

# Directory of Corporation Buildings

Central Office  
202 E Washington  
Alexandria, IN 46001  
Phone: (765) 724-4496  
Fax: (765) 724-5049

Alexandria-Monroe Elementary School  
800 N Central  
Alexandria IN 46001  
Phone: (765) 724-7788  
Fax: (765) 724-5054

Alexandria-Monroe Intermediate School  
308 West Eleventh Street  
Alexandria, IN 46001  
Phone: (765) 724-4166  
Fax: (765)724-5045

Alexandria-Monroe High School  
1 Burden Court  
Alexandria, IN 46001  
Phone: (765) 724-4413  
Fax: (765) 724-5041

## SCHOOL SONG

Fight on, oh, Alex High;  
We're all for you  
To carry through.  
Fight on to victory  
Turn on the steam  
You're on the beam  
Ye Tigers all, fight on,  
Ye Tigers all, fight on,  
Fight!

Fight on, oh, Alex High;  
We're all for you  
To carry through.  
Fight on to victory  
Turn on the steam  
You're on the beam  
Ye Tigers all, fight on  
Ye Tigers all, fight on

## FOREWORD

The School Board declares it to be the policy of this Corporation to provide an equal opportunity for all students, regardless of race, color, creed, disability and handicapping condition, religion, gender, ancestry, age, national origin (including limited English proficiency), place of residence within boundaries of the Corporation, social or economic background, or as mandated by Federal and State regulations, to learn through the curriculum offered in this Corporation.

This handbook is intended as a guide and does not propose to cover all phases of school life at Alexandria Community Schools. It is hoped that the information presented here will increase your knowledge of the ideals, traditions, and activities of your school.

Additional information that may be specific to each building will be provided to those families during registration and throughout the school year. Should you have any questions, concerns or comments we encourage you to contact your student's principal at any time.

Complete copies can be located in the administrative offices of each building principal, the superintendent, or on the schools website at <http://www.alex.k12.in.us> found under NEOLA.

## **Equal Opportunity Statement**

The School Board declares it to be the policy of this Corporation to provide an equal opportunity for all students, regardless of race, genetic information, color, creed, disability and handicapping condition, religion, gender, ancestry, age, national origin (including limited English proficiency), place of residence within boundaries of the Corporation, social or economic background, or as mandated by Federal and State regulations, to learn through the curriculum offered in this Corporation.

## **VISION STATEMENT**

In Alexandria, students come first. Every student learns and is supported to achieve individual successes throughout the student's school year. Our schools create an atmosphere that encourages the joy of learning and promotes positive citizenship. The students, staff, parents, and community of Alexandria work together to help each child build a solid foundation of essential, critical, and creative thinking skills.

## **Corporation Policies and Procedures**

### **PESTICIDE NOTIFICATION REGISTRY**

Indiana Law requires the establishment of a notification registry for parents who would like to stay informed about the application of pesticides on school property. If you would like to be notified when pesticides are to be applied at school and what type of pesticides are being applied, please contact your building principal or the school corporation's maintenance department.

### **ASBESTOS**

In compliance with the US Environmental Protection Agency (EPA) Asbestos Hazards Emergency Response Act (AHERA), Alexandria Community School Corporation has conducted inspections in each of our school buildings for the purpose of identifying building materials containing asbestos. The EPA requires school districts to perform periodic surveillances of asbestos materials every six months. The EPA requires school districts to have asbestos materials re-inspected by an accredited asbestos inspector or management planner every three years. The results of the periodic surveillances and re-inspections are on file in our Maintenance Department.

### **PARENT TO SCHOOL COMMUNICATION PROCESS**

We believe that our Alexandria families and schools are important and necessary partners in the education of each student. We encourage open lines of communication between the student's parents/guardians and the school. Regrettably, problems or concerns do develop within the educational arena. Parents/Guardians are encouraged to work first with teachers, and then building level administrators, and finally the superintendent, giving each level ample time to assess, take action and hopefully resolve the concern at their level. Our hopes are to resolve the issues as early in the process as possible to insure quick and responsive attention to the educational issues. If the problem or concern cannot be resolved by using the teachers, administrators or superintendent, then the parent may choose to call members of our school board.

### **SCHOOL CALENDAR AND CLOSING POLICY**

The School Calendar will be distributed on the first day of school and is located on the school's website at <http://www.alex.k12.in.us>. The school calendar is subject to revision as required by unanticipated circumstances. Your local radio and television stations are the best sources of information in case of school delays and/or closings. Please do not call the superintendent or building principals as you may tie up their telephones and prevent the proper notification to radio stations, bus drivers, and other personnel. Early morning closing announcements will be made as soon as possible.

Radio and television stations will also be notified of unscheduled closing necessitated during the regular school day. **Parents who are not at home during the regular school day for such emergency situations should have prearranged plans.** Your children should have some place to go in case of an emergency or early closing of schools.

Students' instructional days will be rescheduled when necessary to meet the minimum required by Indiana Code. The school board shall determine when lost student instructional days shall be rescheduled. The last day of school, as well as graduation, is tentative and subject to change.

## **SCHOOL DIRECTORY**

The School Directory is located on the school's website at <http://www.alex.k12.in.us>.

## **VIDEO SURVEILLANCE**

The Board of School Trustees authorizes the use of school video surveillance on corporation property to assist in protecting the health, welfare, and safety of all students, staff, and visitors. Video cameras may be used in locations deemed appropriate by the superintendent or his/her designee. Recorded information from surveillance cameras showing identifiable students will be treated as an "education record" and will not be produced outside of the corporation except pursuant to subpoena, court order, or release in accordance with the Family Educational Rights and Privacy Act.

## **FREE/REDUCED MEAL –TEXTBOOK ASSISTANCE PROGRAM**

Students whose families meet the requirements for free or reduced meals and textbook assistance fees must file an application in the school principal's office for approval. Families who qualify for free and reduced lunch will receive relief from textbook rentals, but must pay student fees.

## **SCHOOL FEES**

Fees that are unpaid after the conclusion of the first grading period may be turned over to the school attorney or other authorized persons for collection. Court costs and/or collection fees may be added if necessary. Parents who are unable to pay the fees by the due date should make prior arrangements to pay on an installment plan. Payments of this kind must be set up with the principal or his/her designee.

Parents of students who have been approved for free lunches (based on federal/state guidelines) will receive free workbooks and textbook rentals ONLY, provided that the appropriate applications are completed. Parents are responsible for all fees other than workbooks and/or textbook rentals.

Students who transfer into our corporation must pay an amount calculated to the nearest 25% of student fees based on the time of their enrollment. They will also be responsible for the full cost of any required consumable workbooks or materials.

Students who withdraw from school to enroll in another school corporation will receive a refund of the unused fees based on the percentage of time they were enrolled in our corporation. This amount will be calculated to the nearest 25%.

## **APPROPRIATE GRADE PLACEMENT POLICY: HOME SCHOOLED or NON-ACCREDITED SCHOOL CHILDREN ENTERING OR RE-ENTERING THE CORPORATION**

The Alexandria Community School Corporation has both the right and responsibility to assess the academic status of the child initially entering or re-entering the school corporation. This is done in order to make a determination of the student's placement in the school corporation's program that can most likely assure the proper continuation of the student's educational growth. School officials shall place students in the most appropriate grade level if the student is requesting enrollment in the Alexandria Community School Corporation after attending a nonpublic, non-accredited, and/or home school.

This policy will also apply to students who enter our corporation from another accredited school, but who may have been placed, in the opinion of school personnel, at an inappropriate grade level based on their age or academic ability.

## **CUSTODIAL AND NON-CUSTODIAL PARENTS' RIGHTS AND RESPONSIBILITIES**

A. When parents of a student are estranged, separated, or divorced, building personnel will uphold the parent's rights.

1. Both parents, custodial and/or non-custodial have the right to:

- a. View the child's school records;
- b. Receive school progress reports;
- c. Visit the child briefly at school;
- d. Participate in parent teacher conferences;
- e. Transport the child to and from school.

2. The only exception to the above rights is when a court order is presented to the school that restricts any of the above listed rights of either parent/guardian.

B. Parent Responsibilities

1. The custodial parent has the responsibility to:

- a. Keep the school office informed as to the address of residence and how he/she may be contacted at all times.
  - b. Provide a copy of any legal document restricting the rights of the non-custodial parent.
2. The non-custodial parent is to inform the school office of a phone number and an address where he/she may be contacted.

**STUDENT RECORDS POLICY**

Notice to Parents and Students of Their Rights Concerning Education Records: Federal law and regulation govern education records. The requirements of these laws and regulations are contained in school board policy entitled Student Records. Generally, this policy provides for the following:

- A. Records are confidential and may be disclosed only as provided in the policy.
- B. The policy concerns both elementary and secondary student education records.
- C. Parents have a right to examine their child’s records at reasonable times if the child is less than 18 years of age and not attending a post secondary institution or if the child is a dependent student as defined by Section 152 of the Internal Revenue Code.
- D. Students have a right to examine their records at reasonable times.
- E. Before education records are disclosed to third parties, the school requires a signed and dated written consent of (a) a parent of a student who is less than 18 years of age and not attending a post-secondary educational institution, or (b) a student who is at least 18 years of age or attending a post-secondary institution.
- F. Certain persons may examine education records without a parent’s or student’s consent as provided in the above paragraph. These include school officials (who have legitimate educational interests) and officials of another school, school system, or institution of post-secondary education where the student seeks or intends to enroll. This school corporation forwards education records to another school corporation, school system, or institution of post-secondary education where the student seeks or intends to enroll without prior notification to the parent or student.
- G. Directory information will be released to media organizations (including radio, television, and newspapers), colleges, civic or school related organizations, and state or local government agencies without the consent of parent or student as provided in paragraph E above. Directory information includes the student’s name, address, parent home and work telephone number, major field of study, participation in officially recognized activities and sports, height and weight of members of athletic teams, dates of attendance, awards received, motor vehicle description (including license plate number), hair and eye color, race, sex, date of birth, height, weight, grade level, and other similar information which would not generally be considered harmful or an invasion of privacy if disclosed. A parent of a student less than 18 years of age or a student who is at least 18 years of age may object to disclosure of any of the categories of directory information by filing form “83330 F1” (Denial of Permission to Release Certain Directory Information Without Prior Written Consent) from the principal’s office no later than 14 calendar days from the beginning of the school year.

**IMMUNIZATION POLICY**

The School Board requires that all students be properly immunized against whooping cough, poliomyelitis, measles, diphtheria, rubella (German measles), tetanus, mumps, hepatitis B, and other communicable diseases designated the State Board of Health. The Superintendent shall require parents to furnish to their child’s school, no later than the first day of school after enrollment, a written statement of the child’s immunization accompanied by a physician’s certificate or other documentation. Students whose parents do not provide the required documentation by the opening day of school may be admitted to school provided the documentation is received within twenty (20) days and is in accord with the Superintendent’s administrative twenty (20) day period. The Superintendent shall commence exclusion proceedings unless the parents have filed a religious objected or submitted a physician’s statement that the needed immunizations are contra-indicated. Exemptions to the immunization requirements shall be granted if verified medical, religious, or other reasons allowed by Indiana State law are presented to the Superintendent.

<b>2014- 2015 School Year</b>
<b>Indiana State Department of Health (ISDH)</b>
<b>School Immunization Requirements</b>
<b>Quick Reference Guide</b>



<p><b><u>the Indiana State Department of Health There for Chirp Consent has to be signed by parent or guardian</u></b></p>														
<p>For children who have delayed immunizations, please refer to the 2010 CDC "Catch-up Immunization Schedule" to determine adequately immunized</p>														

nizing dose s. All mini mum interv als and ages for each vacci natio n as specif ied per 2010 CDC guide lines must be met for a does to be valid. A copy of these guide line can be found at www. cdc.g ov/va ccine s/rec/ sche dules /defa ult.ht m														
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**USE OF MEDICATIONS**

Alexandria Community Schools shall not be responsible for the diagnosis and treatment of student illness. The administration of prescribed medication and/or medically-prescribed treatments to a student during school hours will be permitted only when failure to do

so would jeopardize the health of the student, the student would not be able to attend school if the medication or treatment were not made available during school hours or the child is disabled and requires medication to benefit from his/her educational program.

For the purposes of this policy, "medication" shall include all medicines including those prescribed by a physician and any non-prescribed (over-the-counter) drugs, preparations, and/or remedies. "Treatment" refers both to the manner in which a medication is administered and to health-care procedures which require special training, such as catheterization.

Before any medication or treatment may be administered by school personnel to any student during school hours, the Superintendent shall require the written prescription from the child's physician for all prescription drugs accompanied by the written authorization of the parent. In the case of non-prescription drugs, preparations, or remedies, a written authorization from the parent must be on file prior to administration of the treatment. These documents shall be kept in a secure location at that child's school. No student is allowed to provide or sell any type of over-the-counter medication to another student. Violation of this rule will be considered violations of Policy 5530-Drug Prevention and of the Student Code of Conduct.

- A. All medications, prescription, and/or non-prescription, is to be taken at school must have a written permission slip with the student's full name, the date, and the parent or guardian's signature. Parent or legal guardian must provide and transport all medication to and from school.
- B. Written consent is valid only for the period specified on the consent form, and in no case longer than the current school program year.
- C. All prescription medication must be brought to school in the original container with a pharmacy label giving the student's name, the name of the medication, and the dose and frequency of the medication.
- D. All non-prescription medication (Tylenol, aspirin, etc.,) must be in a new and original container with the student's name clearly marked on it. The container must be sealed.
- E. All medications must be maintained in a secure location at school and will be administered only by authorized school personnel. A list of school personnel authorized to administer medication will be maintain by the school and posted in the school office.
- F. The school principal will assign staff to be responsible for the prescribed administration of medication. If a student fails to come for the medication at the scheduled time, the staff will locate the student and see that the medication is taken.
- G. School personnel will record the administration of medication to students on the appropriate school form.
- H. If the medication is to be terminated prior to the prescription, the written and dated consent or withdrawal of consent of the parent or guardian is required.
- I. All unclaimed medication will be disposed of at the end of each school year.
- J. It is the parent's responsibility to:
  1. see that medication is safely and securely brought to and from the school office;
  2. check that the appropriate dosage and supply of medicine is provided to the school for the prescribed time;
  3. clearly communicate with school officials in writing of any changes in the medication type dosage, and/or administration procedures.

### **EMERGENCY MEDICAL AUTHORIZATION**

The Corporation will distribute Emergency Medical Authorization Forms to parents/ guardians of all students. The form will be maintained in a separate, secure and easily accessible file in each school building during the school year. In the event of an emergency when medical treatment for a student is necessary, the Corporation will make every attempt to adhere to the instructions on the authorization form. In the absence of specific medical instructions and/or parents or guardians, the school will take steps deemed necessary to safeguard the health and welfare of the student in the event of an emergency. The parent/ guardian is responsible for updating the information during the school year should it be necessary.

### **SCHOOL/CLASSROOMS VISITORS**

The school encourages parents/guardians to be a part of their child's education. With the exception of school personnel and invited guests, only immediate family members may observe, visit or participate in their student's class and/or activities, **with the exception of recess**. All visits must be pre-arranged with the knowledge and consent of your student's building principal. For the safety of all school personnel and students, visitors are asked to sign in and wear an identification badge.

### **CLASS TRIPS & EXTRA-CURRICULAR PARTICIPATION**



Participation in field trips and extra-curricular events is considered a privilege. Students who have either been suspended, who have had multiple disciplinary may not be allowed to participate in any of the aforementioned activities. Participation will be at the discretion of the school principal. Sixth grade students who attend AMIS are given the opportunity to participate in athletics. Athletics at AMIS include: Fall- boys and girls cross country and girls volleyball, Winter- boys and girls basketball and boys wrestling, and Spring- boys and girls track. Students must have a physical on file with the school in order to participate. Students who have an F on their report card will be ineligible to try out for a team or will be removed from the team if the season has begun.

### **TELEPHONE USE:**

A courtesy phone is available for students in each building. Students will not be allowed to call out or receive messages during class time except in the event of an emergency. Students must obtain permission from school personnel before using a school phone. Students may use a phone in cases of emergency, if a practice or an event has been cancelled, or the student needs necessary medication.

### **EMERGENCY DRILLS**

The principal or his/her designee will conduct, as necessary and mandated by Indiana regulations, emergency drills to prepare students on the proper procedures to be followed in the event of a real emergency. The students are to acquaint themselves with the various alert tones, announcements and necessary actions to be taken. Students are to follow the directives of school personnel in a quiet, calm and efficient manner.

### **PROMOTION, PLACEMENT, AND RETENTION (Kindergarten – 6th Grade)**

The school board recognizes that the personal, social, physical, and educational growth of children will vary and that they should be placed in the educational setting most appropriate to their needs at the various stages of their growth.

It shall be the policy of the Board that each student be moved forward in a continuous pattern of achievement and growth that is in harmony with their own development.

Such patterns should coincide with the system of grade levels established by this Board and the instructional objectives established for each.

Our purpose for establishing the following guidelines is to help ensure that all students succeed. The decision to promote or retain a student will be based on the following conditions.

- A. The student will maintain at least a 95% attendance rate in accordance with Indiana State law.
- B. The student passes both sections of ISTEP (grades 3 – 6)
- C. The student shows gains on corporation/building adopted benchmark tests
- D. The student maintains passing grades for each semester.

Each Principal or designee will convene a committee to identify those students experiencing difficulty in successfully achieving any of the above conditions. The Principal or designee will contact the student's parents/guardian in order to work with the committee to develop a plan for academic success and promotion to the next grade.

The committee will determine if the student has successfully completed the necessary requirements to be moved forward to the next grade. If the recommendation is unclear, the matter will be determined by the building principal.

No student who has completed a grade successfully shall be retained or allowed to repeat a grade in order to improve the student's ability or lengthen the student's eligibility to participate in extra-curricular athletic programs.

A student enrolled in special education shall be promoted or retained based on the opinion of the Case Conference and the student's I.E.P.

A student, who has been homeschooled and is enrolling in ACSC, may be given a series of assessments to determine the appropriate grade placement. Parents should also provide all appropriate records that would indicate the student's academic progress in the homeschooling environment.

## **CORPORATION ATTENDANCE POLICIES**

### **COMPULSORY EDUCATION LAW**

In accordance with Indiana State law, parents of children who will be 7 (seven) years old during the school year must enroll their child in the fall term of that school year.

Parents who want to enroll their child in a nonpublic, non-accredited school or who intend to educate their child equivalent to public school (home school) must certify their intent to the local superintendent.

### **LEGAL RESIDENCE AND GUARDIANSHIP**

Students attending Alexandria Community Schools must reside with either their legal parent or guardian. A guardianship designed solely for educational and/or athletic purposes will not be acceptable for attendance in the Alexandria Community Schools. A student may be expelled from school if their legal settlement is not in the attendance area of the school corporation. Any student attempting to enroll in Alexandria Community School Corporation while expelled or in the process of being expelled from another school corporation will be denied enrollment in accordance with the terms and dates of the expulsion.

### **SCHOOL ATTENDANCE AREAS**

It is the parent/guardian's responsibility to immediately notify the school when their student/family has moved outside the school attendance area. At that time, the student should transfer to the school in the attendance area/corporation of their new legal residence. When a student's legal settlement changes after the student has begun attending school in our corporation, the effective date of change may, at the discretion of the parent/ guardian be extended until the end of that semester, or at the discretion of school officials, until the end of that school year as a cash transfer tuition student. If a student moves out of the district after completing their junior year, they may attend Alexandria-Monroe High School their senior year tuition free.

Parents/guardians of students no longer residing within the Alexandria Community School Corporation are responsible for providing their own transportation to the school where continued enrollment is approved.

The School Board reserves the right to adjust district lines as necessary.

### **ATTENDANCE POLICY**

The Compulsory School Attendance Law- I.C. 20-33-2 requires students who will be the age of 7 (seven) years old during the school year until the age of at least 18 (eighteen) years old shall be in attendance the number of days public schools are in session.

Regular school attendance and punctuality are important to successful achievement in school. Parental help is solicited in achieving good attendance habits. Securing an education is the most important accomplishment of any young person. It offers a person greater opportunities for personal satisfaction and financial success. An educated citizen enriches and benefits our community, state, and nation. Therefore, once a pupil has enrolled in this school, his/her first duty is to be present every day possible.

According to Indiana law, the local school corporation has the power to establish rules and policies in regard to absences from school. A student who is considered chronically absent or is excessively absent will be subject to disciplinary action. Indiana code defines a student who is chronically absent, as having unexcused absences from school for more than ten (10) days in one (1) school year. A student who has a combination of 15 (fifteen) excused or unexcused absences in one (1) school year is considered excessively absent. These include full and half day absences. At the point a student has been placed on an attendance contract for being either chronically or habitually absent, the school will require a doctor's note to verify absence from school. Failure to provide a doctor's note will result in consequences as stipulated in the attendance contract. A parent or guardian who fails to follow the law is subject to verbal or written notification of charges possibly being filed with the Madison County Prosecutor's Office.

Consequences

#### **Habitual truant/Chronic absences**

1. 5 unexcused absences- letter mailed.
2. 7 unexcused absences- home visitation or phone notification stating that parent's attendance at an attendance contract meeting is necessary. A signed release of information will be required at this time.
3. 10 unexcused absences- student placed on attendance contract, and written notification by certified mail or personal delivery that educational neglect charges may soon be filed.

#### **Excessive absences**

1. 8 absences- letter mailed.
2. 11 absences- home visitation or phone notification stating that parent's attendance at an attendance contract meeting is necessary. A signed release of information will be required at this time.
3. 15 absences- student placed on attendance contract, and written notification by certified mail or personal delivery that educational neglect charges may soon be filed.

### **EXCUSED ABSENCES**

- a. Illness

- b. Death of a sibling, parent, step-parent or grandparent
- c. Medical appointment
- d. Exhibiting for 4-H at the State Fair
- e. Incarcerations
- f. College visitation

Any **Senior** who is planning to attend a college, university, technical or trade school may have two (2) excused absences to visit those campuses and meet with college officials. **Juniors** may have One (1) excused absence to visit that campus and meet with college officials. The student must obtain a form for visitation from the Guidance Office and have it signed by the teachers five (5) days before the visit.

- g. Absences approved by administration
- h. Page in the State Legislature
- i. Working at local precincts on Election Day
- j. Educational field trips approved by administration
- k. Court appearances
- l. Observation of a recognized religious holiday

**Written documentation verifying attendance/ participation for letters: C, D, E, F, H, I, and K are required upon a student's return.**

### **VERIFICATION OF EXCUSED ABSENCES**

- a. The student's parent or guardian is responsible for contacting the child's school by 8:30 a.m. on the day of each absence.
- b. Failure to contact the school may result in the absence being considered unexcused.
- c. Parents will be notified via our School Reach automated phone system if we do not receive notification from the parents of an excused absence. Therefore, it is very important that students and parents keep the school advised of any changes to your demographics.

### **EARLY SIGN-OUT PROCEDURE**

Occasionally a student may need to leave school before regular dismissal time due to an appointment or a family emergency. Please follow the procedures listed below:

- A. If it is possible to report to school before the appointment, if even for only a short time, you should do so.
- B. After being dated and signed in the office, the note must be signed by your teachers for the classes from which you will be absent. It is your responsibility to be certain that you are aware of your assignments for the next day.
- C. If you are to ride with someone other than your parents, it must be indicated on your note. Also, a phone number should be listed where one of your parents may be reached to verify the early dismissal.
- D. If the reason for early release is to visit a doctor or dentist, you should bring a statement from that office to verify your visit.
- E. Students are not to leave school without permission. Any student who does leave without permission will be considered truant and will be penalized accordingly.

### **Make-up work Policy**

It is the student's responsibility to contact their teacher(s) to arrange for the make up of all missed work. Student will be allowed to complete all school work assigned or completed during an absence from school. Students will be allowed one day to complete their make-up work for each day of the absence.

### **ARRIVING AND DISMISSAL FROM SCHOOL BUILDINGS OR GROUNDS**

Students may not enter their school building prior to 7:30 a.m. Students must leave their buildings within 15 minutes of dismissal unless supervised by a coach, teacher or sponsor of an approved activity. Students are not allowed to leave the building or grounds without permission once they enter the building. In order for a student to be dismissed from school, parents must contact the attendance office by phone or provide a written note. Notes may be verified before a student is released. All students must sign out in the attendance office. Any student who leaves without permission or does not properly sign out will be considered truant.

## **TRUANCY POLICY**

Alexandria Community School Corporation defines truancy as the “willful refusal to attend school in defiance of parental authority.” Therefore, any absence without the knowledge and approval of the parent will be considered as truancy. Each day or part of a day that a student is absent without the knowledge and consent of the parent will be considered as truancy. After the first truancy, the parent will be notified of consequences of future truanies, and the student will be assigned to three days of In-School Detention. After the second truancy the student will be placed in In-School Detention for five school days, and notification to juvenile probation will be initiated. A parent conference will be afforded and the parent will be notified of consequences of a future truancy. A student will be classified as a habitual truant at the third truancy, and a recommendation for expulsion will be made to the superintendent of schools. After a hearing officer has been appointed, a due process hearing has been afforded, and the expulsion request affirmed, the Indiana Bureau of Motor Vehicles will be notified that the student has been expelled or classified as a habitual truant.

## **CURRICULUM**

### **REPORT CARDS/ PROGRESS REPORTS**

Report cards are distributed on a nine-week basis. Progress reports will be issued every four and a half weeks.

### **GRADING SCALE**

#### **GRADE 3-6**

A	90-100 %
B	80-89 %
C	70-79 %
D	60-69 %
F	<60 %

### **HOMEWORK POLICY:**

Good schools and students are not products of teachers, school administrators, or school board members alone, but are representative of the entire community. Parents/ guardians and teachers should be partners in the education of their students. The assigning and monitoring of a student's homework provides an excellent opportunity to strengthen this educational partnership. This premise serves as the basis for the adopted rule requiring all school corporations to have a written homework policy.

Homework should fulfill the following purposes or objectives:

- A. To review, reinforce, or extend classroom learning.
- B. To teach students responsibility and organization.
- C. To promote the wise and orderly use of time.
- D. To encourage opportunities for educational enrichment.
- E. Never be used as a punitive measure.

Each student has the responsibility to develop good work and study habits. The student should:

- A. Clarify with the teacher any questions pertaining to the teacher's instructions before leaving class...its purpose, when it is due, and how it should be done.
- B. Take home any material and information needed to complete the assignment.
- C. Learn to budget their time as to accomplish their assigned work.
- D. Analyze their study habits and take advantage of available study help.
- E. With the aid of their parents:
  - 1. Set aside a special time in which to do the assignment.
  - 2. Find a place to do their work free from distraction.
  - 3. Organize their time so assignments can be completed in a reasonable length of time.
  - 4. Check the assignments for completion.
- F. Return all completed work to the teacher by the date requested.

G. Make up all work missed due to absence from class

A key factor in the effectiveness of a homework policy is home-school communications.

## **CORPORATION DISCIPLINE POLICIES**

### **STUDENT DISCIPLINE POLICY**

A portion of the responsibility for the development and enforcement of regulations for the protection of the rights of individuals is delegated by the Board of School Trustees to responsible officials within the School Corporation. The purpose of discipline controls is to help create an atmosphere that promotes the best possible learning environment for all those involved in the educational process.

However, in the absence of self-discipline, the superintendent, principal, any administrative personnel, or any teacher of the School Corporation is authorized to take certain actions, reasonably necessary to help any student, to further school purposes, or to prevent an interference with the educational process.

Students must follow responsible directions of school personnel in all educational settings and refrain from disruptive behavior that interferes with the educational environment. This applies to a teacher or other school staff member who has students under their supervision. They may take any action that is necessary to carry out or to prevent an interference with an educational function that the person supervises.

A principal may take any action concerning the principal's school or a school activity within the principal's jurisdiction that is reasonably necessary to carry out or prevent interference with an educational function or school purpose, including the writing of regulations to govern student conduct. A superintendent or a member of the superintendent administrative staff may, with the superintendent's approval, take any action with respect to all schools within the superintendent's jurisdiction that is reasonably necessary to carry out or prevent interference with an educational function or school purposes.

### **SEARCH AND SEIZURE POLICY**

As used in this section, "reasonable cause for a search" means circumstances that would cause a reasonable person to believe that the search of a particular person, place, or thing will lead to the discovery of:

1. Evidence of a violation of the student standards on conduct contained in the student handbook or state law.
2. Anything because of its presence could present a danger of physical harm or illness to any person.

The principal, or another member of the staff acting in his absence, may search the person of a student during a school activity if the principal or staff member has reasonable cause for a search of that student.

Searches of the person of a student shall be limited to:

1. Searches of the pockets of the student. Searches of the person of a student that requires removal of clothing other than a coat, jacket, shoes, or socks, shall be referred to a law enforcement officer.
2. Searches of any object in the possession of the student such as a purse, bags, etc.
3. Lockers and contents. A student using a locker that is the property of a school corporation is presumed to have no expectations of privacy in that locker or its contents. A principal or other member of the administrative staff of the school may search locker and its contents at any time. Other than a general search of lockers of all students, any search conducted under this section shall be, where possible, conducted in the presence of the student who's assigned locker is the subject of the search
4. Students' cars are subject to search if there is reasonable suspicion that the car may contain illegal contraband, weapons, or illicit materials.
5. A law enforcement agency may, at the request of the school principal, assist the school administration in searching lockers, vehicles and other areas/items on school property.

### **METAL DETECTOR SEARCH**

Metal detectors may be used at schools and school-related functions of such schools on a random and periodic basis. If a student refuses to cooperate with the search, the staff member is to notify the administration. Students shall be subject to disciplinary actions.

### **SUSPENSION PROCEDURES**

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

- A. A meeting will be held prior to the suspension of any student. At this meeting the student will be entitled to the following:
  1. A written or oral statement of the charges,

2. If the student denies the charges, a summary of the evidence against the student will be presented, and,
  3. The student will be provided an opportunity to explain his or her conduct.
- B. The meeting shall precede suspension of the student except where the nature of the misconduct requires immediate removal. In such situations, the meeting will follow the suspension as soon as reasonably possible following the date of the suspension.
- C. Following the suspension, the parents or guardians of suspended students will be notified in writing. The notification will include the dates of the suspension; describe the student's misconduct, and the action taken by the principal.

### **EXPULSION PROCEDURES**

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

- A. The superintendent (or designee) may conduct an expulsion meeting, or may appoint one of the following persons to conduct the expulsion meeting as the expulsion examiner:
1. Legal counsel,
  2. A member of the administrative staff who did not expel the student and was not involved in the events giving rise to the expulsion.
- B. An expulsion will not take place until the student and the student's parent are asked to appear at an expulsion meeting conducted by the superintendent or the person designated above. Failure by a student or a student's parent to appear at this meeting will be deemed a waiver of rights to contest the expulsion.
- C. The request to appear at the expulsion meeting will be in writing, delivered by certified mail, or by personal delivery, and contain the reasons for the expulsion and the date, time, place, and purpose of the meeting.
- D. At the expulsion meeting, the principal (or designee), will present evidence to support the charges against the student. The student or parent will have the opportunity to answer the charges against the student, and to present evidence to support the student's position.
- E. If an expulsion meeting is held, the designated hearing officer conducting the expulsion 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.
- F. The decision of the expulsion examiner may be appealed through the appropriate Madison County court.

### **SUSPENDED OR EXPELLED STUDENTS**

Students who have been suspended or expelled from school are prohibited on school property at any time during the period of suspension or expulsion. This includes, but is not limited to, any school-related functions, and/or extra-curricular activities including athletics. Students violating this policy may be considered as trespassing on school property and be subject to arrest and prosecution. Students who are expelled from school or suspended for a second time will be reported to the Department of Motor Vehicles.

**At the parent's request assignments will be provided for students who have been suspended from school. Parents should contact the school to make arrangements to pick up assignments.** Students who have been suspended may turn in any missed assignments for full credit, provided those assignments are turned in to the student's teachers the day they return to school.

### **GROUND FORS SUSPENSION OR EXPULSION**

A school principal (or designee) may deny a student the right to attend school or take part in any school function for a period of up to 10 days. A designated hearing officer may extend a suspension for a longer period of time pending a due process hearing for expulsion.

Grounds for suspension or expulsion include, but are not limited to:

- A. Using violence, force, noise, coercion, threat, intimidation, fear, passive resistance, or other comparable conduct constituting an interference with school purposes, or urging other students to engage in such conduct. The following enumeration is only illustrative and not limited to the type of conduct prohibited by this subdivision:
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 or corridor or room therein with intent to deprive others of lawful access to or from, or use of the building, corridor, or room.
  3. Setting fire to or damaging any school building or property.

4. Prevention of or attempting to prevent by physical act the convening or continued functioning of any school or education function, or of any meeting or assembly on school property.
  5. Continuously and intentionally making noise or acting in any manner so as to interfere seriously with the ability of any teacher or any of the other school personnel to conduct the education function under this supervision.
- B. Causing or attempting to cause damage to school or private property, stealing or attempting to steal school or private property.
- C. Intentionally causing or attempting to cause physical injury or intentionally behaving in such a way as could reasonably cause physical injury to any person.
- D. Making threatening or intimidating comments or actions towards anyone on school grounds.
- E. Failing in a substantial number of instances to comply with directions of teachers or other school personnel during any period of time when the student is properly under their supervision, where the failure constitutes an interference with school purposes or an educational function.
- F. Engaging in any activity forbidden by the laws of Indiana that constitutes an interference with school purposes or an educational function.
- G. Violating or repeatedly violating any rules that are reasonably necessary in carrying out school purposes or an educational function and are validly adopted in accordance with Indiana law, including, but not limited to the following:
1. Engaging in sexual behavior on school property,
  2. Disobedience of administrative authority,
  3. Willful absence or tardiness of students,
  4. Knowingly possessing, using, or transmitting any substance which is represented to be or looks like a narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage, stimulant, depressant, or intoxicant of any kind,
  5. Possessing, using, transmitting, or being under the influence of caffeine-based substances, substances containing phenylpropanolamine (PPA), or stimulants of any kind, be they available with or without prescription.

### **SEXUAL HARASSMENT POLICY**

It is the policy of the corporation to maintain learning and working environments that are free from sexual harassment. Any student who is found to be sexually harassing another person on school property, during regular school hours or at any after school related activity will be subject to suspension and/or due process for expulsion. Any reported allegation(s) including speech, writings/drawing, gestures or physical contact, will be fully investigated by school officials and discipline imposed, accordingly. The administration will make every effort to maintain the victim's privacy and confidentiality.

### **BULLYING/HARASSMENT POLICY**

Bullying is prohibited at Alexandria Community Schools. Students who commit any acts of bullying are subject to discipline including, but not limited to suspension, expulsion, arrest and/or prosecution.

Definition: Bullying is defined as overt, repeated acts or gestures, including: Verbal or written communication transmitted; physical acts committed; or any other behaviors committed; by a student or group of students against another student with the intent to harass, ridicule, humiliate, or harm the other student.

Applicability: This rule applies when the bullying student is: On school grounds immediately before or during schools hours, immediately after school hours, or at any other time when the school is being used by a school group; off school grounds at a school activity, function, or event; traveling to or from school or a school activity, function, or event; or using property or equipment provided by the school.

Education: All students may be required to attend informational sessions on the meaning of bullying and the possible repercussions of partaking in such activity.

Parental Involvement: Parents are encouraged to be involved in the process of minimizing bullying as it is defined in this section. Parents should feel free to report suspected acts of bullying to an appropriate school official. In addition, parents of students suspected of bullying will be notified with a phone call or through other appropriate means of correspondence. Conversely, parents of students suspected of being the victim of acts of bullying will also be notified with a phone call or through other means of appropriate correspondence. Parents of students who are disciplined for acts of bullying will be involved in the process as consistent with school policy on discipline procedure.

Reporting: All parents and students should report suspected acts of bullying to an appropriate school official. In turn, all faculty and school personnel shall report or refer all suspected acts of bullying to a designated school administrator in charge of receiving reports of suspected bullying.

Investigation: Once a report of suspected bullying is received by the designated school administrator, an investigation shall follow. The investigation should be facilitated by the designated school administrator or other appropriate school staff. Information relating to the investigation will be gathered using means including but not limited to interviews and accumulation of suspected bullying correspondence.

Intervention: If a report of suspected bullying is substantiated through an investigation, then the school shall take appropriate disciplinary action as consistent with the school's policy and procedure for discipline. The chosen discipline for a student found to have violated the rules on bullying is subject to school discipline such as suspension and expulsion. Also if the acts of bullying rise to the level of criminal offense, violating students will be referred to the proper authorities and risk arrest and/or prosecution.

### **HARASSMENT OF SCHOOL PERSONNEL OR OFFICIAL**

Any attempt by a student to harass or intimidate school personnel or officials on or off school property may be punishable by suspension or expulsion. Harassment includes, but is not limited to, phone calls or written/verbal communications.

Any student, parent, or other adult who engages in the harassment, intimidation and/or threat of school personnel or officials on or off school property will be reported to local law enforcement and subject to criminal prosecution.

### **THEFT OR DESTRUCTION OF SCHOOL PROPERTY**

In the case of theft or destruction of school property or of private property on school grounds, the individual student and their parent/guardian is responsible for restitution. The student may also be subject to suspension/expulsion from school and the matter may be turned over to law enforcement.

### **ELECTRONIC COMMUNICATION/RECORDING DEVICES AND PERSONAL PROPERTY**

Students are discouraged from possessing cell phones and other electronic communication device (ECD) such as pagers, personal digital assistants (PDAs), IPOD, MP3, electronic games, and other devices designed to receive and send an electronic signal or play and/or record video/audio material on school property and vehicles. All such devices must be turned off during the school day and are to be placed in a secure location.

The use of audio and/or video recording devices, including cameras, are not permitted inside any school building without the consent of the building principal.

Cell phones and ECDs may be used in the following circumstances after the student obtains approval from the building principal:

- The student has a special medical circumstance (e.g., an ill family member, or his/her own special medical condition)
- The student is using an aforementioned device for an educational or instructional purpose with the teacher's permission and supervision.

Possession of a cell phone or other ECD by a student is a privilege, which may be forfeited by any student who fails to abide by the terms of this policy, or otherwise engages in misuse of this privilege.

Violations of this policy may result in disciplinary action and/or confiscation of the cell phone, ECD or recording device. The building principal may also contact law enforcement if the violation involves an illegal activity.

The student who possesses a cell phone or ECD is responsible for its care. The school is not responsible for the theft, loss, damage, or vandalism of personal property.

Parents/Guardians are advised that the best way to get in touch with their child during the school day is by calling the school office and leaving a message.

### **NOTICE TO STUDENTS AND PARENTS REGARDING CELL PHONE CONTENT AND DISPLAY**

The Child Abuse/Neglect Law requires school personnel to report to law enforcement or child protective services whenever there is reason to believe that any person/student is involved with "Child exploitation" or "child pornography" as defined by Indiana Criminal Statute.

It is "child exploitation", a Class D felony under I.C. 35-42-4-4(b), for any person/student (1) to exhibit, photograph or create a digitalized image of any incident that includes "sexual conduct" by a child under that age or 18; or (2) to disseminate, exhibit to another person, or offer to so disseminate or exhibit, matter that depicts or describes "sexual conduct" by a child under the age of 18.



It is "child pornography", a Class D felony under I.C.35-42-4-4(c), for any person/student to possess a photograph, motion picture, digitalized image, or any pictorial representation that depicts or describes "sexual conduct" by a child who the person knows is less than 16 years of age or who appears less than age 16.

"Sexual conduct" is defined by I.C. 35-42-4-4(a) to include sexual intercourse, exhibition of the uncovered genitals intended to satisfy or arouse the sexual desires of any person, or any fondling or touching of a child by another person or of another person by a child intended to arouse or satisfy the sexual desires of the child or other person.

The Indiana Sex Offender Registration Statute and I.C. 11-8-8-7 and the Sex Offender Registry Offense Statute at I.C. 35-42-4-11, as of May 2009, requires persons convicted of or adjudicated as a juvenile delinquent for violating the Child Exploitation Statute at I.C. 35-42-4-4(b) to register as a sex offender.

*Because student cell phones have been found in a number of Indiana school districts to have contained evidence of "sexual conduct" as defined above, it is important for parents and students to be aware of the legal consequences should this occur in our school system.*

### **COMPUTER ACCEPTABLE USE POLICY**

Students utilizing Corporation-provided Internet and network access must first have the permission in writing of their parents and must be supervised by the Alexandria Community School Corporation's professional staff. Students utilizing school-provided Internet and network access are responsible for good behavior on-line just as they are in a classroom or other area of the school. The same general rules for behavior and communication apply.

The purpose of Corporation-provided Internet and network access is to facilitate communications in support of research and education. To remain eligible as users, students' use must be in support of and consistent with educational goals and objectives of the Alexandria Community School Corporation. Access is a privilege, not a right. Access entails responsibility.

Users agree that files stored on school-based computers and e-lockers will not be private. Electronic messages and files stored on school-based computers and e-lockers may be treated like student lockers. Administrators and faculty may review files and messages to maintain system integrity and ensure that users are acting responsibly.

The following uses of school-provided Internet access and network are not permitted:

- a. to copy software from or to the School's computer systems
- b. to experiment with packages or commands you are not authorized to use
- c. to interfere with computer data
- d. to use e-mail, IM (instant messenger), or internet sites for making libelous or offensive statements or remarks
- e. to access, upload, download, or distribute pornographic, obscene, or sexually explicit material
- f. to violate any local, state or federal statute
- g. to vandalize, damage, or disable the property of another individual or organization
- h. to access another individual's account, materials, information, or files without permission
- i. to violate copyright or otherwise use the intellectual property of another individual or organization without permission
- j. to attach any device to the network without approval

Any violation of these rules and/or Corporation policy may result in loss of your Corporation-provided Internet and/or network access. Additional disciplinary action may be determined at the building level in keeping with existing procedures and practices regarding inappropriate language and behavior. When and where applicable, law enforcement agencies may be involved.

### **COMPUTER LAB & 1:1 ROOM RULES**

The following policy is now in effect concerning disciplinary procedures for students who are abusing the computers at Alexandria Community Schools:

#### **Infractions**

1. Loading, deleting, copying, changing software or files, and/or creating viruses.
2. Intentionally wasting computer paper or other printer abuse.
3. Hardware abuse – keyboard, mouse, monitor, CD Rom, and case damage – marking on equipment and/or related items – disconnecting cable – changing computer or monitor settings.

4. Logging in under another person's login ID – allowing other people to use your login ID.
5. No computer games or e-mail are to be used during the school day without teacher permission on each specific occasion.

### **Consequences**

The following is a progression of minimum consequences that would follow each offense. Depending on the severity of the offense, steps one and two may be skipped.

1. Removal from computer access for a period of two weeks
2. Removal from computer access for a period of one semester.
3. Removal from computer access for a period of one year.
4. The administration reserves the right to exercise penalties to the fullest extent of the law anytime a student accesses the system without permission.

Removal means the student will not be allowed in a computer lab or near a computer in the library or other areas in the building. It also includes HIT removal and pass restriction for the same time period.

Hardware or network damages can lead to monetary charges for repair.

### **COMPUTER TAMPERING**

It is a criminal act under Indiana law to access a computer system or to damage or alter a computer program or computer data without the consent of the computer owner. Therefore, any school personnel or student who is suspected of tampering with or trespassing on any of the school corporation's computers, computer programs, computer systems, or computer networks without authorization will be immediately suspended from employment or school pending investigation by school administrators. Suspected violators of this rule will be subjected to the staff and student disciplinary procedures. The results of the investigation will be turned over to the proper authorities if it is determined by school authorization that a criminal act may have been committed.

Reference: IC 35-43-1-4;  
IC 35-43-2-3.

#### **IC 35-43-1-4: Computer tampering –**

- (a) As used in this section: "Computer network" and "computer system" have the meanings set forth in IC 35-43-2-3. "Computer program" means an ordered set of instructions or statements that, when executed by a computer, causes the computer to process data. "Data" means a representation of information, facts, knowledge, concepts, or instructions that:
- (1) May take any form, including computer printouts, magnetic storage media, punched cards, or stored memory;
  - (2) Has been processed, is being processed, or will be processed; in a computer system or computer network.
- (b) A person who knowingly or intentionally alters or damages a computer program or data, which comprises a part of a computer system or computer network without the consent of the owner of the computer system or computer network commits computer tampering, a Class D felony. (P.L.35-1986,2)

#### **IC 35-43-2-3: Computer trespass –**

- (a) As used in this section: "Access" means to
- (1) Approach;
  - (2) Instruct;
  - (3) Communicate with;
  - (4) Store data in;
  - (5) Retrieve data from; or
  - (6) Make use of resources of;

A computer, computer system, or computer network. "Computer network" means the interconnection of communication lines with a computer through remote terminals or a complex consisting of two (2) or more interconnected computers. "Computer system" means a set of related computer equipment, software, or hardware.

- (b) A person who knowingly or intentionally accesses:
- (1) A computer system;

(2) A computer network; or

(3) Any part of a computer system or computer network; without the consent of the owner of the computer system or computer network, or the consent of the owner's licensee, commits computer trespass, a Class A misdemeanor. (P.L. 35-1986,3)

## **DEFINITIONS**

As used herein, the term "school purposes" is defined as it is in IC20-33-8-4(Acts 1980, P.L. 148);

The term "school purposes" refers to the purpose for which a school corporation operates, including:

(1) to promote knowledge and learning generally;

(2) to maintain an orderly and efficient educational system; and

(1) to take any action under the authority granted to school corporations and their governing bodies by IC 20-5-2 or by any other statute.

As used herein, the term "educational function" is defined as it is in IC 20.33-8.2.

The term "educational function" means the performance by a school corporation for its officers or employees, of an act or a series of acts in carrying out school purposes.

## **POSSESSION/ USE OF FIREARMS OR WEAPONS ON SCHOOL PROPERTY**

Possession of a handgun or firearm on school property, or on a school bus is a felony (as well as possession of a handgun within 1000 feet of school property). The act of possessing, using, or threatening to use any weapon, knives, firearm, explosives, chemical substances or sprays, animals capable of causing bodily injury, instruments capable of inflicting bodily injury or paraphernalia that can be considered a weapon. A violation of this law will be reported to law enforcement officers. **PENALTY IS SUSPENSION FOR 10 DAYS AND EXPULSION FOR ONE CALENDAR YEAR.**

## **DRUG PREVENTION POLICY**

The School Board recognized that the misuse of drugs is a serious problem with legal, physical, and social implications for the entire school community.

For purpose of this policy, "drugs" shall mean:

A. all dangerous controlled substances as so designated and prohibited by Indiana statute;

B. all chemicals with release toxic vapors;

C. all alcoholic beverages;

D. any prescription or patent drug, except those for which permission to use in school has been granted pursuant to Board policy;

E. anabolic steroids;

F. any "look-alike" substances;

G. any other illegal substances so designated and prohibited by law.

The Board prohibits the use, possession, concealment, or distribution of any drug and any drug-related paraphernalia at any time on Corporation property or at any school-related event. It further establishes a drug-free zone within 1000 feet of any facility used by the Corporation for educational purposes.

Proper use of medication by a student prescribed by a medical doctor, dentist, or other health care provider authorized by law to prescribe medication for that student, does not violate this policy. Improper use or possession of medication not prescribed for a student is a direct violation of this policy.

The administration shall have the authority to require a student to submit to a chemical test of the student's breath or urine if the administration has reasonable suspicion to believe the student, while at school, attending or traveling to and from a school related activity, is using or under the influence of alcohol, marijuana, or a controlled substance (as defined by law)

Reasonable suspicion may arise from the following:

A. A student's conduct, physical appearance, or odor, which indicates the use of alcohol, marijuana, or a controlled substance and/or use of a substance to cover the odor which indicates the use of alcohol, marijuana, or a controlled substance.

B. Reliable information communicated to an administrator about student conduct, physical appearance, or odors as listed in (a) above indicating a student is presently using, or under the influence of alcohol, marijuana, or a controlled substance.

In the case in which a student is believed to be under the influence of alcohol, marijuana, or a controlled substance, the school nurse will be called to take the student's vitals. In the event the nurse is not available, EMS will be called. The police department may be called to determine the possibility of criminal activity.

Failure to produce a test sample after a reasonable period of time, or willful refusal to submit to the chemical test, or a positive test result will allow the administration to proceed with disciplinary actions as outlined in the student handbook.

It shall be the intent of Alexandria Community Schools to cooperate in the prosecution of person involved in the sale of illegal substances.

Students who violate the Drug Prevention Policy may face the following consequences:

- 1) Students who are in possession of drugs or alcohol will be suspended from school for up to 10 days. Due process procedures for expulsion may also be initiated. Parents may request an alternative to expulsion for first time offenders. A police report will be filed.
- 2) Students who sell, attempt to sell, or give drugs or alcohol to another person will be suspended for 10 days and due process procedures for expulsion will be initiated. A police report will be filed.

The Superintendent shall prepare guidelines for the identification, and regulation of drug use in the schools. Such guidelines shall:

- A. emphasize the prevention of drug use;
- B. provide for a comprehensive, age-appropriate, developmentally-based drug and alcohol education and prevention program which:
  1. addresses the legal, social, psychological, and health consequences of drug and alcohol use;
  2. provides information about effective techniques for resisting peer pressure to use illicit drugs and alcohol;
- C. include a statement for students that the use of illicit drugs and the unlawful possession and use of alcohol is wrong and harmful;
- D. provide standards of conduct that are applicable to all students which clearly prohibit, at a minimum, the unlawful possession, use, or distribution, of illicit drugs and alcohol by students on school premises or as a part of any school activity;
- E. include a clear statement that disciplinary sanctions, up to and including expulsion and referral for prosecution, will be imposed on students who violate the school standards of conduct and a description of those sanctions;
- F. provide information about any drug and alcohol counseling and rehabilitation and reentry programs available to students and provided procedures to direct students and their parents to the appropriate programs;
- G. require that all parents and students be given a copy of the standards of conduct regarding the unlawful possession, use, or distribution of illicit drugs and alcohol by students;
- H. require the notification to parents and students that compliance with standards of conduct is mandatory;
- I. provide a biennial review of the School Corporation's program to determine its effectiveness and implement changes as needed, and to ensure that disciplinary sanctions are consistently enforced.

At the request of parents, the principal will consider alternative to expulsion for first (1st) time offenders who are in possession of drugs, etc. and under the following conditions:

- A. Parents who elect to enter their child into an approved drug/alcohol abuse program will do so at their own expense. (An approved program must be certified by the Division of Addiction Services, Indiana Department of Mental Health.)
- B. If the program is a residential program, the school corporation will readmit the student to classes upon completion of the program. If the program is one that remediates the student on evenings and/or weekends, the student will be readmitted to school after the five (5) day suspension upon proof of enrollment in the program.
- C. Should the student fail to complete the requirements of their program she/he will immediately be expelled for the duration of the original expulsion period proposed.
- D. No consideration for an alternative program will be given to second time offenders of the Substance Abuse Policy.
- E. No consideration for an alternative program will be given to students involved in selling drugs/alcohol to others.

Students committing a second offense of possession and/or use of drugs/alcohol or students committing the providing and/or selling of drugs/alcohol will be expelled following due process procedures. The Superintendent shall establish administrative guidelines necessary to implement this policy.

## **NO SMOKING/ TOBACCO POLICY**

The use of tobacco or tobacco products are prohibited on the property of the Alexandria Community School Corporation. The possession, transferring, distributing, and/or use of tobacco products or paraphernalia including lighters, matches, etc., by students is prohibited in school buildings in the immediate vicinity of the buildings, on school property at any time, or on school buses.

### **DRESS AND PERSONAL APPEARANCE**

Students and parents are expected to use good judgment in making sure clothing is neat, clean and appropriate.

1. Footwear shall be worn at all times by students for health and safety reasons. Shoes with laces must be tied securely. Slippers and shoes with wheels are not allowed.
2. Coats, jackets, and bags must remain in the student's locker or designated area unless given permission by the principal.
3. Hats, bandanas, and sunglasses are not to be worn inside the building unless approved by the principal.
4. Shirts, sweatshirts, t-shirts, blouses displaying slogans, sayings, or messages that are profane, vulgar, obscene, lewd, contain suggestive words, phrases, or pictures (including drug, tobacco, and/or alcohol items) are not permitted.
5. Inappropriate clothing includes, but is not limited to, pajamas, items that are too tight, loose and/or exposes body areas such as bare-midriff, cleavage or clothing that exposes undergarments. Shorts and skirts above fingertip length are not allowed. Spaghetti strap shirts are not allowed at AMIS.
6. Students are responsible for appropriate personal hygiene.
7. Where applicable, safety glasses are to be worn by all students at all times in classes where there could be any hazard to the eyes. If the instructor feels that the hair or clothing is endangering the safety of the operator of machinery, the teacher may require that a restrictive device be worn.
8. Caps, insignia, emblems, shirts, and/or other such clothing or personal possessions identified and associated with gangs will not be worn in school, on school premises, or at school related activities.
9. Wallet chains, spiked or edged jewelry may not be worn.
10. Make-up that is deemed disruptive to the educational process shall not be worn.
11. Clothing deemed to be disruptive to the educational process will be considered in violation of the dress code. Wearing of such items after an official warning may result in suspension or expulsion from school in accordance with statutory due process procedures.

### **FIGHTING**

Fighting is prohibited. Students intentionally causing or attempting to cause physical injury or intentionally behaving in such a way as could reasonably cause physical injury to any person on school property during, immediately before, or immediately after school hours; on school property when the school is being used by a student group; or off school grounds at a school activity, function, or event, shall be disciplined by suspension or expulsion from school.

### **CHEATING/PLAGIARISM**

Students who cheat, and students who allow others to cheat, are subject to receiving zeros on the assignment and a possible suspension from school. Teachers will develop classroom rules and apply penalties regarding plagiarism.

### **STUDENT AND EMPLOYEE INTERNET USE AND GUIDELINES**

No person shall be permitted to use any school computer for Internet access without a Student and Employee Internet Use Agreement form signed and on file.

### **SCHOOL BUS DISCIPLINE POLICY**

When school children are being transported on a school bus, they are under the supervision, direction and control of the school bus driver, and are subject to disciplinary measures by the bus driver and the governing body of the school corporation. Transportation is a privilege extended to the students of the Alexandria Community School Corporation. Students who cannot abide by the rules and regulations can be denied that privilege of riding the bus.