

# Student-Parent Guide

August 2019

## FOR ATTENDANCE AND PARTICIPATION IN VIGO COUNTY SCHOOL CORPORATION SCHOOLS

MISSION STATEMENT: The Vigo County School Corporation will equip students with life-long learning skills and prepare them to become productive and responsible citizens.

### To: Students and Parents of Vigo County Schools

As a parent of a high school student, I understand that a parent's role in education changes as children grow. However, one thing remains constant: students with involved parents or guardians earn better grades; have better attendance; and better social skills. As parents, we can inspire our children and demonstrate how to take charge of their education. Staff members in the Vigo County School Corporation stand ready to empower our students and work with our families and community partners to inspire our children to become the leaders of tomorrow. As the Superintendent of Schools, I am excited to see what this year will bring and eager to ensure that all students become life ready.



Best wishes for an enjoyable school year.

**Rob Haworth**  
Superintendent of Schools

### Elementary School Grading Period Schedule 2019-2020

#### FIRST SEMESTER – 90 Student Days

Monday, August 5, 2019 – Teacher Work Day

Tuesday, August 6, 2019 – First Student Day

Ends Friday, December 20, 2019

#### FIRST GRADING PERIOD - 47 Student Days

Begins Wednesday, August 6, 2019

**Midterm Report issued: On or after Sept. 6, 2019**

Ends Thursday, October 10, 2019

**REPORT CARD ISSUED: At Parent Teacher Conferences**

**(October 21- November 1, 2019)**

#### SECOND GRADING PERIOD – 43 Student Days

Begins Tuesday, October 15, 2019

**Midterm Report issued: On or after November 15, 2019**

Ends Friday, December 20, 2019

**REPORT CARD ISSUED: On or after January 10, 2020**

#### SECOND SEMESTER – 90 Student Days

Begins Monday, January 6, 2020

Ends Wednesday, May 27, 2020 – Last Student Day

#### THIRD GRADING PERIOD – 47 Student Days

Begins Monday, January 6, 2020

**Midterm report issued: On or after February 7, 2020**

Ends Friday, March 13, 2020

**REPORT CARD ISSUED: On or after March 20, 2020**

#### FOURTH GRADING PERIOD – 43 Student Days

Begins Monday, March 16, 2020

**Midterm report issued: On or after April 17, 2020**

Ends Wednesday, May 27, 2020

**REPORT CARD ISSUED: Thursday, May 27, 2020**

### School Calendar for 2019-2020

#### FIRST SEMESTER BEGINS

1. August 5, 2019, Monday ..... Teacher Work Day
2. August 6, 2019, Tuesday ..... First Student Day
3. September 2, 2019, Monday ..... Labor Day
4. September 17, 2019, Tuesday ..... Early Dismissal
5. October 11/14, 2019, Friday/Monday ..... Fall Break
6. October 22, 2019, Tuesday ..... Early Dismissal Parent Teacher Conference
7. November 1, 2019, Friday ..... End of 1st trimester (Early Dismissal)
8. November 11, 2019, Monday ..... Veteran's Day
9. November 25-29, 2019, Monday-Friday ..... Thanksgiving Vacation
10. December 20, 2019, Friday ..... End of El./Middle Semester
11. December 23, 2019-January 6, 2020 Monday/Monday ..... Winter Vacation  
(Begins at close of school of school December 20, 2019 and classes resume Monday, January 6, 2020)
12. January 20, 2020, Monday ..... Martin Luther King Day
13. February 14, 2020, Friday ..... Snow Day
14. February 17, 2020, Monday ..... Presidents' Day
15. February 21, 2020, Friday ..... End of 2nd Trimester (Early Dismissal)
16. March 10, 2020, Tuesday ..... Early Dismissal
17. March 26, 2020, Thursday ..... Snow Day
18. March 27, 2020 Friday ..... Snow Day
19. March 30-April 3, 2020, Monday-Friday ..... Spring Break
20. April 10, 2020, Friday ..... Good Friday
21. May 22, 2020, Friday ..... Snow Day
22. May 25, 2020, Monday ..... Memorial Day
23. May 27, 2020, Wednesday ..... Last Student Day
24. May 31, 2020, Thursday ..... Last Teacher Day

Student instructional days .....180  
Total days teachers report .....182

All student days are full days unless noted. If it is necessary, "snow days" will be used to make up student instruction days. Any additional days missed beyond those designated above will be added to the end of the scheduled school year.

\* not a paid holiday

#### EARLY DISMISSAL DAYS

Elementary dismissed at 1:45 p.m. and Secondary at 2:30 p.m. This meets state guidelines for instructional time. In the event that a delay of start time takes place on a day designated as "early release," the student day will revert to a normal dismissal time.

#### EDUCATIONAL RESOURCES

The list of corporation-wide adopted texts and basic core instructional materials, as well as the novel list, will be available at or near the beginning of the school year in a designated area at each school. If a parent has a concern about instructional material(s) or book(s) selected by his/her child's teacher for an instructional assignment, the parent must contact the teacher and present this concern in writing. At no time during the parent concern process will the student be forced to participate in the questioned assignment. Grading for an alternative assignment will be equivalent to that for the original assignment.

### Middle School Grading Periods 2019-2020

First Semester-----August 6, 2019 to December 20, 2019

First Nine Weeks-----August 6, 2019 to October 4, 2019 (43 days)

**Midterm – Open August 30, 2019/Close September 6, 2019 Noon**

Midterms Distributed September 12, 2019

**Report Card – Open October 9, 2019/Close October 16, 2019, Noon**

Grade Cards Distributed -----October 21, 2019

Second Nine Weeks-----October 7, 2019 to December 20, 2020 (47 days)

**Midterm – Open November 6, 2019/Close November 13, 2019, Noon**

Midterms Distributed December 2, 2019

**Report Card – Open January 8, 2020/Close January 15, 2020, Noon**

Grade Cards Distributed-----January 21, 2020

**Second Semester-----January 6, 2020 to May 27, 2020**

First Nine Weeks-----January 6, 2020 to March 6, 2020 (42 days)

**Midterm – Open February 5, 2020/Close February 12, 2020, Noon**

Midterms Distributed February 18, 2020

**Report Card – Open March 4, 2020/Close March 11, 2020, Noon**

Grade Cards Distributed-----April 6, 2020

Second Nine Weeks-----March 9, 2020 to May 27, 2020 (48 days)

**Midterm – Open April 15, 2020/Close April 22, 2020 Noon**

Midterms Distributed April 27, 2020

**Report Card – Open May 20, 2020/Close May 29, 2020 – End of Day**

Grade Cards Mailed -----June 8, 2020 **180 Days**

### High School Grading Periods 2019-2020

**First Trimester-----August 6, 2019 to November 1, 2019 (61 days)**

First Six Weeks-----August 6, 2019 to September 13, 2019 (28 days)

**Report Card – Open September 11, 2019/Close September 18, 2019, Noon**

Grade Cards Distributed-----September 23, 2019

Second Six Weeks-----September 16, 2019 to November 1, 2019 (33 days)

**Report Card – Open October 30, 2019/Close November 6, 2019, Noon**

Grade Cards Distributed-----November 12, 2019

**Second Trimester-----November 4, 2019 to February 21, 2020 (61 days)**

First Six Weeks-----November 4, 2019 to January 10, 2020 (34 days)

**Report Card – Open January 8, 2020/Close January 15, 2020, Noon**

Grade Cards Distributed-----January 21, 2020

Second Six Weeks-----January 13, 2020 to February 21, 2020 (27 days)

**Report Card – Open February 19, 2020/Close February 26, 2020, Noon**

Grade Cards Distributed-----March 2, 2020

**Third Trimester-----February 24, 2020 to May 27, 2020 (58 days)**

First Six Weeks-----February 24, 2020 to April 9, 2020 (27 days)

**Report Card – Open April 8, 2020/Close April 15, 2020, Noon**

Grade Cards Distributed-----April 20, 2020

Second Six Weeks-----April 13, 2020 to May 27, 2020 (31 days)

**Report Card – Open May 20, 2020/Close May 27, 2020, End of Day**

Grade Cards Mailed-----June 8, 2020

180 Days

## SCHOOL BEHAVIOR

### STUDENT RIGHTS AND RESPONSIBILITIES

This section is intended, in general terms, to describe some of the rights and responsibilities of students in the Vigo County School Corporation and to set forth appropriate regulations governing student behavior.

In order to function properly, public school education must provide equal learning opportunities for all students. In order for an individual to exercise his/her individual rights as afforded by our Federal and State Constitutions, he/she must be able to exercise self-discipline which will allow all individuals equal opportunities. The basic foundation and success of public school education depends greatly on self-discipline.

In addition to the general curriculum, principles and practices of appropriate behavior must be present and modeled. This includes an acceptance of the rights of all individuals; however, no individual school or school system can discharge these responsibilities if it allows students to act in an objectionable manner or to disregard rules, regulations and laws adopted for the benefit and safety of all persons.

The responsibility for the development and enforcement of rules and regulations for the protection and safety of individuals, in the school, is delegated by the Board of School Trustees to staff members within the School Corporation. The purpose of these rules and regulations is to help create an atmosphere that promotes the best possible learning and safe environment for all those involved in the educational process.

Students live and function, as do adults, in the general community. As citizens, students are entitled to our society's benefits; but, as citizens, they are subject to its national, state, and local laws and rules governing the various aspects of their behavior.

In the same manner, students live and function in the school community. The benefits of public education are available to all students, but in order to acquire these benefits, the individual must abide by laws, rules and regulations. In order for the educational process to function adequately and provide programs of diversity and challenge, there must be an orderly and manageable framework within which each individual can function.

Except for Rule XXIII noted below, the rules and standards set forth in this policy apply to behavior on school grounds immediately before or during school hours, or immediately after school hours, or at any other time when the school is being used by a school group; off school grounds at a school activity, function, or event or traveling to or from school or a school activity, function, or event of any kind. (See definition of school functions and events in JF Attachment below. This policy does not define all types and aspects of student behavior; however, the Board of School Trustees has the responsibility to set forth policies, rules and regulations to help each student conduct his/her behavior in a safe and acceptable manner.

The Board of School Trustees and the Superintendent may establish written policies, rules and regulations of general application governing student behavior in all schools. In addition, each principal, within his or her school may establish certain written rules, regulations and consequences not inconsistent with those established by the Board and the Superintendent. Additionally, school officials may find it necessary to remove a student from the school. In this event, the Board of School Trustees authorizes administrators and staff members to take the following actions:

**REMOVAL FROM CLASS OR ACTIVITY - TEACHER:** A middle school or high school teacher will have the right to remove a student from his/her class or activity for a period of up to one (1) school day if the student is assigned regular or additional work to be completed in another school setting. If a teacher removes a student for more than one day, said removal shall be contingent upon mutual agreement with the teacher and the principal or principal designee. An elementary teacher will have the right to remove a student from his/her classroom or activity for a period of up to one (1) school day if the student is assigned regular or additional work to be completed in another school setting.

**SUSPENSION FROM SCHOOL - PRINCIPAL:** A school principal (or designee) may deny a student the right to attend school or take part in any school function for a period of up to ten (10) school days. Suspension from school may also result in a loss of the driver's license.

**EXPULSION:** In accordance with the due process procedures defined in this policy, a student may be expelled from school for a period no longer than the remainder of the current semester plus the following semester possibly including summer school, with the exception of a violation of rule 15 listed under the grounds for Suspension and Expulsion in this policy. Expulsion will also result in a report to the Bureau of Motor Vehicles recommending the denial of a learner's permit or invalidating a learner's permit or driver's license.

### ZERO TOLERANCE

The Board of School Trustees hereby adopts a policy of Zero Tolerance for those specific acts of misconduct identified in this policy by an asterisk (\*). All middle and high school principals who have preliminarily found that a student has committed one or more of those specific acts of misconduct shall suspend such student from school in the manner provided hereinafter in this policy and by Indiana law. The principal shall file a written charge with the Hearing Officer requesting that the student be expelled from school for the maximum period permitted by Indiana law or Federal law, whichever is greater. All elementary principals may exercise their individual discretion whether or not to exercise this action regarding filing an

expulsion request for all rules, with the exception of Rule XV(a), relative to possession of a firearm or \*\*destructive device. When filing an expulsion request, the principal shall forward a written charge requesting the Hearing Officer to expel from school for the maximum period permitted by Indiana law or Federal law, whichever is greater.

### AREAS OF PROHIBITED STUDENT CONDUCT AND AREAS OF ZERO TOLERANCE

Any conduct which causes or which creates a reasonable likelihood that it will cause a disruption in or interference with a school function or activity on school grounds and off school grounds; traveling to or from school or a school activity, function, or event; or that interferes or creates a reasonable likelihood that it will interfere with the health, safety, or well-being or the rights of other students is prohibited.

Nothing herein is intended to restrict the exercise of legitimate First Amendment rights. Should a student become involved in an incident that is clearly independent of school function, the responsibility and jurisdiction lies with the parent, guardian, or the local law enforcement agency. Exceptions will be investigated on a case by case basis to determine if there is sufficient information to establish that an incident is related to or interferes with school functions or activities; or poses a threat to staff or students. If such investigation supports a relationship, suspension and/or expulsion procedures may be implemented.

The preceding standard is general standard that should be used as a guide by all students. **Not all acts of misconduct can be itemized in this section.** The following is an enumeration of some of the main areas of conduct which may lead to disciplinary action, including possible expulsion from school for a period in excess of ten (10) school days which would be no longer than the remainder of the current semester plus the following semester possibly including summer school, with the exception of a violation of Rule XV(a) listed under the grounds for Suspension and Expulsion in this policy which carries a mandatory twelve (12) calendar month expulsion.

### GROUND FORS FOR SUSPENSION OR EXPULSION

- Rule \*I. Provide, or transmit to another person, offering to sell or agreeing to purchase any substance which is, looks like, or which is or was represented to be marijuana, alcoholic beverage, "non-alcoholic" beer or wine, caffeine based substances other than beverages, substance containing alcohol, substance containing phenylpropanolamine (P.P.A.), steroid, stimulant, depressant, or intoxicant of any kind or any medication not specifically prescribed for that individual as a prescription drug or any over the counter substance that may impair the physical or mental function of an individual. Low THC Extract as defined by state law is excluded from this rule.
- Rule II. Possess, use or be under the influence of any substance which is, looks like, or which is or was represented to be marijuana, alcoholic beverage, "non-alcoholic" beer or wine, substance containing alcohol, caffeine based substances other than beverages, substance containing phenylpropanolamine (P.P.A.), steroid, hallucinogenic drug, stimulant, depressant, or intoxicant of any kind or any medication not specifically prescribed for that individual as a prescription drug or any over the counter substance that may impair the physical or mental function of an individual.
- a. Exception to Rule II: "see medication at school" section.
1. That the student has an acute or chronic disease or medical condition for which the physician has prescribed medication.
  2. The nature of the disease or medical condition requires emergency administration of the prescribed medication.
  3. The student has been instructed in how to self-administer the prescribed medication.
  4. The student is authorized to possess and self-administer the prescribed medication.
- Rule III. Possess any instrument, device or other object which the student who possesses the same intends to use for: (a) introducing into the human body of any of the prohibited substances set forth in I. above or any paraphernalia used in connection with any of the listed substances; (b) testing the strength, effectiveness, quantity or quality of a prohibited substance set forth in I. above; or (c) enhancing the effect of a prohibited substance set forth in I. above.
- Rule \*IV. Transmit or provide to any person any instrument, device, or other object which the transmitter or provider intends to be used for: (a) introducing into the human body any of the prohibited substances set forth in I. above; (b) testing the strength, effectiveness, quantity, or quality of a prohibited substance set forth in I. above; or (c) enhancing the effect of a prohibited substance set forth in I. above.
- Rule V. Medications, professionally prescribed for the student and any over the counter substance which may physically or mentally impair an individual may be brought on school property and must, on arrival at school, be presented to the school nurse, health assistant, or extracurricular staff member as applicable for storage and presentation. Students may not take these substances unless given by the school nurse, health assistant, or extracurricular staff member and students cannot give these substances to another individual while under the responsibility of the Vigo County School Corporation.

- Rule VI. Involvement in any conduct on school premises or during a school function or event which violates local, state, or federal law, where such conduct or the likelihood of engaging in such conduct poses a clear and present danger to the health, welfare, or safety of teachers, or other employees, or visitors.
- Rule VII. Engaging in any activity forbidden by the laws of Indiana that constitutes an interference with school purposes or an educational function.
- Rule VIII. A. Causing or attempting to cause damage to school property, stealing or attempting to steal school property.  
B. Causing or attempting to cause damage to private property, stealing or attempting to steal private property if done on school grounds, at a school event, or when such action causes an interference or disruption in the operation of the school.
- Rule \*IX. Causing, planning, or attempting to cause physical injury or harm to any teacher or other school employee or visitor on school grounds or during a school function or event. Prohibited violent or threatening conduct includes threatening, planning or conspiring with others to engage in a violent activity. The principal may involve law enforcement when necessary any eligible special education or Section 504 eligible student shall be afforded the protection guaranteed by applicable state and federal statutes.
- Rule X. Causing or attempting to cause physical injury or harm to any student on school grounds or during a school function or event\*\*\*\*.
- Rule \*XI. Threatening or intimidating any teacher or other school employee or visitor regardless of whether there is a present ability to commit the act.
- Rule XII. Threatening or intimidating any student regardless of whether there is a present ability to commit the act, or otherwise engaging in any bullying activity as defined in Vigo County School Corporation Board Policy.
- Rule XIII. Interfering with school purposes or with the orderly operation of the school by using, threatening to use, or counseling other persons to use violence, force, coercion, threats, intimidation, fear, or disruptive means.
- Rule \*XIV. Possessing, using or transmitting any object that in fact or under the circumstances can reasonably be considered to constitute a weapon.
- Rule \*XV(a). Possessing, handling or transmitting any firearm or \*\*destructive device on school property. Violation of Rule XV (a) requires a twelve calendar month removal from school. The twelve calendar month penalty will begin on the date of the first day of suspension from school for the violation with the return of the student occurring at the start of the next term following the year expulsion period. School administrative officials will immediately notify the appropriate law enforcement agency when a student engages in behavior described in this rule. The following constitute some but not all devices that are considered to be a firearm as defined in Section 921 of Title 18 of the United States Code: any weapon which will or is designed to or may readily be converted to expel a projectile by the action of an explosive; the frame or receiver of any weapon described above; any firearm muffler or firearm silencer; any destructive device which is an explosive, incendiary, or poison gas bomb, grenade, rocket having a propellant charge of more than four ounces, missile having an explosive or incendiary charge of more than one-quarter ounce, mine, or any similar device; any weapon which will, or which may be readily converted to, expel a projectile by the action of an explosive or other propellant, and which has any barrel with a bore of more than one-half inch in diameter; any combination of parts either designed or intended for use in converting any device into any destructive device described in the two immediately preceding examples, and from which a destructive device may be readily assembled.  
\*\*For the purposes of this rule, a destructive device is: explosive, incendiary, or overpressure device that is configured as a bomb, a grenade, a rocket with a propellant charge of more than four ounces, a missile having an explosive or incendiary charge of more than one-quarter ounce, a Molotov cocktail or a device that is substantially similar to an item described above; a type of weapon that may be readily converted to expel a projectile by the action of an explosive or other propellant through a barrel that has a bore diameter of more than one-half inch; a combination of parts designed or intended for use in the conversion of a device into a destructive device. A destructive device is NOT a device that although originally designed for use as a weapon, is redesigned for use as a signaling, pyrotechnic, line throwing, safety, or similar device.
- Rule XV(b). Possessing, handling or transmitting a \*\*\*deadly weapon on school property. Violation of Rule XV (b) results in up to 10 days suspension and expulsion from school for a period of up to one calendar year. School administrative officials will notify the appropriate law enforcement agency when a student engages in behavior described in this rule. \*\*\* For the purpose of this rule, a deadly weapon is defined as any weapon, taser or electronic stun weapon, device, material, substance or animal capable of causing serious bodily injury and used in the commission or attempted commission of a crime.
- Rule XVI. Refusal or failure to comply with the state and local attendance laws, including, but not limited to, truancy from specific classes and tardiness to school in general or to specific classes. Failure to comply will result for those eligible individuals and or families in referral to the Division of Children and Family Services with the possibility of loss of benefits.
- Rule XVII. Gambling on school premises or at school events.
- Rule XVIII. Failing to comply with possession, smoking, or use of tobacco restrictions as established by local and state officials and School Board policy. Student possession, use, distribution, purchase or sale of tobacco or nicotine containing products including nicotine delivering devices, electronic cigarettes or other innovations or simulated or real tobacco use on school grounds, at school events or in school buses is prohibited. This includes the use of vapor cigarettes or any other device that represents the use of a cigarette.
- Rule XIX. Failure to comply with the directions of teachers, student teachers, Principals or other authorized school personnel where the failure constitutes an interference with school purposes. This shall include, but not be limited to failing to completely and truthfully respond to questions from a staff member regarding school-related matters. This includes potential violations of student conduct or state and federal law.
- Rule XX. Repeated violation of any rules or regulations governing student conduct.
- Rule XXI. Subject to the lawful exercise of First Amendment rights, participating in any activity which substantially disrupts or materially interferes with, or is likely to so disrupt or interfere with any school function, activity, or purpose such as:
- Occupying any school building, school grounds or part thereof with intent to deprive others of its use.
  - 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.
  - Setting fire to or damaging any school building or property.
  - 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.
  - Intentionally making noise or acting in any manner so as to interfere with the ability of any teacher or any other person to conduct or participate in an education function.
- Rule XXII. Dressing or grooming in a manner which presents a clear and present danger to a student's health and safety or in a manner which causes an interference with school work or creates a classroom or school disruption.
- Rule XXIII. Engaging in unlawful activity on or off school grounds when school is or is not in session if the unlawful activity may reasonably be considered to be an interference with school purposes or an educational function, or the student's removal is necessary to restore order or protect persons on school property.
- Rule XXIV. Inappropriate/unlawful use of a cell phone/paging device or camera. (See cell phone rules on Vigo Schools website and/or school handbooks). "Sexting" or using a cell phone or other personal communication device to possess, send text or email messages and/or post messages, pictures and/or videos on all social media containing images reasonably interpreted as indecent or sexual in nature. Students should be aware that any images suspected to violate criminal laws will be referred to law enforcement authorities.
- Rule XXV. Engaging in sexual harassment of another person, which includes sexually-related verbal statements, gestures, or physical contact.
- Rule XXVI. Engaging in voluntary or consensual sexually-related contact with another person.
- Rule XXVII. Engaging in speech or conduct, including clothing, jewelry, or hair style, which is profane, indecent, lewd, vulgar, or refers to drugs, tobacco, alcohol, sex or illegal activity or offensive to school purposes.
- Rule XXVIII. *Failing to report the actions or plans of another person (s) to a teacher or administrator where those actions or plans, if carried out, could result in harm to another person or persons or damage property when the student has such information about such plans.*
- Rule XXIX. *Engaging in academic dishonesty, including cheating, intentionally plagiarizing, wrongfully giving or receiving help during an academic examination, and wrongfully obtaining test copies or scores.*
- Rule XXX. *Possessing sexually-related materials which include images displaying uncovered breasts, genitals or buttocks.*
- Rule XXXI. *Engaging in pranks or other similar activity that could result in harm to another person or would disrupt the safe and effective learning environment.*
- Rule XXXII. *Any student conduct rule that the school building principal establishes and gives notice to students and parents.*
- Rule XXXIII. *Participating in a gang activity or being a member of a gang or using gang signs or insignias including wearing of gang related clothing, showing gang colors or using gang graffiti including on personal notebooks within the school zone. "Gang Activity" is defined as- a student who knowingly or intentionally actively participates in a criminal gang, or a student who knowingly or intentionally so-*



*licits, recruits, entices, or intimidates another individual to join a criminal gang. Please refer to policy JFB for additional details and information.*

**Rule XXXIV** *Violating the bullying policy of the VCSC or of State Laws enacted to restrict bullying by any means including but not limited to electronic, physical, psychological and social means. The bullying behavior is prohibited regardless of the physical location that the behavior is committed when the student committing the bullying attends a school with the targeted student. This rule applies when such behavior is likely to interfere with the rights of other students to safe and secure learning environment. Engaging in bullying conduct described in this rule by use of data or computer software that is accessed through any computer, computer system, computer network, or cellular telephone or other wireless or cellular communication device, is also prohibited.*

The superintendent, principal, administrative personnel, any teacher, or any other person authorized to be in charge of a school function or event, including, but not limited to, bus drivers in the course of conveying students to and from school or school functions, are authorized to take such action in connection with student behavior as is reasonably desirable or necessary. Such action shall be taken to help any student, to further school purposes, or to prevent an interference therewith including, but not limited to, counseling, parent conferences, assignment of additional work, rearrangement of class schedules, requiring the student to remain in school after regular school hours, or restriction of extracurricular activity.

#### **SUSPENSION AND RIGHT TO HEARING**

A. If a student is to face disciplinary action which could result in his suspension from school for a period greater than ten (10) school days, or for the balance of the semester, or for the balance of the school year, or for summer school, or for the balance of the school year and the first semester of the following school year, he shall be notified of this fact. Under policies, rules, and regulations adopted by the Board of School Trustees, that student will be given the opportunity to have a hearing in front of an impartial determiner of fact called a "Hearing Examiner." That student will be entitled to bring with him/her a representative of choice and will be entitled to hear specific evidence against him, to respond, explain, and defend him or herself, and to produce witnesses on his/her behalf. The procedures to be followed in the event of such a hearing will be presented in writing to the student and/or his/her parents sufficiently in advance of the hearing to enable the student and his/her parents to reasonably prepare for the hearing. An attorney is not required, but if the parent chooses to engage the services of an attorney, the attorney will act only as an advisor and may not be present in the hearing room. The attorney may be available in a nearby location on the premises for consultation if necessary.

B. The student may be suspended by the hearing examiner until the date of the expulsion or exclusion hearing if in response to a formal request by the principal/designee the hearing examiner determines that his/her suspension is necessary.

#### **SHORT TERM SUSPENSION**

Any principal/designee may deny a student the right to attend school or to take part in school functions for a period of up to ten (10) school days. Such short-term suspension shall be made solely after the principal has made an investigation thereof and has determined that such suspension is necessary to help any student, to further school purposes, or to prevent an interference therewith. No short-term suspension shall be made without affording the student an opportunity for an informal hearing.

At the informal hearing the student is entitled to:

- A. A written or oral statement of the charges against him.
- B. If he denies the charges, a summary of the evidence against him.
- C. An opportunity to explain his conduct.

Notice and the informal hearing shall precede suspension of the student except where the nature of the misconduct requires immediate removal. In such a situation, the notice and informal hearing shall follow as soon as reasonably possible after the suspension.

Within twenty-four (24) hours or such additional time as is reasonably necessary following such suspension, the principal/designee shall send a written statement of the student's parents describing the student's conduct, misconduct, or violation of any rule or standard and the reasons for the action taken. The principal/designee shall make a reasonable effort to hold a conference with the parent before or at the time the student returns to school.

#### **EXPULSION PROCEDURES**

When a principal/designee recommends to the Superintendent/designee that a student be expelled from school, the following procedures will be followed:

- A. A Superintendent of a school corporation may conduct an expulsion meeting or appoint one of the following to conduct an expulsion meeting.
  1. Legal counsel.
  2. A member of the administrative staff; if the member has not expelled the student during the current school year 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 requested to appear at an expulsion meeting conducted by the Superintendent or the designee. Failure by a student or a student's parent to request or appear at this meeting will be deemed a waiver of rights administratively to contest the expulsion or to appeal it to the School Board

- C. The notice of the right 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 person 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.

According to the Indiana School Boards Association Manual, a School Board must determine ahead of time whether or not it will hear all appeals or no appeals for the school year. The VCSC Board of School Trustees has decided to hear appeals until further notice. The student or parent therefore has the right to appeal the decision of the person conducting the expulsion meeting to the School Board within 10 days of the receipt of notice of the action taken. The student or parent appeal to the School Board must be in writing. If an appeal is properly made, they will consider the written summary of the expulsion meeting and the arguments of both the school administration and the student and/or the student's parent. The Board will then take any action deemed appropriate.

\*\*\*NOTE: SEE JF ATTACHMENT FOR DEFINITION OF SCHOOL EVENTS AND FUNCTIONS.

#### **School Functions and/or Events**

Any event, either individual or group, that involves Vigo County School Corporation students and/or staff or is sponsored by someone who is authorized to represent the Vigo County School Corporation or is an approved activity of any school within the School Corporation or approved by the school board would be considered to be a school function or event. The event does not have to occur on School corporation owned, rented, or controlled property for it to be a school event. Field trips taken on behalf of the school but are not on school owned, rented or controlled property are still considered to be a school event. In addition, events such as but not limited to athletic events, academic events and competitions of any kind taking place on behalf of the school or sponsored by an organization affiliated with a Vigo County School or with school sponsorship are considered to be school events. Vigo County School Corporation rules will apply to all such functions and events.

#### **Student Lockers**

All lockers made available for student use on the school premises, including lockers located in the hallways, physical education and athletic dressing rooms, industrial and agricultural education and the art classroom, are the property of the school corporation. These lockers are made available for student use in storing school supplies and personal items necessary for use at school but the lockers are not to be used to store items which cause, or can be reasonably foreseen to cause, an interference with school purposes or an educational function, or which are forbidden by state law or school rules. The students' use of the locker does not diminish the school corporation's ownership or control of the locker. The school corporation retains the right to inspect the locker and its contents at its discretion to ensure that the locker is being used in accordance with its intended purpose, and to eliminate fire or other hazards, maintain sanitary conditions, attempt to locate lost or stolen material and to prevent use of the locker to store prohibited or dangerous materials such as weapons, illegal drugs or alcohol or other prohibited substances.

#### **Kindergarten Admission**

The basis for admission to school for kindergarten is on chronological age. A child shall be five years of age on or before August 1 of any given school year in order to be admitted to a kindergarten in the Vigo County School Corporation.

#### **Out-of-County Attendance Permits & Legal Settlement**

Non-residents of Vigo County who wish to enroll their children in the Vigo County School system may obtain an application by contacting the Student Services Department at 462-4224. For Indiana residents only, the out of county tuition has been waived for the current school year provided that the student is enrolled before the "official" count day in September. For students who enroll after the official count day, the fee amount is determined in accordance with Indiana State law. In divorce situations, Indiana Code 20-26-11-2 defines Legal Settlement as the attendance area of the parent granted physical custody by the court. The legal custodian may choose to have their child attend school in the corporation of the non-custodial parent, but must enroll the student no later than 14 days before the first day of school. No transfer tuition is due under this provision.

#### **Medication at School**

- A. According to Indiana law, students in grades K-8 are not allowed to carry medications to and from school. A parent must bring these medications to school and pick them up. Students in grades 9 - 12 may transport their own medications to the health room. If a student has a life-threatening condition that requires them to carry medication on their person, it can be given immediately (i.e. epipen, asthma inhaler or diabetic supplies, a special form can be obtained from the school nurse's office that is to be signed by the student's physician and parent).
- B. When it is necessary for a student to take medication at school for a short

time, a written statement of request to give said medication must be sent to the school and must be signed by the parent/guardian. If the medication will be given on a long-term basis, the physician's signature is also required. The request form is available from the nurse's office. The medication must be sent in the original pharmacy container displaying the child's name, name of the medication, dosage, and time(s) of administration. Duplicate containers may be obtained from the dispensing pharmacy.

- C. Medication which is no longer used or needed by a student in grades K-8 must be picked up by the parent/guardian or destroyed by appropriate school personnel. Destruction will be in a manner that ensures no other person can obtain possession of it and only after attempts have been made to notify the parent. If medication is not picked up the day after the last day of school, medication will be destroyed unless prior arrangements have been made.
- D. Acetaminophen (non-aspirin) may be given at school if the parent has provided written permission, either on the standard consent form or the Emergency Health Card.
- E. All medications will be given by the school nurse or her designee unless otherwise ordered by a licensed physician or as addressed by current state laws for the possession and self-administration of medication by students (IC 20-33-8-13). Parent(s) must annually provide the school principal with a written physician's statement which indicates the medical condition for which the medication is prescribed, the time it is to be given and any special instructions for administration. If the medication is to be self-administered, the condition must be a chronic disease or an illness for which the physician states the student has been instructed in the self-administration of that medication. These forms are available from the school nurse at the student's school.

### Immunization Requirements

State law requires that students shall be immunized against diphtheria, whooping cough, tetanus, measles, mumps, rubella, polio, hepatitis B, chicken pox and hepatitis A. Students in grades 6-12 must receive meningitis vaccines and Tdap vaccine (against whooping cough). Regarding the specific number of each vaccine required at each grade level, details are available in each school or from the School Nurse's Office 462-4465 or 462-4224 or @ ISDH School Immunization Guide. Proof of immunizations must be presented at the time of student registration. Documentation must be a physician's record, another school record or CHIRP or another state immunization record.

### Health Screening

Indiana law requires that: students in 1st, 3rd, 5th, and 8th grade will have vision screening. Students in 1st, 4th, 7th, and 10th will have hearing screening. If a parent objects to these screenings they must make contact with the child's school.

### Meningococcal Disease

Indiana law requires each year that parents/guardians be informed "about meningococcal disease and its vaccine" (IC 20-30-5-18). Meningococcal disease is a dangerous disease that can strike children and youth. The disease can progress rapidly and within hours of the first symptoms, may result in death or permanent disability including loss of hearing, brain damage, and limb amputations. Symptoms of meningococcal disease often resemble the flu and can include a fever, headache, nausea, and stiff neck, making the disease difficult to diagnose. The bacteria that cause meningococcal diseases are transmitted through air droplets and by direct contact with an infected person. Fortunately there is an immunization available and the U.S. Centers for Disease Control and Prevention recommends routine meningococcal immunizations at 11 to 12 years old. For teenagers, immunization is required for 6th grade entry and current seniors are required to have a second meningitis dose. The ISDH has added the Meningitis B vaccine recommendation for 2019 seniors to further protect students from Meningitis. Please talk with your child's health care provider about meningococcal disease and vaccination.

### Student Accidents

The Board of School Trustees is not legally responsible for injuries of children at school or at places under school auspices and cannot pay damages, hospital or medical bills, regardless of the seriousness of the case. Schools cannot legally provide medical insurance for students. Current emergency cards must be on file for each student. Only persons whose names are listed on the card can be contacted in the event of an emergency. The emergency card must be signed by a parent or guardian.

### Corporal Punishment

The use of corporal punishment by a teacher or principal is governed by state statutes, Board policy and Federal court decisions. See Policy JGA in regard to the use of corporal punishment.

### Student Transfer Permits

The Vigo County School Corporation has established educational attendance districts which include all residents of Vigo County. However, there may be circumstances which necessitate a request by the parent/guardian for a school year permit to attend a school outside of the student's legal attendance district. (See Policy JCA-R at [www.vigoschools.com](http://www.vigoschools.com) on the Board of Trustees page, Board Policy Book link for review of the complete policy). Major considerations for granting a permit include: a) Evidence that the parents or guard-

ians are purchasing or building a home in a different attendance district; b) Nursery school enrollment in the permit attendance district (elementary school only); c) The residence of a babysitter is located in the permit attendance district (elementary school only); d) Residence established by legal affidavit in keeping with the provisions of state law; e) The permit will require that families provide their own transportation to and from the school; f) The appeal process will rest with the Director of Student Services and the final appeal decision rests with the Superintendent of Schools; h) Permits are subject to revocation by the principal at any time; i) High school students who wish to participate in high school athletics and who are granted a permit by the Vigo County School Corporation to transfer to a school outside the school attendance district in which the student resides must also meet the rules and regulations of the Indiana High School Athletic Association (IHSAA) regarding eligibility for athletic participation; Permits which would cause the individual class size to exceed the maximum class size according to the policies of the Vigo County School Corporation will not be approved.

### If A Student Is Denied A Right

If a student or his/her parent believes that the student is being improperly denied participation in any educational function in the Vigo County Schools or that the student is being subjected to an illegal rule or standard, the matter should be discussed promptly with the teacher, sponsor, coach, or school official in charge. If a parent or pupil feels that after such discussion, he/she has been deprived or refused some basic right or has been or is being subjected to some injustice, he/she should make a direct appeal to the principal for review of the problem. Parents are always welcome to discuss such questions with the supervisor of the activity for the Vigo County Schools. After a complete review and discussion with the personnel in the foregoing channels, if the parent and child still feel that there is a denial of a basic right, he/she should outline in writing the alleged denial to the Superintendent of Schools and request a hearing on the matter. Parents & students age 18 and over have the right to file a complaint with the US Department of Education, Family Compliance Office at 400 Maryland Ave, SW, Washington, D.C. 20202-5920. Indiana Law does not entitle a student or a parent to initiate a hearing involving a grade or grades given the student for courses taken.

### Student Records Policy

#### Definitions

- A. **Education Records.** Education records consist of all official records, files, and data directly related to a student and maintained by the school. Such records encompass all the material kept in the student's cumulative folder and include general identifying data, records of attendance and of academic work completed, records of achievement results of evaluative tests, health data, and expulsion actions. Education records are the property of the school corporation, access to and correction being governed by this policy.
- B. **Exclusions.** Education records shall not include the following:
  1. Data which relate to a student or groups of students but by which he/she or they cannot be identified, as, for example, by social security number, name, address, or name of relatives, such as records generally being referred to as unidentifiable student records.
  2. Records kept in the sole possession of the maker and which are not accessible or revealed to other persons. Such records may include grade books, notes on student work, transcripts of interviews, counselors' notes and memory aids.
  3. Examples of student work product such as art and vocational objects and written work.
  4. Communication privileged and information required to be furnished to law enforcement or social service agencies relating to suspected child abuse or neglect.
- C. **Parents.** Parents of a student shall include parents, guardians, and custodians.

#### Custody and Protection of Student Records

- A. **Place records are kept.** Student records will generally be maintained in the cumulative record folders either in the administrative offices of the school corporation or in the school.
- B. **Control of the records.** Student records in each place where they are maintained shall be under the immediate control of the person in charge of the building who shall be responsible for carrying out this policy.
- C. **Record of access to student records.** Each individual student cumulative folder, and each student record maintained separate from the folder.

**Access to Student Records** (These rights transfer to the student when s/he turns 18 or enters a postsecondary institution at any age).

- A. **Right of access.** A parent of a student who (1) is less than 18 years of age and not enrolled in a post-secondary institution, or (2) is a dependent student as defined by Section 152 of the Internal Revenue Code of 1954, has a right to inspect and review such student's records or any part thereof. A student has a right to inspect or review his or her records or any part thereof.
- B. **Manner of exercising such rights.** Such right shall be exercised by presenting a written request to the office of the superintendent or his designee. The request shall specify the specific records which the parent or student wishes to inspect or examine. In the event the school cannot determine the exact records as described, the designated school employee shall immediately contact the parents or student by letter or otherwise, to determine the desired scope of records to be inspected. Such inspections shall be made during reasonable business hours determined by mutual agreement

between the school employee and the parents or student. A school official shall be present during any such inspection to assist in the interpretation of the records.

- C. **Records involving more than one student.** Where the records requested include information concerning more than one student, the parents shall either receive for examination that part of the record pertaining to their child, or where this cannot reasonably be done, be informed of the contents of the part of the record pertaining to their child.

#### Access to Student Records by Third Parties

- A. **Access without the consent of the parents or student who is at least 18 years of age or enrolled in a post-secondary institute.** The education records of any student shall be available to the following persons, or in the following situations, without the consent of the parents or student who is at least 18 years of age or enrolled in a post-secondary institution:

1. Corporation school officials\* who have legitimate educational interests which require access to records in order to fulfill their professional responsibilities.
2. Officials of another school system or institution of post-secondary education the student seeks or intends to enroll. The parent or student will not be notified of the disclosure of education records to another school, school system, or institution of post-secondary education where the student seeks to attend or enroll. The parent or student who is at least 18 years of age may receive a copy of the record that was disclosed upon request.
3. Authorized representatives of the Controller General of the United States or the Secretary of the Department of Health, Education and Welfare or other federal agency, and authorized employees of the Indiana Department of Education, provided, however, that except where collection of personally identifiable data is specifically authorized by federal law, any data or copies collected by such officials with respect to individual students shall not include information which would permit the personal identification of any student or their parents.
4. Organizations conducting studies for, or on behalf of the school corporation for the purpose of developing, validating, or administering predictive tests, and improving instruction.
5. Accrediting organizations in order to carry out their accrediting functions.
6. Appropriate state or local officials in a health or safety emergency where such officials need the information immediately to deal with a serious threat to the health or safety of students or other individuals.
7. Where such information is furnished in compliance with a judicial order and pursuant to any lawfully issued subpoena, upon the condition however, that parents are notified of all such orders or subpoenas as soon as reasonably possible after they are received, and in any event not less than 24 hours before disclosure.
8. Except as provided in subsection (a), a nonpublic or public school must allow a custodial parent and a non-custodial parent of a child the same access to their child's education records.
  - (a) A nonpublic or public school may not allow a non-custodial parent access to the child's education records if:
    - (1) a court has issued an order that limits the non-custodial parent's access to the child's education records; and
    - (2) the school has received a copy of the court order or has actual knowledge of the court order.

#### Copies of Records

Copies of records at no charge may be provided to a (1) parent of a student under 18 years of age or dependent student as defined by Section 152 of the Internal Revenue Code of 1954, or (2) student who is at least 18 years of age or enrolled in a post-secondary institute of higher instruction, where such person is unable because of distance or other valid reason to personally inspect and review the education record. No fee will be charged for all other copies of records.

#### Release of Directory Information

The school corporation may release certain "directory information," which means information contained in an education record of a student that would not generally be considered harmful or an invasion of privacy if disclosed and which includes, but is not limited to, the student's name, address, parents' names and their home and work telephone numbers, email addresses, major field of study, participation in official recognized activities and sports, height and weight of members of athletic teams, dates of attendance, awards received, teacher selected student work with no grades displayed, pictures or video images not used in a disciplinary manner, hair and eye color, race, sex, date of birth, height, weight, grade level, and other similar information, without consent to media organizations (including radio, television, and newspaper), colleges, civic or school related organizations, military recruiters and state or local governmental agencies.

Parents of a student less than 18 years of age or of a student who is at least 18 years of age desiring to object to disclosure of any or certain of the categories of directory information should request form JO-E (Denial of permission to Release Certain Directory Information Without Prior Written Consent) from the superintendent's office.

An objecting parent or student may use form JO-E to deny consent for release of all

directory information, or he/she may selectively deny consent by circling those categories of directory information he/she does not wish released.

Building principals shall insure that parents are informed of their right to object to the release of directory information and that they may file such an objection at any time during the school year.

#### Federal and State Laws and Rules Relating to the Disabled

The Vigo County School Corporation complies with all laws, rules and regulations, both Federal and State, regarding the needs of disabled students, staff, and patrons.

\*A school official is someone employed by the Corporation as an administrator, supervisor, instructor, support staff member, school security officer, School Board member, a parent or student serving on an official committee or assisting another school official in the performance of their duties, or a person or company with whom the Corporation has a contract for the provision of specific services.

#### Notice & Consent/Opt-Out for Specific Activities

Parents have the right to opt-out of opportunities for their child to participate in student surveys, analysis, or evaluations that concern one or more of the following eight areas: political affiliations or beliefs of the student or their parents; mental or psychological problems of the student or family; sex behavior or attitude; illegal, anti-social, self-incriminating or demeaning behavior; critical appraisals of others with whom respondents have close family relationships; legally recognized privileged relationships such as with lawyers, doctors or ministers; religious practices, affiliations, or beliefs of the student or parents; income, other than as required by law to determine program eligibility. This option also applies to the collection, disclosure or use of student information for marketing, and for certain non-emergency physical exams and screenings not permitted or required by state law.

#### Classroom Observation/Visitation

Observation in a teacher's class by persons other than school personnel shall be allowed only with the consent of the building administrator and teacher involved, provided the teacher involved is given a minimum of twenty-four (24) hours notice.

#### School Bus Transportation

Transportation is furnished to all secondary school students whose actual walking distance between home and the school they are required to attend generally exceeds one and one-half (1.5) miles. Transportation for half-day kindergarten will be provided to school for morning programs and from school for afternoon programs. Kindergarten students eligible for transportation are those whose walking distance generally exceeds one (1) mile from home to the school within their respective school district.

Transportation may be furnished for shorter distances, if upon recommendation of the Superintendent, the Board concurs that the walking distance is unreasonably hazardous relative to the age of the students concerned.

#### Food Service Program

The Vigo County School Corporation, operating under the provisions of the National School Lunch Act and the Division of School Food and Nutrition Programs of the State Department of Public Instruction, serves nutritious meals every school day. Every child has the opportunity to partake of both breakfast and lunch in their school. Free or reduced price lunches are available when family income falls within the income guidelines. Application forms, which include income guidelines, are furnished to students during registration activities at the beginning of the school year or may be requested during the school year should a family's status change. Additional information on any of the above items may be obtained from the principal's office of each school or from the Vigo County School Corporation Food Service Office at 462-4245.

#### Smoking Policy

The Vigo County Board of School Trustees has instituted a no-smoking and other tobacco use policy effective July 1, 2007. As of that date, smoking and use of other tobacco products are prohibited in all school buildings, on all school property, and in any corporation owned or contracted vehicle during any activity or event. For policy details, see File GBK of the Vigo County School Board Policy Handbook. "This includes an electronic cigarette, electronic taping device, personal vaporizer, or electronic nicotine delivery system which is a device that stimulates tobacco smoking." For policy details, please see file GBK - 2015 Revision."

#### Student Driving/Riding & Parking Policy

The Vigo County School Board has adopted a driving policy which requires the written permission of parents/guardians, parking in School Corporation designated locations, and being in compliance with all State laws related to the operation of motor vehicles. For policy details, see File JHFE of the Vigo County School Board Policy Handbook.

#### Dress Code Policy

The School Corporation has adopted a dress code protocol for students. Please see your school's student handbook or the VCSC website (Administration, Student Services link) for details.

#### Cell Phone Policy

Please see the link on the VCSC's Web-page for specific information or see your school's student handbook.

#### Acceptable Computer & Internet Use

The Vigo County School Corporation provides computing facilities and Internet access for education, research and administrative use by its students, faculty, and staff. By using Corporation resources, including computers and the network, you acknowledge your responsi-



bility to read and comply with the Corporation's acceptable use policy. In general, activities that are prohibited include creation and transmission of inappropriate or offensive material, violation of copyright or privacy laws, unauthorized access, excessive use that affects use by others, and deliberate misuse. The full policy is covered in the School Board policy IIBG and related policies referenced there. The policy is available online at <http://www.vigo-schools.org/~itddpt/board/IIBG.html>. Users are accountable for their behavior, and misuse or violation of this policy may result in disciplinary action up to and including expulsion and other legal action.

### Safety, Emergency and School Crisis

The Vigo County School Corporation has a plan in place to respond to emergency situations. Each school maintains a plan and has emergency procedures in place. In addition, school safety requires certain precautions. The school corporation cooperates with local law enforcement and fire department personnel to respond to and mitigate various situations. We ask that parents cooperate with the school in the following ways:

- Visitors and parents should always sign in at the office upon entering a school.
- Students should never leave the school grounds without authorization.
- Parents must follow check-out procedures to take a child from school or a school activity.
- If parents visit a school after the school office is closed, they are not permitted to go to a classroom without the approval of the school administrator in charge. If no administrator is available, parents should contact School Security at 812-462-4224.

In the event of an emergency, listen for instructions. The school will make announcements by email, media and phone if necessary. In some emergencies, students may be transferred to another site. Please stay away from a crisis situation until you have instructions about student pickup. Do not take students home without reporting in to the office and participating with the accountability procedures enacted at your school. In the case of a bus accident, student accountability is important too. Signing out a student will enable the school to ensure the safety and whereabouts of your child(ren). A parent may not take a child other than their own from school premises unless the proper procedures have been followed.

Occasionally, visitors disrupt school activities by yelling, behaving inappropriately, threatening or insisting on visiting at inappropriate times. The School Board has enacted a CIVILITY POLICY which requires visitors to maintain civil behavior at school or school events. Visitors who refuse to follow appropriate standards will be asked to leave the school grounds and may be denied access to the building for a period of time.

### School Surveillance Systems

In an effort to provide increased safety for students, visitors and staff, CCTV has been installed in each school. Areas are monitored and images are stored digitally for a period of time. These images are for school use only and may not be released to the public. The School Corporation may cooperate with law enforcement by sharing images when a crime may have been committed.

### Telephone Numbers

Adult Education	812-462-4479
Elementary Education	812-462-4228
Curriculum	812-462-4218
Health/Nursing	812-462-4465
Human Resources	812-462-4404
Secondary Education	812-462-4458
Special Education	812-462-4364
Student Services	812-462-4224
Superintendent	812-462-4216
Textbooks	812-462-4229
Transportation	812-462-4336
Career-Technology/Adult Education/GED	812-462-4470

### Cash Tuition

Cash Tuition for an out of county student will be waived if the student's legal residence is in Indiana and the student is enrolled prior to "official" enrollment day in September. Any enrollments after the "official" enrollment day in September are subject to full tuition (between \$5,500-\$6,500 per year). Any student from another state will be charged the full tuition regardless of when that student enrolls in V.C.S.C. Cash tuition may be denied if school capacity has been reached.

### NOTICE OF NON-DISCRIMINATION UNDER SECTION 504/TITLE II

The policy of the Vigo County School Corporation is that there will be no discrimination made on the basis of race, religion, sex, national origin, age, disability, or handicap in the educational services or activities which it supports.

The School Corporation does not discriminate on the basis of disability or handicap in admission or access to, or treatment or employment in, its programs and activities. The School Corporation will comply with Section 504 of the Rehabilitation Act of 1973 ("Section 504"), 29 U.S.C. § 794, and its implementing regulations at 34 C.F.R. Part 104, or Title II of the Americans with Disabilities Act of 1990 ("Title II"), 42 U.S.C. §§ 12131-12134, and its implementing regulations at 28 C.F.R. Part 35, in the operation of its schools and facilities.

Questions regarding implementation of this policy or regarding Section 504 or Title II should be directed to the School Corporation's Section 504/Title II Coordinator:

For Students, please contact:

Tom Balitewicz  
Director of Student Services  
Vigo County School Corporation  
686 Wabash Avenue  
Terre Haute, IN 47807

or

P.O. Box 3703  
Terre Haute, IN 47803  
Telephone: 812-462-4224  
Email: Thomas.Balitewicz@vigoschools.org

For Employees, please contact:

P.O. Box 3703  
Terre Haute, IN 47803  
Telephone: 812-462-4404  
Email: nmc2@vigoschools.org

### SEXUAL HARRASSMENT

The Vigo County School Corporation has an adopted Policy GBCC on sexual harassment outlining procedures for students and staff to file a complaint if necessary. Copies of the complaint form are available in the principal's office at any school, or at the Vigo County Schools Administration Building at 686 Wabash Avenue. Complaints by students may be verbally registered with any certified staff member.

### TITLE IX ANTI-HARRASSMENT COMPLIANCE OFFICER

#### Tom Balitewicz

Thomas.Balitewicz@vigoschools.org  
686 Wabash Avenue  
Terre Haute, IN 47807  
or  
P.O. Box 3703  
Terre Haute, IN 47803  
Telephone: 812-462-4224

### Bullying

State law requires that any bullying incident be investigated by the school staff and appropriate measures taken to address the issue. Law enforcement may be involved when necessary. Bullying is defined as chronic (on-going) behavior and not a single incident.

### Interrogations and Searches

The principal, or other members of the administrative or teaching staff designated in writing by the principal, may search the person of a student during a school activity if the principal has reasonable cause for a search of that student. The privilege of bringing a student-operated motor vehicle onto school premises is conditioned on consent by the student driver, the owner of the motor vehicle and the parent or guardian of the student to allow search of that motor vehicle when there is reasonable cause for a search of that motor vehicle. Refusal by a student, parent or guardian, or the motor vehicle owner to provide or allow access to a motor vehicle on school premises at the time of a request to search the motor vehicle, shall be cause for termination without further hearing of the privilege of bringing a motor vehicle onto school premises.

### Other Rules

#### Firearms on School Property: effective July 1, 2015, SEA 229

The State Law concerning the crime of possession of firearms on school property has changed. A person who is legally able to possess a firearm may do so if the firearm is locked in the trunk of the person's motor vehicle or kept in the glove compartment of the person's locked motor vehicle or stored out of plain sight in the person's locked motor vehicle. A person who knowingly, intentionally, or recklessly leaves the firearm in plain view in a motor vehicle that is parked in a school parking lot commits a Class A misdemeanor. **"In addition, at "NO" time may any students past or present, under the age of twenty-one(21) be allowed to carry a firearm in their vehicle on school property or on their person", even with a firearm permit. Any student violating the rule pertaining to firearms will be recommended for expulsion though Student Services.**

### NOTICE: SEX OFFENDERS

Certain types of sex offenses may place the offender in a category that prohibits him/her from being on school property. Violation can result in arrest for a LEVEL 6 FELONY. Contact your school for details.

### Social Media, School Events and Posting:

Social media and websites such as Facebook or YouTube have made it very easy to post photos and information online. To protect the privacy and safety of our students and employees, we discourage individuals from publicly posting pictures taken at school events that could identify others. We advise you to get consent of the individual(s) photographed before posting them and to exercise caution about revealing personal details including names. The Vigo County School Corporation cannot be responsible for information posted online in violation of these guidelines.

### Bullying Reporting

Parents, visitors and others should report bullying to the school principal the same day that the incident takes place. An investigation will take place and consequences will be assessed accordingly. Not all reported incidents fit the legal definition of bullying. For more information and a copy of the policy visit [www.vigoschools.org](http://www.vigoschools.org). Due to confidentiality, the school may be limited in how much information can be given to anyone except the parent of the student involved.

### Media Release of Directory Information

Throughout the school year, different media groups, (television stations, local newspaper, radio stations, school production classes, and district communications staff, etc.) will produce stories about activities and events in the Vigo County School Corporation. These articles may include photographs and video that may be posted on the internet, printed, or aired on radio shows, including television and cable shows. In addition, the VCSC may want to include news about school activities and events on their Web sites. Please refer to Policy JO-E that allows directory information to be released to media organizations without the consent of parent or student. In addition, JO-E Policy provides a form for 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 for JO-E (DENIAL OF PERMISSION TO RELEASE CERTAIN DIRECTORY INFORMATION WITHOUT PRIOR WRITTEN CONSENT) from the principal's office at any time during the school year.

**Please refer to Policy JO-E for more specifics if needed.**

### Media Release of Directory Information

In addition, parents take pictures of school events as they visit or participate. These may include photographs and video that may be posted on the internet. If you do not want your child pictured for possible articles, stories or on the Internet, you must send a written note to the school principal. Keep in mind that if you do not want your child included in a picture of some school event, it may require that your child not participate in that particular event or be removed during a scheduled picture. It may not always be possible to control pictures that are taken by other parents during activities such as field trips, holiday programs or school plays, etc. If this is a concern to you, you should talk with the building principal prior to the event. In addition, JO-E for VCSC includes a form that you may like.

**Please refer to Policy JO-E for more specific if needed.**

### Seclusion and Restraint

The Vigo County School Corporation supports the Seclusion and Restraint plan as adopted by the Covered Bridge Special Education District. The use of such is a last resort and as a means to maintain a safe and orderly environment to the extent to preserve the safety of students and others. The parents of the students involved will be notified verbally as soon as possible but preferably by the end of the school day when the incident took place. There are other details in the plan that are available upon requested.

### Perfect Attendance

Students earning perfect attendance each year will be recognized by the school. Perfect attendance is defined as NO time missed outside of the classroom throughout the course of the school day unless for a rare exception such as college day, court ordered absence, or other absence with legal implications with support of the school. Perfect attendance honors will not be awarded if a student misses school including absences for incarceration, hospitalization, death of a relative, working elections, homebound as well as others as determined by the school.

### Inspection of Lockers and Vehicles

In accord with Vigo County School Corporation Policies JFG, JFGB, and accompanying regulations, the principal or his/her designee may request the assistance of a law enforcement officer to provide and handle a trained canine to detect the presence of marijuana and other controlled substances in student lockers and motor vehicles located on school premises. Copies of the complete policy statements are available in the main office of every school.

### Reporting of Drug & Alcohol-Relating Offenses

Indiana Law requires employees of a school corporation to report in writing to law enforcement officials any crimes involving drugs which occur on or within 1000 feet of school property or on a school bus. Public Law 224 provides that school employees making such a report are presumed to act in good faith and are not liable for civil damages or penalties unless they are proven to have acted in bad faith.

### Driver's License/Permit Restriction Policy

Indiana Code provides that any student 13 or 14 years old who is determined to be a habitual truant cannot be issued a learner's permit or an operator's license until the age of 18. A habitual truant is a student who has more than 10 days of unexcused absence in one school year. (\*\*) Once a student has been designated habitual truant, he/she has the right to due process as well as a periodic review to determine if the prohibition can be removed.

An operator's license or learner's permit may not be issued to a person less than 18 years of age who is under:

1. at least a second suspension from school for the school year.
2. an expulsion from school.
3. an exclusion from school due to misconduct.
4. in an effort to circumvent the above sanctions, withdraws from school before graduating.

If a person is less than 18 years of age and is under a suspension, expulsion or has withdrawn from school as described in number 4 above, the Department of Motor Vehicles shall invalidate the person's license or permit until the earliest of following:

1. the person becomes 18 years of age.
2. 120 days after the student is suspended.
3. 180 days after the student is expelled or excluded.
4. the suspension, expulsion or exclusion is reversed after the person has had a hearing.

### Graduation Requirements

#### I. GENERAL REQUIREMENTS:

Core 40 became Indiana's required high school curriculum several years ago. Students that entered high school since 2007 have been expected to complete Core 40 as a graduation requirement. By providing all Indiana students a balanced sequence of academically rigorous high school courses in the core subjects of English/Language Arts, mathematics, science and social studies; physical education/health and wellness; and electives including world languages, career/technical, and fine arts, the Core 40 requirement gives all students the opportunity to compete with the best. That is great news for Indiana students.

For more information about Core 40 and your career plan, see your counselor and/or visit Learn More Resource Center at [www.learnmoreindiana.org](http://www.learnmoreindiana.org).

#### Annual AHERA Notification

Vigo County School Corporation

Under the Asbestos Hazard Emergency Response Act (AHERA) of 1986, Vigo County School Corporation is required to annually notify all school building employees and building occupants or their legal guardians of the availability and location of the Asbestos Management Plans and of any post-response action activities, including periodic re-inspection and surveillance activities that are planned or in progress.

In past years, the AHERA related activities conducted have been the Periodic/6-Month Surveillance and the AHERA Mandated 3-Year Re-Inspection to maintain current information on the condition of materials in our buildings, and response actions for maintenance, renovation, and demolition of affected buildings. The AHERA 3-Year Reinspection was conducted by ASTESCO Laboratory, Inc., an independent firm. The reports for these activities are available at the Facility Support and Transportation Center, 3250 Maple Ave., Terre Haute, IN, 47804.

In the coming year, the planned activities under the AHERA Standard are routine maintenance of building materials and the Periodic/6-Month Surveillance of all building materials. The Periodic/6 Month Surveillance is scheduled for July and January during the school year. Maintenance and renovation response actions will be conducted as needed to maintain materials in an acceptable state.

The AHERA Management Plans are available for public review at the Facility Support and Transportation Center, 3250 Maple Avenue, Terre Haute, IN 47804, during normal working hours. A reasonable charge will be made for requested copies of the Management Plan(s).

#### Integrated Pest Management Policy

Vigo County School Corporation is committed to providing a safe environment for students and staff. The school corporation uses Integrated Pest Management (IPM) methods to deal with pest populations. We seek to prevent children from being exposed to pests and pesticides. While pesticides protect children from pests that may be found in the school and its surroundings, under some circumstances they may pose a hazard to children. Therefore, pest control practices may involve a variety of chemical and non-chemical methods that are designed to control pests effectively while minimizing potential pesticide exposure to children. A copy of the records of each pesticide application at a school shall be maintained for 90 days.

#### ~ PLEASE NOTE ~

The "Every Student Succeeds Act" requires schools to offer a transfer option to a victim of a violent criminal offense that takes place in the schools. A "persistently dangerous school" is also addressed. The VCSC is in compliance with this act. If you feel that you qualify for a transfer under this policy, see the Principal of your home school for details.

#### School Closing

The schools in the Vigo County School Corporation will be open on all regularly scheduled days unless closed by the Superintendent of because of an emergency. School closing announcements will normally be made before 6 a.m.. Emergency closings or early dismissals during the day will be announced via radio and television as soon as possible. Students will not be dismissed without attention to their safety in getting home. Latch Key programs will not meet when school is closed. If a two hour delay occurs on a day when schools have a scheduled early dismissal, the early dismissal will not take place.