

ALEXANDRIA COMMUNITY SCHOOL CORPORATION
ALEXANDRIA MONROE ELEMENTARY SCHOOL
STUDENT HANDBOOK
2022 - 2023



Corporation Mission: *Alexandria Community School Corporation prepares students to positively contribute to the local and global community by fostering curiosity, thinking critically, acquiring knowledge, and communicating effectively through a variety of curricular and extracurricular experiences.*

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Directory of Corporation Buildings

Central Office

800 N Central Ave.
Alexandria, IN 46001
Phone: (765) 724 - 4496
Fax: (765) 724 - 5049

Alexandria Monroe Elementary School

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

Alexandria Monroe Jr/Sr. 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

Tigers all, fight on

Tigers all, fight on,

(repeat)

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 the 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 the 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.

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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 Hazard 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 surveillance 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 surveillance 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 ensure 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. Students and families will be notified via automated phone messages when a decision is made to close or delay school. 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 pre arranged 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://alexandriacsc.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.

NONDISCRIMINATION POLICY

Alexandria Community School Corporation does not discriminate on the basis of religion, race, genetic information, color, national origin, sex, disability, or age in its programs and activities, including employment and opportunities. Any inquiries concerning non-compliance should be directed to the superintendent of schools at 800 N. Central, Alexandria, Indiana 46001 or (765) 724-4166.

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 by 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 objection or submitted a physician's statement that the needed immunizations are contraindicated. 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.

**2022 - 2023 School Year
Indiana State Department of Health (ISDH)
School Immunization Requirements
Quick Reference Guide**

	3-5 Years Old	K	1	2	3	4	5	6	7	8	9	10	11	12
DTaP/DTP?DT?d*	4	5	5	5	5	5	5	5	5	5	5	5	5	5
Polio**	3	4	4	4	4	4	4	4	4	4	4	4	4	4
Measles	1	2	2	2	2	2	2	2	2	2	2	2	2	2
Mumps	1	2	2	2	2	2	2	2	2	2	2	2	2	2
Rubella	1	1	1	1	1	1	1	1	1	1	1	1	1	1
Hepatitis A	2	2	2	2	2	2	2	2	2	2	2	2	2	2
Hepatitis B	3	3	3	3	3	3	3	3	3	3	3	3	3	3
Varicella //	2	2	1	1	1	1	1	1	1	1	1	1	1	1
Tdap	*	*	*	*	*	*	*	1	1	1	1	1	1	1
MCV4	*	*	*	*	*	*	*	1	1	1	1	1	1	1

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

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 that 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 maintained 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.

NURSE VISITS

Students must have a pass from a teacher to visit the school nurse. If the school nurse feels the parent/guardian should come pick up that student for medical reasons, then the nurse will contact the parents. The use of a digital device by the student to a parent/guardian circumventing the school nurse is not permitted during the school day and will result in a disciplinary consequence.

SCHOOL/CLASSROOMS VISITORS

The school encourages parents/guardians to be a part of their child's education. Calling in to set a meeting with staff and administration is encouraged. 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. 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. Anyone coming into the Alexandria school Corporation buildings and/or onto its grounds under the influence of an alcoholic beverage or narcotic shall be asked to leave the building and/or grounds immediately and law enforcement shall be called. Anyone coming into a building and/or onto the grounds using vulgar language, acting aggressively towards students, staff verbally or physically shall be considered a threat and law enforcement shall be called immediately. This can and will lead to a no trespass order issued by the school administration for up to 365 days.

Behavior at events: Spectators are welcome to all events at Alexandria Elementary School. Anyone coming to an event under the influence of a narcotic and/or alcohol shall be removed from the premise and law enforcement shall be called. Anyone acting inappropriately which can be perceived as threatening language, use of curse or vulgar language, any behavior not encouraging to the students, staff and other spectators shall be removed with law enforcement called. This can result in a no trespass order issued by school administration for up to 365 days.

CLASS TRIPS & EXTRA-CURRICULAR PARTICIPATION

Participation in field trips and extra-curricular events is considered a privilege. Students who have either been suspended or who have had multiple disciplinary referrals 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 AMES are given the opportunity to participate in athletics. Athletics at AMES include:

1. Fall- boys and girls cross country and girls volleyball
2. Winter- boys and girls basketball and wrestling
3. Spring- boys and girls track girls softball and tennis

Students must have a physical (IHSA Pre-Participation Evaluation Form) 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 canceled, or the student needs necessary medication. Students are not allowed to make calls from their personal cell phones during the school day.

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 IREAD (grade 3) and both sections of ILEARN (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 extracurricular 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:

EXCESSIVE ABSENCES

A student will be limited to a total of seven (7) excused and unexcused (combined) absences per semester. A student could be placed on an attendance contract on the seventh (7th) absence. Any absence after the seventh (7th) will:

- A. Require a doctor's certificate within two (2) school days of the absence;
- B. May result in the teacher not giving credit for the missing assignments;
- C. May result in a referral to proper legal authorities; and
- D. May result in the filing of charges for Educational Neglect.

EXEMPT ABSENCES (STUDENTS COUNTED AS PRESENT)

- A. Serving as a page or honoree of the General Assembly;
- B. Serving on the precinct election board or as a helper to a political candidate or party on the day of municipal, primary, or elections;
- C. Subpoenaed to testify in court;
- F. Approved Educationally Related Non-Classroom Activity
- G. The student or a member of the student's household exhibits or participates in the Indiana State Fair for educational purposes.

NON-EXEMPT ABSENCES (STUDENTS ARE EXCUSED AND REPORTED AS ABSENT)

- A. Parent/Guardian Excused by Calling In to School Office;
- B. Certificate of Incapacity Form – the form is used to provide the school with information that a student will be absent from school and documents the medical condition. The absence should be excused with medical documentation;

- C. Funeral/Bereavement;
- D. School Nurse requests that parent pick up student;
- E. Weather-related;
- F. Illness;
- G. Medical appointment (every effort should be made to schedule these appointments outside the regular school day);
- H. Incarcerated;
- I. Absences approved by administration; and
- J. Observation of a recognized religious holiday. Written documentation verifying attendance/ participation for letters: B, C, G, and H 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 telephone numbers throughout the school year.
- D. Any student who forges a document, makes a phone call to the school for the purpose of impersonating someone else to gain release of a student from school shall be put on a five(5) day suspension and may be expelled for the second instance.

TARDY POLICY

Students must be in class on time to maximize learning time and to prevent disruptions to the educational environment. Students who are considered habitually tardy will receive the following interventions and consequences.

- 5th tardy per semester – Attendance Representative will call home to parent.
- 9th tardy per semester – Attendance Representative will meet with student and call home to parent to prevent further tardiness.
- 10th tardy per semester – Attendance Contract with the possibility of after school detention to make up missing assignments.

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, unless enrolled in a before school care program. 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 be signed out in the attendance office. Any student who leaves without permission or does not properly sign out will be considered truant.

FAMILY TRIP POLICY

Parents/Guardians should make every effort to schedule vacations, family trips, etc. during non-school times. In the event that a child must be taken from school, the following guidelines are to be followed:

A. Parent must notify the school at least 5 school days in advance of the date of departure, allowing for sufficient time for processing;

- B. The planned activity must involve the participation of the student's parent, guardian, and/or grandparent;
- C. A student may use up to 5 pre-arranged absences per school year;
- D. Pre-arranged absences would not be to extend school-planned vacations, i.e. Christmas Break, Spring Break, etc.;
- E. Pre-arranged absences are countable toward the 7-day limit per semester;
- F. Pre-arranged absences will not be approved for the week prior to the end of either semester; and
- G. Students seeking a pre-arranged absence must be receiving a passing grade in all classes or subjects.

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 After School Detention. After the second truancy the student will be assigned to After 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.

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

GRADES 1-6

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

HOMEWORK POLICY

Good schools and academically sound 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. Clarify 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 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 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 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 purposes, 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.

The rules you are about to read in this code of conduct supplement are in addition to our broad, discretionary authority to maintain safety, order, and discipline within the school zone. These rules support, but do not limit, our authority.

DISCIPLINE MATRIX

The Discipline Matrix is attached as Appendix A

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 of 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/her 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 the 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 expectation of privacy in that locker or its contents. A principal or other member of the administrative staff of the school may search the 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. A law enforcement agency may, at the request of the school principal, assist the school administration in searching lockers, 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,
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.

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 beverages, 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 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

If students bring cell phones, electronic devices, games, wireless earbuds, headphones, smartwatches, etc. must be stored in the student's locker from the start of the school day until the end of the school day. The school is NOT responsible for lost, damaged, or stolen cell phones. Discipline guidelines are listed below. Direct insubordination could result in immediate out-of-school suspension.

1st offense : Discipline Referral, device brought to office and held until parent comes to get it.

2nd offense : Discipline Referral, assigned In-School Detention ("ISD") for 1 day, and device kept in office until parent comes to get it.

3rd offense : Discipline Referral, assigned ISD for 3 days, and device held in office until parent comes to get it.

4th offense : Discipline Referral, Out of School Suspension, and device held in office until a parent comes in to get it.

Any infractions after four will require a conference with the student, parent, and principal.

NOTE: The school will not be responsible for lost or stolen cell phones, iPads, iPods, laptops, or any other electronic equipment. Students who bring these items to school do so at their own risk.

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 digitized 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, digitized 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.

TECHNOLOGY RESPONSIBLE USE POLICY

The Alexandria Community School Corporation (ACSC) has adopted this Responsible Use Policy to set guidelines for proper use of the district’s devices, network access, and internet access. Annually, students and employees who wish to use ACSC devices, access the network, and utilize internet access need to sign and submit this policy to ACSC. Students who are under 18 years old must also have their parents or guardians sign this policy. By signing this agreement, the student, employee, and parent or guardian agree to follow the rules set forth in the policy and to report any misuse of the ACSC devices, network access, or internet access to a teacher or administrator. Parties agreeing to this policy also understand the ACSC may revise the Responsible Use Policy as it deems necessary. ACSC will provide notice of any changes either by posting such a revised version of the Policy on its website or by providing written notice to the students, employees, and parents or guardians.

Acceptable Uses:

Devices, network access, and internet access provided by ACSC should be used only for educational or professional purposes whether used locally or remotely.

If a user is uncertain about whether a particular use of devices, network access, or internet access is appropriate, he or she should consult a teacher, administrator, or the Technology department.

Unacceptable Uses:

The following uses of network and internet access are unacceptable:

- A. Uses that violate any state or federal law or municipal ordinance
- B. Selling or purchasing any illegal substance
- C. Accessing, transmitting, or downloading child pornography, obscene depictions, harmful materials, or materials that encourage others to violate the law
- D. Transmitting or downloading confidential information or copyrighted materials

- E. Any other use that violates state, federal, or municipal law
- F. Uses that involve the accessing, transmitting or downloading of inappropriate materials on the internet
- G. Uses that involve obtaining and or using anonymous email and other communication services
- H. Uses that cause harm to others or damage to their property
- I. Deleting, copying, modifying, or forging others' emails, account, files, or data
- J. Accessing another user's account without their permission or interfering with other users' ability to access their account
- K. Damaging district property including computer equipment, files, data, the network, etc.
- L. Using profane, abusive, or impolite language
- M. Disguising one's identity, impersonating other users, or sending anonymous communications
- N. Threatening, harassing, or making defamatory or false statements about others
- O. Accessing, transmitting, or downloading offensive, harassing, or disparaging materials
- P. Accessing, transmitting, or downloading computer viruses or other harmful files or programs, or in any way, degrading or disrupting any computing or communication system's performance
- Q. Accessing, transmitting or downloading large files that are not educationally pertinent
- R. Using any district computer to pursue "hacking," internal or external to the district, or attempting to access information that is protected by privacy laws
- S. Any other harmful or damaging use as determined by administration
- T. Disclosing one's account password to other users or allowing other users to use one's account
- U. Any commercial use
- V. Selling or buying anything over the internet for personal financial gain
- W. Using the internet for advertising, promotion, or financial gain
- X. Conducting for-profit business activities and engaging in non-government related fundraising or public relations activities such as solicitation for religious purposes, lobbying for political purposes, or soliciting votes
- Y. Any other use that is commercially related

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 of access for a period of two weeks
2. Removal of access for a period of one semester.
3. Removal of access for a period of one year.

ACSC reserves the right to exercise penalties to the fullest extent of the law anytime a student accesses the

system without permission. Behavior that results in the damage of ACSC property will result in fees charged to the student's account. Unpaid fees will be sent to a collection agency and will prohibit graduation or records transfer.

Example: internet users should not reveal their full names, home addresses, telephone numbers, school addresses, or parents' names on the internet.

Internet users shall not meet in person anyone they have met on the internet in a secluded place or a private setting. Internet users who are under the age of eighteen shall not meet in person anyone they have met on the Internet without their parent or guardian's permission.

Internet users will abide by all School District security policies.

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 a 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
3. 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, firearms, 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 the 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 a 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 persons 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

For the purposes of this policy, "tobacco" is defined to include any lighted or unlighted cigarette, cigar, pipe, bidi, clove cigarettes, and any other smoking product; spit tobacco, also known as smokeles, dip, chew, and snuff, in any form; and all electronic nicotine delivery devices (ENDS) such as e-cigarettes and hookah pens.

The uses 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.

Anyone in possession of tobacco, tobacco products, vapes, and/or juuls, can be ticketed by the Alexandria School SRO under Indiana possession/tobacco laws.

Possession of any product considered "tobacco" or "vapes/juuls" shall result in the following:

- 1.) First Offense: Five (5) Day Out of School Suspension. Mandatory Vaping/tobacco Awareness session is to be completed by the student. This session will be provided by the school.
- 2.) Second Offense: Additional progression of disciplinary actions.

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, flip flops, 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, hoods, and sunglasses are not to be worn inside the building unless approved by the principal.
4. Shirts, sweatshirts, t-shirts, blouses, lanyards, 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 that expose too much skin, have fishnet stockings underneath, or jeans with holes that expose too much skin are prohibited. Students will be asked to change clothing.
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. Makeup 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.
12. Backpacks allowed to be in classrooms are required to be clear.

See Appendix A for consequences

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. The Alexandria Police Department will be called, if the administration deems that the incident rises to the level of battery or disorderly conduct.

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

School Bus Behavior and Discipline

The school bus is an extension of the school building. All school rules are in effect on the school bus. Additionally, students will be expected to follow the Bus Rider Expectations:

Be Safe	Be Respectful	Be Responsible
Enter the bus single file.	Greet the driver and others daily.	Be on time to the bus stop and the bus after school.
Sit quickly in your designated area.	Follow all directions given by the driver.	Keep all your items on your lap and under control.
Remain seated at all times when the bus is in motion.	Use polite language and actions.	Have a bus pass for special circumstances and present it to the driver when boarding the bus.
Do not touch or push others.	Use a quiet voice.	Help maintain a clean school bus.

Alexandria Community Schools will not tolerate unacceptable behavior, such as disrespect, disobedience, bullying, harassment of others, vulgar language and horseplay. Behavior that violates established school conduct policies and/or disrupts or jeopardizes a safe school environment will result in disciplinary action.

For Minor Violations (i.e. out of seat, horseplay, candy)

The school principal or assistant principal will assign appropriate discipline for each violation. Disciplinary action may include:

First Offense: Driver gives verbal or written warning and notifies the building administration.

Second Offense: The student may lose riding privileges from the bus for 1 day.

Third Offense: The student may lose riding privileges from the bus for 3-5 days.

Fourth Offense: Riding privileges revoked for up to 9 weeks.

Fifth Offense: Riding privileges will be revoked for at least 9 weeks to the remainder of the school year.

DISCIPLINE CONSEQUENCES

Students who violate school rules may be assigned the following consequences: Lunch Detention, Saturday School, Community Service, In-School Detention, Out of School Suspension, and/or Expulsion.

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 surveillance 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 surveillance and re-inspections are on file in our Maintenance Department.

ANTI-HAZING POLICY

The purpose of this guideline is to maintain a safe learning environment for all students and staff members at Alexandria Community School Corporation. Hazing in any form is neither tolerated nor consistent with any educational goals of Alexandria Community School Corporation. Definition "Hazing" refers to any activity expected of someone joining a student organization that humiliates, degrades or risks emotional and/or physical harm, regardless of the person's willingness to participate. Hazing activities are generally considered to be: physically abusive, hazardous, and/or sexually violating. The specific behaviors or activities within these categories vary widely among participants, groups and settings.

Examples:

- Any activity involving personal servitude; sleep deprivation and restrictions on personal hygiene; yelling, swearing and insulting new members; being forced to wear embarrassing or humiliating attire in public; consumption of vile substances or smearing of such on one's skin; brandings; physical beatings; binge drinking and drinking games; sexual simulation and sexual assault.

- Any activity involving the consumption of food, liquid, or substance that subjects the student to an unreasonable risk of harm or that adversely affects the mental or physical health or safety of the student.
- Any activity that intimidates or threatens the student with ostracism, that subjects the student to extreme mental stress, embarrassment, shame or humiliation that adversely affects the mental health or dignity of the student or discourages the student from remaining in school.
- Any activity that causes or requires the student to perform a task that involves violation of state or federal law or school district policies or regulations.

Reporting Procedures

Any person who believes he or she has been the victim of hazing or any person with knowledge or belief of conduct which may constitute hazing shall report the alleged acts immediately to any Alexandria Community School Corporation administrator. The building principal or their designee is the person responsible for receiving reports of hazing at the building level. Teachers, administrators, other school district employees as well as contractors and volunteers shall be particularly alert to possible situations, circumstances or events that might include hazing. Any such person who receives a report of, observes, or has other knowledge or belief of conduct which may constitute hazing shall inform the administration immediately.

Complaints

A Student who feels that he or she has been harassed, bullied or subjected to hazing is invited to discuss his or her concerns with a teacher, coach, or administrator. There are no express time limits for initiating complaints; however, every effort should be made to bring complaints to the attention of appropriate authorities as soon as possible while memories are fresh and witnesses continue to be available. Complaints will be investigated and where it is determined that a violation has occurred, prompt corrective action will be taken. During the investigation, confidentiality will be maintained to the extent possible. Complainants will be offered counseling and other assistance when appropriate and will be informed of the results of any investigation.

School Corporation Action

Student complaints of harassment, bullying or hazing may be brought to any teacher, coach, sponsor or administrator who, after discussing the incident with the student, will contact the principal or their designee.

Upon receipt of a complaint or report of hazing, Alexandria Community School Corporation shall undertake or authorize an investigation by school district officials or a third party designated by the Alexandria Community School Corporation may take immediate steps, at its discretion, to protect the complainant, reporter, students or others pending completion of an investigation of hazing. Upon completion of the investigation, Alexandria Community School

Corporation will take appropriate action. Such action may include, but is not limited to, warning, suspension, exclusion or expulsion. Disciplinary consequences will be administered consistently. They will appropriately discipline prohibited behavior and deter others from hazing. The actions taken by the Alexandria Community School Corporation for violation of this policy will be consistent with other school policies.

Reprisal

Alexandria Community School Corporation will take appropriate action against any student, teacher, administrator or other employee of the Alexandria Community School Corporation, or any contractor or volunteer, who retaliates against anyone who makes a good faith report of hazing, or who testifies, assists or participates in an investigation or hearing about a hazing incident.

Retaliation includes, but is not limited to, any form of intimidation, reprisal or harassment.

ATHLETES

All students who participate in school athletics are required to follow the Alexandria Jr/Sr High Athletic Code.

SCHOOL CALENDAR

Alexandria Community School Corporation

2022-2023 School Year Calendar

August 2022							September 2022							October 2022							Date		Event or Holiday	
Su	M	Tu	W	Th	F	Sa	Su	M	Tu	W	Th	F	Sa	Su	M	Tu	W	Th	F	Sa				
1	2	3	4	5	6		4	5	6	7	8	9	10	2	3	4	5	6	7	8	Aug. 1: Tiger Con (full day)			
7	8	9	10	11	12	13	11	12	13	14	15	16	17	9	10	11	12	13	14	15	Aug. 2: Teacher Work Day (full day)			
14	15	16	17	18	19	20	18	19	20	21	22	23	24	16	17	18	19	20	21	22	Aug. 3: First day for students			
21	22	23	24	25	26	27	25	26	27	28	29	30	23	24	25	26	27	28	29	September 5: Labor Day (no school)				
28	29	30	31										30	31						October 7: End of 1st grading period (47 days)				
																				October 10-14: Fall Break				
																				November 1: eLearning Day				
																				November 21-25: Thanksgiving break				
																				December 22: End of 2nd grading period (44 days)				
																				End of first semester (91 days)				
																				December 23-January 6: Winter Break				
																				January 9: School resumes				
																				January 23: eLearning Days				
																				February 17: Vacation or Snow make-up day				
																				February 20: eLearning Day				
																				March 10: 3rd grading period ends (44 days)				
																				March 27-Apr. 7: Spring Break				
																				May 29: Memorial Day				
																				May 26: Tentative last day for students				
																				180 total days. End of 2nd semester (89 days)				
																				45 Days in 4th grading period				
																				H.S. Commencement: Friday, May 26, 2021				

APPENDIX A - DISCIPLINE MATRIX

Offense	1st	2nd	3rd
Arson	10 OSS pending expulsion and referral to appropriate legal agency.		
Bomb Threat	10 OSS pending expulsion and referral to appropriate legal agency.		
Drugs / Alcohol	10 OSS pending expulsion and referral to appropriate legal agency.		
Racial Harassment	5 days OSS	5 days OSS pending expulsion and referral to appropriate legal agency.	
Sex Offense	5 days OSS	5 days OSS pending expulsion and referral to appropriate legal agency.	
Sexual Harrassment	5 days OSS	5 days OSS pending expulsion and referral to appropriate legal agency.	
Theft - Depending on level of theft	3 days OSS	5 days OSS	10 OSS pending expulsion and referral to appropriate legal agency.
Threat of another student	1 day OSS	3 days OSS	5 OSS pending expulsion and referral to appropriate legal agency.
Threatening, harassing, intimidating any school employee	3 days OSS	5 OSS pending expulsion and referral to appropriate legal	

on or off school grounds.		agency.	
Vandalism	Restitution and 5 days OSS	5 days OSS pending expulsion and referral to appropriate legal agency.	
Weapons possession	10 OSS pending expulsion and referral to appropriate legal agency.		
Truancy from Class	1 day of ASD (after school detention)	3 days of ASD	5 days of ASD and notification to Juvenile Probation - Parent Conference
Defiance	1 day of ISD (in another classroom setting)	2 days of ASD	1 day of OSS
Habitual Offender	1 day of OSS	3 days of OSS	3 days of OSS and 3 days of ASD
Cell Phone / Electronic Policy Violation	Device brought to office, held until parent picks it up	1 day ASD, device kept in office until parent picks it up	3 days of ASD 1 day of OSS
Profanity, Vulgar language - Follow progressive discipline plan	1 day of ISD	3 days of ASD	1 day of OSS
Physical Attack of school employee - Depending on situation	2 days of OSS	3 days of OSS	5 days of OSS pending expulsion and referral to appropriate legal agency.
Overt public display of affection	1 day ASD	1 day OSS	3 days OSS
Leaving Class without Permission	1 day ASD	2 days ISD	3 days OSS
Involvement in a fight - Depending on situation	1 day OSS	3 days OSS	5 days OSS pending expulsion and referral to appropriate legal

			agency.
Inappropriate Dress	Warning and change of clothing	1 day ASD and change of clothing	1 day OSS
Insubordination	1 day ISD - (placement in another classroom setting)	3 days ASD	1 day OSS
Initiation/pulling fire alarm	10 OSS pending expulsion and referral to appropriate legal agency.		