup> grade the final dose must be administered on or after the 4<sup>th</sup> birthday, and be administered **at least six (6) months** after the previous dose.

**Live Vaccines (MMR, Varicella & LAIV)** - Live vaccines that are not administered on the same day must be administered a minimum of 28 days apart. The second dose should be repeated if the doses are separated by less than 28 days.

**Varicella** - Physician documentation of disease history, including month and year, is proof of immunity for children entering preschool through 7<sup>th</sup> grade. Parental report of disease history is acceptable for grades 8-12.

**Tdap** - There is no minimum interval from the last Td dose.

**MCV4** - Individuals who receive dose one on or after their 16<sup>th</sup> birthday only need one dose of MCV4.

**Hep A** - The minimum interval between 1<sup>st</sup> and 2<sup>nd</sup> dose of Hepatitis A is six (6) calendar months.

For children who have delayed immunizations, please refer to the 2015 CDC "Catch-up Immunization Schedule" to determine adequately immunizing doses. All minimum intervals and ages for each vaccination as specified per 2015 CDC guidelines must be met for a dose to be valid. A copy of these guidelines can be found at:

<http://www.cdc.gov/vaccines/schedules/>

#### 4.2.4 MEDICATION

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

1. The medication in the original pharmacy container bearing the student's name on the label,
2. The **physician's written order** with specific directions for administering the medication,
3. The **parent/guardian's written permission**, and
4. The school nurse *or* qualified, designated person will administer the medication. No Narcotic Pain Medications (Opioids) will be kept in the clinic. If a child needs these medications for pain, it is recommended to take before and after school. Over the counter analgesics would be recommended during the school hours. Our concern is the safety of the student, due to possible side effects that could occur.

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

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

The Indiana Department of Education's Division of Student Services does not recommend the administration of non-approved FDA medications or therapies (including dietary supplements), in the school setting. Therefore, it is the policy of ACSC not to administer non-approved FDA medications at school. The **only** exception is when a parent has received a written order from a medical physician. The physician's written order must have specific directions for administering the medication.

#### **ALL MEDICATION MUST BE KEPT UNDER LOCK AND KEY.**

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

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

*(Senate Enrolled Act 376 School discipline policies)*

A student with a chronic disease or medical condition may possess and self-administer medication for the chronic disease or medical condition if the following conditions are met:

1. The student's parent has filed an authorization with the student's school nurse/principal for the student to possess and self-administer the medication. The authorization must include a physician's statement.
2. **A written physician statement must state that: (a) the student has an acute or chronic disease or medical condition for which the physician has prescribed medication; (b) the student has been instructed in how to self-administer the medication; and (c) the nature of the disease or medical condition requires emergency administration of the medication.**

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

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

#### 4.2.5 LICE

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

Anderson Community Schools does not contact all parents each time there is a confirmed case of lice. It is strongly recommended that parents check their children's hair weekly for lice. If lice are found, treat all infected persons in the house; wash all linens; vacuum the environment; and remove all nits. If any nits are left, they can hatch and the whole problem repeats itself. Removal of all nits is the most effective treatment. Reinfestation most likely comes from the child's own scalp (from failure to remove all nits). The American Academy of Pediatrics does not recommend or validate the effectiveness of classroom checks.

Students and parents are allowed **one school day** to rectify this situation. Chronic untreated cases could result in referral to an outside agency.



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

#### **4.2.5 BED BUGS**

Bed bugs have become a reemerging problem in the United States due to increased international travel and resistance to commonly used pesticides. They do not transmit disease, but individuals who live in infested homes suffer from lack of sleep, anxiety and secondary skin infections resulting from the itching bites.

Bed bugs are very difficult to control and it's recommended that all infestations are handled by a licensed and trained professional who can develop an integrated pest management plan. Often multiple treatments are needed to effectively treat an infestation in the home environment. Bed bugs are not a factor of the cleanliness of the environment; they affect everyone equally.

Bed bugs are more likely to feed during the night-time hours and reside in places where people sleep. Therefore, infestations of school buildings are uncommon, although bed bugs may "hitch-hike" on a student's clothing, books or backpack from an infested home.

Anderson Community School Corporation has developed a policy to minimize the spread of bed bugs. Schools will take the appropriate actions when dealing with a potential bed bug infestation in the home of a student or on the school property. It is not recommended to exclude students from school for an infestation in the home. School closure related to bed bugs is not recommended during an infestation.

### **4.3 TOBACCO POLICY**

Anderson Community Schools is committed to providing students, staff and visitors with a smoke-free environment while on school grounds. The negative health effects of tobacco use for both users and non-users, particularly in connection with second hand smoke, are well established.

Accordingly, the Board prohibits the use of Tobacco including, but not limited to, cigarettes, cigars, snuff, and chewing tobacco on Corporation premises, in Corporation vehicles, within any indoor facility owned or leased or contracted for or by the District, and used to provide education or library services to children and all Corporation-sponsored events. The prohibition against smoking has been extended to electronic and other forms of cigarettes.

In addition the possession/use of tobacco by minors under the age of eighteen is in violation of state law and could result in the student being ticketed to appear in the Anderson City Court. If the court finds a violation of the law, the student will be assessed appropriate fines and court costs.

Therefore, the following penalties will be instituted for the violation of the tobacco policy:

- **First Offense:** Out of school suspension for three (3) days
- **Second Offense:** Out of school suspension for five (5) days
- **Third Offense:** Out of school suspension for five (5) days/possible citation
- **Fourth Offense:** May result in expulsion or out of school suspension for ten (10) days/citation

### **4.4 DRUG AND ALCOHOL TESTING POLICY FOR STUDENTS Policy No. 5530.1**

#### **4.4.1 INTRODUCTION**

Anderson Community School Corporation (ACS) has a responsibility to provide a safe environment for its students during athletic events, extracurricular activities and co-curricular activities. ACS also has a significant interest in promoting the health and safety of those students and the students who drive to school. Student drug and alcohol use poses a serious risk to student health and safety. In addition, students who participate in athletics or other activities often represent the school outside the normal school day and are role models and school leaders. Preventing and deterring alcohol and drug use among such students furthers ACS's safety responsibility and promotes the school's purposes regarding students' health and safety.

In an effort to insure that the Anderson Community Schools has employed every opportunity to deter and deal with the abuse of alcohol and drugs, the Board of School Trustees is instituting a random drug and alcohol testing program as a condition for participation by middle and high school students in athletic and non-athletic extracurricular activities, in co-curricular activities, and as a condition for the exercise of school driving privileges. This random drug/alcohol testing program will add a new dimension to the Athletic and the Student Codes of conduct, and will expand the School Corporation's regular drug education program and its Zero Tolerance Policy.

#### **4.4.2 PHILOSOPHY**

The athletic and non-athletic extracurricular and co-curricular activities and school driving programs of the Anderson Community Schools are an integral part of the school system and the community. These programs are recognized as valuable elements to a student's personal development and have a high priority in the total school experience. Therefore, the Board of School Trustees encourages all students to participate in these programs, but believes the opportunity for such participation is not an absolute right. Participation is instead a privilege, offered to students who meet all conditions for eligibility. One such condition shall be an agreement by the student to submit to drug and alcohol testing if the student is selected for or is subject to testing in accordance with procedures set forth in this policy.

This education and drug and alcohol testing program is intended as a helpful part of the overall physical, mental, educational and conditioning programs of ACS. The purpose of the program is not to discipline students, but to provide a medical diagnostic aid in disclosing possible drug-related problems, and an extension of our educational drug programs. Its further purpose is to promote the health and safety of ACS students and employees, as well as, the health and safety of patrons who come in contact with the various programs offered by the Corporation. ACS also has an interest in the conduct of those who may serve as examples to others.

#### **4.4.3 STATEMENT OF PURPOSE FOR THE PROGRAM**

The purpose of the drug testing policy is:

1. To deter drug and alcohol abuse;
2. To educate students as to the serious physical, mental and emotional harm caused by drug and alcohol abuse;
3. To alert students with possible substance abuse problems to the potential harm;
4. To prevent injury, illness and harm as a result of drug and/or alcohol abuse;
5. To help identify student drug use and assist parents in pursuing evaluation and appropriate counseling; and
6. To maintain an environment free of alcohol and drug use at the Anderson Community Schools.

#### **4.4.4 ACHIEVABLE GOALS AND LIMITS OF THE PROGRAM**

The program will apply to all athletic teams and to all student athletes who try out for and/or who become members of any ACS high school or middle school athletic team. The program will also apply to all students who participate in non-athletic extracurricular school activities, including, but not limited to, clubs such as the chess and debate clubs, foreign language clubs, vocational clubs, letter clubs, student council, etc. The program will also apply to those students who are accorded driving privileges or who are participants in co-curricular activities. Finally, the program will apply to all ACS middle and high school students who voluntarily agree to submit to random drug testing and consent in writing to such participation.

It is the mission of ACS to provide the best possible educational opportunities for all the youth of the community. Since the schools are only one agency in a community contributing to the education of students, the school must join hands with the home and all community agencies and organizations to make a wholesome and healthful environment for all people. In carrying out this objective, it is the intent of ACS to encourage all its students, regardless of whether they participate in athletics, extracurricular or co-curricular activities or exercise school driving privileges, to consent to the testing provisions as hereafter described. Not only is continuing drug and alcohol use inconsistent with participation in athletic and non-athletic extra- and co-curricular activities and driving privileges, it is inconsistent with the corporation's responsibility for the health and safety of all its students, employees, and patrons.

#### **4.5 DRIVER'S LICENSE INVALIDATION**

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

1. That the exit interview will include a hearing to determine if the reason for the student's withdrawal is financial hardship.

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

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

## **V. PARENT INFORMATION**

### **5.1 FEES**

1. Kindergarten fees . . . . . \$75.00  
Elementary fees (grades 1-5) . . . . . \$110.00  
Middle School fees (grades 6-8) . . . . . \$125.00  
High School fees (grades 9-12) . . . . . \$60.00 plus books

Any student enrolling at any time during the first semester will be charged the full amount.

2. Students enrolling after the start of the second semester will be charged one-half ( $\frac{1}{2}$ ) the above stated amounts.
3. Any student who enrolls during the last six (6) weeks of the second semester will not be assessed a fee.
4. Any student who withdraws prior to the end of the first grading period will receive a refund of one-half ( $\frac{1}{2}$ ) of the fees paid.

**AFTER THE END OF THE FIRST GRADING PERIOD,  
THERE WILL BE NO REFUND OF FEES.**

### **5.2 ACSC FOOD SERVICE CHARGE POLICY**

Anderson Community School Corporation wants to ensure that every student has access to meals daily. ACSC is not allowed, per USDA regulations to incur high debt from unpaid meal charges. ACSC is not required by federal or state law to provide meals to any student (except those eligible for free meals) who does not have payment for a meal. ACSC recognizes that there may be circumstances that cause a student to not have money, so this policy has been put in place to ensure students may receive a meal in these circumstances. Additionally, if families need to apply for meal assistance, they can do so at any time throughout the school year. It is very important for students, parents and schools to work together to ensure that students have money on their account to purchase meals. In the event that a student does not have money to pay for a meal, the following limits are set as to how much a student can charge:

#### **ELEMENTARY STUDENTS:**

- Up to four (4) meals, breakfast or lunch, may be charged.
  - o After the initial charge, a child will be allowed three (3) more charges.
  - o After each occurrence a notice will be given to the child with the intent of giving the letter to the parent or guardian. The letter will explain the charge policy. In addition the Food Service Department will attempt to contact the parent or guardian and will keep the principal or a representative from the office informed.
- After the limit is reached, the parent or guardian will be asked to send a sack lunch with the child until the debt is paid for.
- With any additional charges, the child needs to report to the principal's office for further instruction.
- A la carte items may not be purchased if the student has a negative balance on their account.
- A la carte items may never be charged.

### **SECONDARY STUDENTS:**

- Up to two (2) meals, breakfast or lunch, may be charged.
- If a child does not have money, an attempt to reach the parent or guardian will be made, and the office will be notified.
- The child will need to report to the principal's office for further instruction with additional charges.

### **ADULTS:**

- No charges will be allowed.

At no time will a meal be taken away from a child after the fact. This would serve no purpose as the meal would have to be discarded. The Food Service Department will use due diligence to collect funds owed without embarrassment to the child.

## **5.3 FIELD TRIP CONSENT**

Field trips are an extension of the curriculum and classroom instruction. Field trips are part of the school day, therefore, school policy and the Student Code of Conduct are to be followed. Students going on school-sponsored field trips must have permission slips signed by their parents/guardians. Students involved in a field trip may be assessed a fee to help defray the expenses. Only Anderson Community Schools' students in good standing may participate in school-sponsored field trips. Chaperones must have on file at the school a current (yearly) criminal background check.

Students who go on field trips must ride to and from field trip on bus.

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

## **5.4 ADDRESS VERIFICATION**

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

The following documents will be accepted as address verification:

- Utility bill (telephone, cable, etc.)
- Postal service address verification (if available)
- Voter's registration with address
- Employer statement (on letterhead)
- Payroll (income) stubs which verify address
- Legal document (which includes current date and address)
- Lease or rent agreement
- Mortgage agreement
- Property tax statement

**IT IS THE RESPONSIBILITY OF THE PARENT/GUARDIAN TO INFORM THE SCHOOL OF ANY CHANGE IN ADDRESS OR PHONE NUMBERS WITHIN THREE TO FIVE SCHOOL DAYS.**

## **5.5 MEDICAL COVERAGE FOR STUDENTS**

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

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

## 5.6 PROCEDURE FOR STUDENT OR PARENT COMPLAINTS

Should a student or parent have a SPECIFIC complaint against any employee of the Anderson Community School Corporation, or in opposition to a specific policy of the Corporation or of a specific school, that is not addressed through other policies in this handbook, the following procedures shall be used. Each applicable step in the procedure must be followed. The content of the complaint will grow with each step to include additional alleged violations of policies or laws.

In all forms of conflict resolution, Anderson Community School Corporation (ACSC) encourages people to resolve the conflict directly with the persons involved before elevating the issue(s) to higher authority.

**Step No. 1:** It is preferable that the person having the complaint (hereinafter known as the complainant) shall first discuss the complaint with the person against whom the complaint is to be lodged (hereinafter known as the respondent). If the complainant or respondent is reasonably uncomfortable, in the judgement of the Corporation, raising the complaint with the person with the respondent, then the complainant may request a meeting with the respondent's immediate supervisor (which for teachers other than traveling teachers shall be the principal of the school to which the teacher is assigned) to discuss the complaint. The suggested time frame for raising the issue(s) to the person(s) involved or to the respondent's immediate supervisor is within ten (10) school days of the incident that causes the complaint and the suggested time frame for discussion of the issue(s) between the parties is within three (3) school days after it is requested. In the case that the complaint is lodged by a person against an ACSC employee, it is advised that the immediate supervisor of the ACSC employee notify the teacher as soon as possible.

**Step No. 2:** If Step No. 1 does not resolve the complaint, the complainant may then request a meeting with the next level of administration of both the immediate supervisor and the respondent(s). The suggested time frame for making the request is within five (5) school days of Step No. 1 and the suggested time frame for discussion of the issue(s) between the complainant and the respondent's next level of administration is within five (5) school days after it is requested.

**Step No. 3:** If Step No. 2 does not resolve the conflict, the complainant can request a **formal Administrative Hearing** with the next level of administration which usually is the **Superintendent**. A formal Administrative Hearing is a court-like proceeding where both parties will be charged and both parties are expected to present evidences in support of their positions: the burden of proof is on the complainant in filing the charges and the burden of proof is on the respondent in filing the counter-charges. Anonymous or unsubstantiated references will not be accepted. Professional conducts from all parties are expected. Disorderly conduct and/or disrespectful language will not be tolerated. Since this is the highest level of administrative ruling, the suggested time frame for making the request is within five (5) school days of Step No. 2 and the suggested time frame for holding a formal administrative hearing of the charges and counter-charges between the complainant and the respondent(s) and the supervisor(s) is within fourteen (14) school days after it is requested. A request form for Administrative Hearing is included in the APPENDIX A.

**Step No. 4:** Board of Education's Hearing Committee: If the Board of Education accepts the Superintendent's ruling, the appeal process ends. Otherwise, a request for the Hearing Committee of the Board can be filed with the Clerk of the Board of Education within five (5) school days after the Board's decision to keep the complaint active (a request form for Hearing Committee of the Board is included in the APPENDIX B). The Board (or its appointees) shall then hold a private session to hear both sides of the issue(s) within thirty (30) school days of the request. Discussion of charges against employee(s) pursuant to policy must be conducted in closed sessions. The respondent may have a representative of his/her choice in attendance at the hearing. The Board (or its appointees) may invite others to be present at the hearing as the Board (or its appointees) deem necessary to ensure a fair procedure. This policy and procedure shall not supplant, replace, or be in lieu of statutes and/or policies concerning student due process or employee retention. The Board (or its appointees) shall render the final decision within thirty (30) school days of the hearing at a public Board meeting.

## 5.7 OBJECTION TO SUPPLEMENTAL INSTRUCTION MATERIAL ON THE SECONDARY LEVEL

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

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

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

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

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## VI. APPENDIXES – FORMS

### 6.1 APPENDIX A

#### REQUEST FOR AN ADMINISTRATIVE HEARING WITH THE SUPERINTENDENT ANDERSON COMMUNITY SCHOOL CORPORATION

Form Received:

Date	Time	Location	ACSC Staff
<b>1. Name(s) of Respondent(s) and Position(s):</b>			
_____			
_____			
<b>2. Specific Charge(s) and All Supporting Documents/Evidences:</b>			
_____			
_____			
_____			
<b>3. Remedial Measures Requested:</b>			
_____			
_____			
<b>4. Conflict Resolutions (Date, time, location, and people in Steps 1 through 3): This request will be denied if the Complainant has not completed Steps 1-3</b>			
<b>A Step 1: Respondent(s) directly:</b>			
_____			
<b>B Step 2: Respondent's Supervisor(s):</b>			
_____			
<b>C Step 3: Central Administrator(s) or Supervisor's Supervisor(s):</b>			
_____			
<b>5. Complainant(s) and Contact Information (Name, position, address, phone, email):</b>			
_____			
_____			
_____			
Signature of Complainant(s)			Date

6.2

APPENDIX B

REQUEST FOR AN ADMINISTRATIVE HEARING WITH THE BOARD  
ANDERSON COMMUNITY SCHOOL CORPORATION

Form Received:

Date	Time	Location	ACSC Staff
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Name(s) of Respondent(s) and Position(s):

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Specific Charge(s) and All Supporting Documents/Evidences:

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Remedial Measures Requested:

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Conflict Resolutions (Date, time, location, and people in Steps 1 through 3):  
This request will be denied if the Complainant has not completed Steps 1-3

Step 1: Respondent(s) directly:

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Step 2: Respondent's Supervisor(s):

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Step 3: Central Administrator(s) or Supervisor's Supervisor(s):

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Step 4: Administrative Hearing with Superintendent:

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Complainant(s) and Contact Information (Name, position, address, phone, email):

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Signature of Complainant(s)

Date





## 6.3

# APPENDIX C

## ACSC Chromebook Loan Agreement

The Chromebook loan program is designed to improve student achievement by expanding and enhancing technology access, collaboration capabilities, and creativity for students in their learning.

### Description of Loaned Property:

Anderson Community School Corporation (ACSC) will provide to the student, according to the terms and conditions specified in this Agreement, the following device, equipment and accessories:

1. One (1) Chromebook
2. One (1) Power cord
3. One (1) Chromebook case

### ACSC agrees to:

1. Provide a device in good working order upon delivery.
2. Provide a training opportunity at a district location for the student to learn how to use the Chromebook for their learning activities at school.
3. Diagnose technical issues and suggest repair options. These include but are not limited to: reimaging the computer, swapping the device and/or providing repair estimate for damaged hardware.

It is understood that device breakdown and repairs may result in the loss of access to the device. Because the data is stored in the cloud, students will have access to their folders and content when they log into any device. In the event of loss or damage to the Chromebook of any kind, ACSC will, at its sole discretion, determine the cost and family's obligation associated with any damage to the computer. Also ACSC will determine if the damage is due to negligence. Keeping the device in the protective case at all times is REQUIRED in order to minimize damage.

### The FAMILY and STUDENT agrees to:

1. Keep the device free of stickers, marking and irreversible personalization attempts.
2. Use the device in a careful and responsible manner, and be liable for loss or damage of the Chromebook.
3. Assume responsibility for supervising the student's use of the device at home, following the guidelines of the Corporation Acceptable Use Policy and Anderson Community School Corporation's Code of Conduct.
4. Return the Chromebook and accessories to the school media center at the end of the school year or if your student leaves the district.
5. The device is, and at all times shall remain, the sole and exclusive property of ACSC, and the FAMILY shall have no right, title, or interest therein, except as set forth in the Agreement.
6. Participate in all written and oral evaluation procedures.
7. Contact their school media center staff when problems arise with the Chromebook.
8. The FAMILY shall indemnify and hold harmless ACSC and its agents against any and all claims, actions, suits, proceedings, costs, expenses, damages and liabilities, including attorney's fees and costs arising out of, connected with or resulting from the device, use of the device, or this Agreement, including, without limitation, the manufacture, delivery, possession, use, operation, or return of the device.
9. Agree to pay all deductible costs beyond the first accidental repair.
10. The family agrees to complete a police report in the event of theft to the device.
11. If the damage is intentional, the student and family will be responsible for up to the full cost of the repairs.
12. After the 100% covered accidental repair, the following deductibles will apply (loss of charging cord is not covered in the free accidental repair).

### Insurance Coverage

Anderson Community Schools purchased insurance covering accidental damage to student Chromebooks. ACS Student Technology Insurance covers 100% of the **FIRST** incident of accidental damage of the Chromebook. Further incidents of damage will require a \$25.00 deductible for each incident. The charger and case are not covered by this insurance and replacement cost for these items will be the responsibility of the parent or guardian.

	Chromebook	Charge Cord	Case
First Incident	100% covered	\$45.00	\$30.00
Second Incident	\$25 Deductible	\$45.00	\$30.00
Third Incident and After	\$50 Deductible	\$45.00	\$30.00

***Acts of intentional damage will not be covered by the insurance.  
The following is an estimate of repairs***

Item	Cost
Chromebook (Complete)	\$315
Charge Cord	\$45
Protective Carrying Case	\$30
Screen	\$60
Keyboard	\$90
Charge Port	\$50
Hinge	\$15

I fully understand the responsibility of the district, my student, and my family in regards to the use of the school owned Chromebook. I understand I am financially responsible for intentional damage and loss of the device.

### **Signatures**

\_\_\_\_\_ Date \_\_\_\_\_  
Student

\_\_\_\_\_ Date \_\_\_\_\_  
Parent or Guardian (For the FAMILY)