

Welcome to our schools!!!

On behalf of the faculty and staff of Akron and Mentone Elementary Schools, we are excited to welcome you for the 2021-2022 academic year. The elementary school years are an important time in your child's education. We are honored to participate in their overall growth as a person and as a lifelong learner.

The student handbook was developed so parents and students at our elementary schools may gain an understanding of the daily operation of our school and to help answer many commonly asked questions. Because the handbook contains information about student rights and responsibilities, each student is responsible for knowing its contents. Please take time to become familiar with the following information, and keep the handbook available for your use. It can be a valuable reference during the school year and a means to avoid confusion and misunderstanding when questions arise. Should you have any questions that are not addressed in the handbook, please feel free to contact the school's office for further information.

The teacher, parent, and student relationship is incredibly important for student achievement and a positive school environment. We look forward to collaborating with you as we all join together to support our students to ensure their success.

Sincerely,

Chrissy Mills, Principal
Akron Elementary School
574-598-2367
millsc@tvsc.k12.in.us

Randy Dahms, Principal
Mentone Elementary School
574-598-2590
dahmsr@tvsc.k12.in.us

Policy Notification Statement

It is the policy of the Tippecanoe Valley School Corporation on the basis of race, color, religion, sex, national origin, age, or handicap, in its programs or employment policies as required by the Indiana Civil Rights Act (I.C. 22-9.1), Title VI and VII (Civil Rights Act of 1964), the Equal Pay Act of 1973, Title IX (Educational Amendments), and Section 504 (Rehabilitation Act of 1973).

Inquires regarding compliance with Title IX may be directed to the Superintendent, Tippecanoe Valley School Corporation, 8343 S State Rd 19, Akron, IN – Telephone (574) 598-2759; Inquiries regarding compliance with Section 504 may be directed to the Director of Special Services, Burket Education Center, 5095 S 700W, Box 8, Burket, IN – Telephone (574) 598-2600

TVSC Administrative Office 8343 S. St. Rd. 19 Akron, IN 46910	(574) 598-2759
Tippecanoe Valley High School 8345 S. St. Rd. 19 Akron, IN 46910	(574) 598-2100
Tippecanoe Valley Middle School 11303 W 800 S Akron, IN 46910	(574) 598-2200
Akron Elementary School 202 E. Rural St. Akron, IN 46910	(574) 598-2367
Burket Educational Center 5095 S 700 W, Box 8 Burket, IN 46508	(574) 598-2600
Mentone Elementary School Box 457, Yale & Jackson Mentone, IN 46539	(574) 598-2590
Bus Garage 11351 W 800 S Akron, IN 46910	(574) 598-2490

**TIPPECANOE VALLEY SCHOOL
BOARD MEMBERS**

Todd Hoffman 4049 E 400 N Rochester, IN 46975 (574) 268-7189	Adam Heckaman 4636 W. 900 S. Silver Lake, IN 46982 (727)808-4394
David Lash 11145 W. 600 S. Mentone, IN 46539 574-551-7746	Aaron Zolman 4387 W. 200 S. Warsaw, IN. 46580
Tom Bauters 9581 E. 100 N. Akron, IN. 46910 574-505-0813	

Tippecanoe Valley School Corporation

VISION

Tippecanoe Valley School Corporation does whatever it takes to equip all students to be outstanding – today, tomorrow, and beyond.

MISSION

Tippecanoe Valley School Corporation is committed to student success through the development of character, leadership, and literacy.

CORE VALUES AND BELIEF STATEMENTS

Tippecanoe Valley School Corporation embraces the core values of collaboration, leadership, character, and achievement.

Value Statement

We value collaboration amongst students, staff, parents, and community.

Belief Statements

We believe in shared decision-making.

We believe in seeking feedback and input.

We believe collaboration is a lifelong skill.

We believe that together we can accomplish more than we can on our own.

Value Statement

We value modeling, building, and utilizing leadership in our students, staff, and community.

Belief Statements

We believe that all students and staff can develop and apply leadership skills.

We believe that a culture of shared leadership benefits the educational process.

We believe creating authentic leadership opportunities enhances the educational experience for students.

We believe TVSC and the surrounding community have a common interest in developing and applying leadership skills.

Value Statement

We value character at all times.

Belief Statements

We believe in Trustworthiness – being an honest and reliable person of integrity.

We believe in Respect – treating others with respect and accepting our differences.

We believe in Responsibility – setting a good example by being accountable.

We believe in Fairness – treating all people fairly.

We believe in Caring – being kind and compassionate.

We believe in Good Citizenship – doing our share to make our school, our community, and our world a better place.

Value Statement

We value student achievement.

Belief Statements

We believe all students can learn at high levels.

We believe in using student data to drive instruction.

We believe every student can graduate.

We believe in supporting student growth both academically and personally.

We believe in encouraging every student's individual passions.

We believe in embracing every student's strengths.

We believe in challenging every student's potential.

MISSION, VISION, CORE VALUES, BELIEF STATEMENTS (Revised 12/3/13)

DISCRIMINATION POLICY

The Tippecanoe Valley School Corporation will not discriminate against any employee or student because of: race, color, ethnic background, religion, sex, national origin, age, and or handicap. Questions regarding this statement should be directed to:

Mr. Blaine Conley, Superintendent
8343 S ST RD 19
Akron, IN 46910

**TIPPECANOE VALLEY SCHOOL CORPORATION
POLICY ON THE TREATMENT OF INDIVIDUALS
WITH DISABILITIES AS PER SECTION 504
OF THE REHABILITATION ACT OF 1973 AND THE
AMERICANS WITH DISABILITIES ACT**

It is the policy of the Tippecanoe Valley School Corporation not to discriminate against any otherwise qualified individual with disability, solely by reason of his/her disability, in admission or access to, or treatment or employment in, any program or activity sponsored by a school corporation.

Inquiries regarding compliance with this policy should be directed to the Section 504/ADA Coordinator of the Tippecanoe Valley School Corporation, Box 8, Burket, Indiana 46508, (574) 598-2600, or the Office for Civil Rights, U.S. Department of Education, Washington, D.C.

Persons who require assistance or need information regarding access to a program session and availability of special facilities are requested to telephone (574) 598-2759.

CONCERNS

We have found that concerns are best resolved at the lowest possible level. If you have a concern regarding your son/daughter, please:

- 1st Contact the individual (teachers, coaches) involved in the situation.
- 2nd Contact the person's immediate supervisor if you wish to appeal the outcome of a conference (athletic director, principal).
- 3rd Contact the superintendent if you wish to appeal further, (574) 598-2759
- 4th Request an audience with the board of trustees, by calling the Superintendent's office, (574) 598-2759.

ARRIVAL TO SCHOOL

Student at Akron Elementary School and Mentone Elementary School are to arrive no earlier than **8:15 a.m.** It is extremely important to the safety of all students that the early arrival guidelines be observed. **Adult supervision is not provided until the designated student arrival time of 8:15 a.m. at Akron and Mentone.**

TIME SCHEDULES FOR SCHOOLS

Akron/Mentone Elementary

Student breakfast	8:15	
Student arrival	8:30	
Classes begin	8:40	Tardy Bell
Student dismissal Car Riders	3:30	
Walkers	3:45	
Bus Riders	3:45	

Parents are expected to make arrangements for students not using school transportation.

SCHOOL DELAYS OR CANCELLATIONS

Tippecanoe Valley School Corporation provides a service for the parents/guardians of all Tippecanoe Valley students. In the event of a school delay, early dismissal, cancellation, or other school-related emergency, an automated calling service will contact each student's parent/guardian on the primary telephone number provided at registration. For example, in the event of a weather-related two-hour delay, a telephone call will be received, typically between 5:30 a.m. and 6:00 a.m., notifying the parent/guardian of the delay.

If any parent/guardian of a Tippecanoe Valley student does not receive a call and wishes to be included on the calling list; prefers to be removed from the calling list, or would like to provide an alternate contact number, please notify the Tippecanoe Valley School Corporation in one of the following ways:

- Go to <http://www.tvsc.k12.in.us>, click on the INFORMATION menu, and complete the Automated Notification Survey;
-
- Or
- Call (574) 598-2759 and ask for the technology director.

This service benefits the families served by the Tippecanoe Valley School Corporation by communicating important school-related emergency information in a more time efficient manner.

When school is delayed or cancelled WROI, 92.1 FM (Rochester), WRSW, 107.3 FM (Warsaw), WOWO, 103.1 FM (Ft. Wayne), WNDU-TV (Channel 16, South Bend), and WSBT-TV (Channel 22, South Bend) will be notified to place the announcement on their respective stations. Remember our correct name is "Tippecanoe Valley School Corporation". Please do not call the school or school officials. These lines must be kept open for official business.

ATTENDANCE

Indiana Code and ESSA Definitions of Compulsory School Attendance

IC 20-33-2-3.2, **“attend”** means to be physically present: (1) in a school; or (2) at another location where the school’s educational program in which a person is enrolled is being conducted; during regular school hours on a day in which the educational program in which the person is enrolled is being offered.

Arriving late to school or leaving early from school for any reason, excused or unexcused, is defined as **tardy**.

Truancy is any intentional, unjustified, unauthorized, or illegal absence from compulsory school attendance.

IC 20-20-8-8 was amended to define **habitual truancy** to include students absent ten (10) days or more from school within a school year without being excused or without being absent under a parental request filed with the school. **Chronic absenteeism** includes students absent from school for ten percent (10 percent) or more of a school year for any reason.

IC 20-33-2-25, the Superintendent or an attendance officer having jurisdiction shall report a child who is **habitually truant** from school in violation of this chapter to an intake officer of the juvenile court or the department of child services.

The federal **Every Student Succeeds Act (ESSA)** provides a federal letter grade for each school. Chronic absenteeism is a factor in this letter grade. Each school, receiving federal financial support, receives a deduction for each student who is absent, excused or unexcused, for SEVEN (7) days of school over the course of one school year.

Tippecanoe Valley School Corporation Attendance Policy

Under the Indiana Department of Education’s plan, schools accumulate credit for students who either 1) attend at least 96 percent of the days they are enrolled during the school year, or 2) demonstrate improved attendance from the prior to the current year. The state set a goal to have at least 80 percent of students meet those markers. With these expectations in mind, Tippecanoe Valley School Corporation defines absences and tardiness in the following manner:

EXEMPT (not counted as absent): Under certain circumstances, the law requires the school to authorize the absence/tardy and excuse of a student. In each of these circumstances, the student is excused from school and is not to be recorded as absent or tardy, and is not to be penalized in any way by the school.

(1) Serving as a page or honoree of the General Assembly (IC 20-33-2-14)

(2) Serving on the precinct election board or as a helper to a political candidate or party on the day of a

Municipal, primary or general election (IC 20-33-2- 15)

(3) When subpoenaed to testify in court (IC 20-33-2-16)

(4) Serving with the National Guard for no more than 10 days (IC 20-33-2-17)

(5) Serving with the Civil Air Patrol for up to 5 days (IC 20-33-2-17.2), the student is approved for an

Educationally related non-classroom activity (I.C. 20-33-2-17.5)

(6) The student or a member of the student's household exhibits or participates in the Indiana State

Fair for educational purposes (IC 20-33-2-17.7)

Excused Absences: These absences/tardiness will be considered appropriate and excusable by office personnel. While students' records will still reflect their absence/tardiness from school, they will not result in disciplinary action by administration. These types of absences/tardiness include (but may not be limited to):

- (1) Illness verified by notification from parent/guardian
- (2) Illness or appointment verified by note from physician
- (3) Family funeral
- (4) Family maternity
- (5) Participation in school-sponsored events
- (6) Out of school suspension
- (7) Other special circumstances approved by the administration

Work that is missed during an excused absence or tardy must be made up within the allotted time frame – one day for each day of the absence/tardy. It is the responsibility of the student and/or parent to ask the teacher for missed assignments; it is the responsibility of the teacher to check the work and give appropriate credit for the make-up work.

Unexcused Absences: These absences/tardiness are not excused in any way. They will be reflected on students' records and will subject students to disciplinary action. These types of absences/tardiness are considered truancy. These types of absences/tardiness include (but may not be limited to):

- (1) Absences where the parent has not called or e-mailed the school or provided required documentation. Parents/Guardians will have three school days from the date of the absence to provide documentation and move the absence to an excused absence.
- (2) Intentionally skipping school or leaving during school hours without following the proper sign out procedure.
- (3) Family or personal situations not directly impacting the student.
- (4) Missing the bus, arriving late for no excusable reason, or failing to have a ride to school.
- (5) No excusable reason was provided.
- (6) Family vacations – if the time missed from school is arranged and approved with the administration beforehand, vacations may be excused based on the student's current attendance record. Student vacations will not be approved to allow a student to be absent beyond seven (7) total days for the entire school year because of the ESSA deduction the school will receive.

Work will be given to the student (as is allowed by circumstances) to complete for credit while gone; all work is due upon returning to school.

Note: Work that is missed beyond five (5) unexcused/undocumented absences may be made up at the discretion of the administration.

Attendance Notification

Any student reaching the following thresholds of attendance within the current school year will receive written notification of absences. All students will receive these notifications whether the absences were excused or unexcused.

- (1) First Notice – SEVEN (7) days absent from school
- (2) Second Notice – TEN (10) days absent from school
- (3) Third Notice – FIFTEEN (15) days absent from school

Consequences for Poor Attendance

Attendance contracts will be developed for any student approaching thresholds of chronic absenteeism, habitual truancy, or as deemed necessary by the building administration. The attendance contract will be drafted for the individual student with the goal to curb any additional attendance concerns. Attendance contracts can also be created to address chronic tardiness.

Students who reach the TEN (10) day threshold of habitual truancy will be referred to an intake officer of the juvenile court or the department of child services.

Students who reach the EIGHTEEN (18) day threshold of Chronic Absenteeism are recommended to attend summer school or perform academic recovery as assigned by the building administrator.

Release of Students during the School Day

If a student needs to leave school early, they must present a signed note to the attendance secretary in the morning. The attendance secretary will write a pass for the student to give his/her classroom teacher to be permitted to leave the classroom. The student must then return to the office and sign out. Any time a student leaves during the school day or comes to school after school begins, he/she must sign out/sign in at the office or be considered truant.

Parent Contact for Illness

Students must be evaluated by the nurse before they can be released from school for illness. Students who feel ill should request a pass to see the nurse. The nurse will call home if the student needs to leave school. Students are not allowed to text or call

parents from cell phones without staff permission if they think they are sick or they are in violation of the cell phone usage policy.

Procedure for Reporting Absences

1. On the morning of the absence, the parent must call the school secretary before 10:00 a.m.
2. Upon returning to school, the student will report to the attendance secretary with a note from home to obtain an admittance slip. The note must be received within 2 school days to classify as a documented absence.
3. If a student has been absent for more than three (3) consecutive days, a doctor's slip may be required.

Parent Contact for Illness

Students must be evaluated by the nurse before they can be released from school for illness. Students are not allowed to text or call parents from cell phones if they think they are sick or they are in violation of the cell phone usage policy. Students who feel ill should request a pass to see the nurse. The nurse will call home if the student needs to leave school.

Early dismissal during the School Day

If a student needs to leave school early, they should contact the teacher or secretary in the morning. Any time a student leaves during the school day or comes to school after 8:40 a.m., they must sign out/sign in at the office and notify the teacher or secretary or the absence may be considered truant. Students being picked up early from school before 3:20 p.m. is considered a tardy.

Make-Up Work

A student will be allowed to make up work he/she misses. A student will be allowed one day to make up the work for each day absent. A student will not be required to make up work upon the first day back from an absence.

If the absence is unexcused the student will be required to make up missed work. The amount of credit received for such work in each subject will be determined by each respective classroom teacher.

Requests for homework are to be made by 8:30 a.m. All work may be picked up after 3:00 p.m.

Perfect Attendance

Students who do not miss any days throughout the school year and who have zero (0) trades will have perfect attendance.

BUS TRANSPORTATION

Students wanting to ride a bus other than their assigned one will need permission. Parents should write a note to the building principal who will either approve or deny the request. Bus drivers may allow extra passengers only with approval from the principal/assistant principal or designee.

Any student riding a bus to/from school must use corporation transportation for the entire trip. Students are not allowed to change from bus to car or car to bus at Akron or Mentone, or at any other point along the route. (Exception: If a parent delivers or picks up a student at the bus stop or if permission is granted through the superintendent.

BUS DAILY SCHEDULE

Under normal driving conditions, the driver will meet an established time schedule. Students are expected to be at their pick-up point prior to the scheduled bus arrival time (exceptions: stormy, bad weather conditions). If the bus is running late the driver will stop and sound the horn but is not required to wait unless the student is in sight and on the way to the bus.

SCHOOL BUS CONDUCT

The primary responsibility of school bus drivers is the safe transportation of students. Any distractions to the driver due to student behavior on the school bus will not be tolerated.

School bus drivers are responsible to maintain a disciplined environment on their buses and have the authority to do so. As such, drivers are expected to set reasonable standards for student conduct and behavior. Bus drivers will explain specific expectations and procedures to student. While students are on the school bus they are subject to the Tippecanoe Valley School Corporation Student Code of Behavior.

Upon the recommendation of the school bus driver or determination of a school administrator, a student may be denied the privilege of riding the bus. Bus drivers may suspend students for one day per offense; administrators may suspend students up to 10 days per offense and recommend expulsion for the remainder of the semester/school year.

It is the students' responsibility to exercise self control and be considerate of others while on the school bus. General expectations for all student passengers include the following.

1. Adhere to rules established by the bus driver
2. Take a seat immediately upon entering the bus (drivers may assign seats).
3. Assume and maintain proper seating position.
4. Remain seated whenever the bus is moving.
5. Refrain from loud, boisterous, and/or profane language.
6. Do not eat food, chew gum, or drink beverages on the bus (exception: special trips when approved by the sponsor and bus driver.).
7. Open windows only with the driver's permission.
8. Exhibit respect of other students and their property.
9. Refrain from defacing or otherwise damaging the bus.
10. Help maintain a clean bus environment.
11. Students will not be allowed to tease, scuffle, trip, hold, hit, or use their hands or body in an objectionable manner.

EDUCATION RECORDS

The following information is presented in accordance with Indiana State Law. Education records are governed by federal law and regulation. The requirements of these laws and regulations are contained in school board policy entitled Students Records. Generally, the policy provides for the following:

1. Records are confidential and may be disclosed only as provided in the policy.
2. The policy concerns both elementary and secondary student education records.
3. 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 the Internal Revenue Code.
4. Students have a right to examine their records at reasonable times.
5. 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.
6. 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 interest) and officials of another school, school system, or position 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 students.
7. Directory information may 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 5 above. Directory information includes the student's name, address, parent home and work telephone number, major field of study, participation in official 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 filling the "Denial of Permission to Release Certain Directory Information Without Prior Written Consent" form from the principal's office no later than 14 calendar days from the beginning of the school year.

PARENT/STUDENT RIGHTS AND CONSENT - HATCH AMENDMENT

1. Right to inspect certain instructional materials
 - a. In addition to any other rights with respect to the inspection of instructional materials, the parent or guardian of a child enrolled in the school within the Tippecanoe Valley School Corporation which receives funds from the United States Department of Education either directly or indirectly, shall be entitled to inspect those instructional materials which will be used in

- connection with any survey, analysis, or evaluation as part of any school program or curriculum.
- b. Any complaints arising under this policy may be submitted directly to the building principal or the superintendent.
2. Student submission to required surveys, analysis, or evaluations of school programs.
- No student shall be required without prior written consent of the student's parent or guardian, as part of any school program or curriculum which receives funds from the United State Department of Education, to submit to a survey, analysis, or evaluation which reveals information concerning:
- a. political affiliations;
 - b. mental and psychological problems potentially embarrassing to the student or his/her family;
 - c. sex behaviors and attitudes;
 - d. illegal, anti-social, self-incriminating and demeaning behavior;
 - e. critical appraisals of other individuals with whom respondents have close family relationships;
 - f. legally recognized privileged and analogous relationships, such as those of lawyers, physicians, and ministers; or
 - g. income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such a program.)
3. Notification of policy

Notice of this policy shall be circulated to all schools of the Tippecanoe Valley School Corporation and incorporated in each school's student handbook.

FOOD SERVICE

The elementary school breakfast and lunch program is self-funding and depends on regular payment of lunch fees for its daily operation.

Charges should not accumulate beyond \$50.00 for any student. When a lunch balance reaches this limit, multiple attempts will be made to contact the parent. If payment is not made then the balance will eventually be submitted to collections.

*Note- A charging student will never be denied a meal for any elementary student enrolled in Tippecanoe Valley schools.

LUNCH ASSISTANCE PROGRAMS

The Tippecanoe Valley School Corporation participates in the National School Lunch Program. Breakfast and lunch is served daily for students in grades K-5.

Applications for free or reduced price lunches will be available to any student/family throughout the entire school year should it become financially difficult or impossible to pay for student lunches. Children from households that meet federal guidelines are

eligible for free or reduced price meals. For further information, please contact the school office.

GRADING AND REPORT CARDS

Report cards are sent home every nine weeks. Progress reports may be sent home at any time throughout a grading period.

GRADING SCALES

The elementary uses Standard Based Report Cards.

The scale for grades K-5:

1= Needs Improvement – The student cannot complete the task independently. They show no understanding of the concept of skill. Performs below grade level.

2= Developing – The student shows some understanding of the skill, but errors occur.

3= Proficient – The student shows understanding of the skill and few errors occur.

4= Mastery – The student consistently and accurately applies the skill of this concept

NA= Not Assessed – This skill is not being assessed at this time.

Special Area classes of Music, Art and PE:

E (Excellent)	89.5-100
S (Satisfactory)	79.5-89.4
NI (Needs Improvement)	65.5-79.4
U (Unsatisfactory)	0-69.4

Skyward, PARENT PORTAL

Parents of Tippecanoe Valley School Corporation students have the opportunity to monitor their child's progress online via the *Skyward Parent Portal*. This powerful tool can be accessed from any computer connected to the internet-24 hours a day, seven days per week. Parents are able to access grades, attendance records and historical enrollment information. To access this resource select the Skyward tab on your school's website or on the TVSC website at <http://www.tvsc.k12.in.us/>.

INSTRUCTIONAL SERVICES

Services are provided for students eligible under IDEA, Section 504, and Indiana Article 7 which includes students with communication disorders, disabilities including individuals with other health impairments, traumatic brain injuries, autism, orthopedic impairments, visual impairments, hearing impairments, dual sensory impairments, mild mental handicaps, moderate mental handicaps, severe mental handicap, emotional handicaps, learning disabilities, communication disorders, and multiple handicaps.

Student services are generally provided by special service staff in the neighborhood school.

RELATED SERVICES

Services are provided if necessary in order for a child to benefit from special education. These services include occupational therapy, physical therapy, adaptive physical education, mental health therapy, audiological examinations, orientation and mobility training, assistive technology, and health care.

SCHOOL PSYCHOLOGICAL SERVICES

A referral and evaluation system is available for students. Consultation to school personnel is also available.

ELEMENTARY GUIDANCE PROGRAM

Tippecanoe Valley School Corporation provides an elementary guidance program as a part of the educational process toward promoting responsible individuals. This service expands on curricula to enhance the educational environment by helping students further develop a positive self-concept, increase problem solving skills, and assist students in learning. Classroom guidance, small group activities, and individual counseling are provided at each school.

SPECIAL EDUCATION SERVICES

Special education services are available to eligible children/youth with disabilities at all schools within the school corporation. These services are designed to assist the student in learning, despite the disability. Special education services are provided by a wide variety of licensed teachers, related therapists, school psychologists and support staff.

The North Central Indiana Special Education Cooperative supports and works with our local schools to make sure that all students are successful learners. If you have a question about special education services, you may speak to your student's teacher or the building principal. If you know of a preschool age child who may have a disability, you may refer the parent/family to the special education cooperative (219) 267-2747 or 1-800-730-7511.

SPEECH-LANGUAGE THERAPY

Speech-Language therapy is provided at all schools by a speech-language therapist. Hearing tests are given to all kindergarten, first and fourth grade students, students new to the district, any students suspected of having a hearing loss. Teachers or parents can refer a student for a hearing test.

HIGH ABILITY

The mission of the Tippecanoe Valley School Corporation is to provide a strong academic foundation and challenge all individuals, in kindergarten through twelfth grade, to achieve their potential. We recognize that some of these students, who are identified as having high abilities, possess the capability to excel at high levels in the classroom. We believe these students exist in all socioeconomic, cultural and ethnic subpopulations. The identification of students with High Abilities will be ongoing and occur in the areas of language arts, mathematics and general intellectual ability. For academically talented

students, students are accelerated through the curriculum and provided differentiated instruction in the general education classrooms.

MEDIA PERMISSION FORM

Each year, staff of the elementary school or media representatives may want to interview, photograph, or videotape your child for use in publications, television reports, public presentations, and websites. The photographs may be of groups of students or individuals, and the students' names may be used. For student protection online, a student's photo and last name will not appear together on the school or district websites. A media permission form must be signed by a parent or guardian at the time of a student's enrollment.

MONEY AND PERSONAL ITEMS BROUGHT TO SCHOOL

Students must exercise extreme caution with valuables brought to school, particularly money. The school cannot assume responsibility for a student's personal items that are damaged, lost or stolen. Students are requested to bring to school only the amount of money needed for school purposes. The first and last name of the student should be clearly marked on any item of value brought to school.

STUDENT HEALTH

Each school has access to a school nurse. The school nurse maintains student health records. The school nurse provides vision screening to all kindergarten, third grade, fifth grade and students new to the TVSC in those grades. Vision screening may be completed on any other student by referral. In addition, MCT (modified clinical technique) vision testing is required on all kindergarten students and will be completed at the school in the fall of each school year. If you do not want your child to receive vision or hearing screening, please make your request in writing and submit to building principal.

Parents should not send their student to school if he or she: 1) has a fever of 100 degrees or more. They should stay home for 24 hours after the temperature returns to normal without fever-reducing medication. 2) Has vomited or had diarrhea. The student should stay home until 24 hours after the last episode. 3) Has a rash that may be disease-related or from an unknown cause.

It is our belief that if a student is well enough to attend school, he/she should be well enough to participate fully in the regular school day. However, we recognize that in some extended illnesses, a student may be able to participate in school, but not in outdoor recess or physical education. We will expect a doctor's request for any excused recess or physical education activities for more than two days.

STUDENT MEDICATION POLICY

No medication shall be administered to a student without the written and dated consent of the student's parent/guardian. The consent of the parent shall be valid only for the period specified on the consent form and in no case longer than the current school or program year. All nonprescription medicine to be administered to a student must be accompanied by a statement describing the medicine, the dosage, and the time for it to be administered

to the student; it can only be given according to label directions. All prescription medicine, including injectable medicine and all blood glucose tests by finger prick to be administered to a student must be accompanied by a physician's prescription, a copy of the original prescription, or the pharmacy label. If the medication is to be terminated prior to the date on the prescription, a written and dated consent of withdrawal of the medicine is required from the parent. The written consent of the parent and the written order of the physician shall be kept on file.

All prescription medicines shall be brought to school in the original container, bearing the original pharmacy label and the student's name. Over the counter medication shall be brought in the original container with the student's name written on it and all label instructions clearly visible.

Medication shall be administered in accordance with the parent's statement (in the case of nonprescription medicine) or the physician's order (in the case of prescription medicine) only by a school nurse or other employee(s) designated in writing by the school principal. All administration of medicine shall be documented in writing. Any designated employee who is responsible for administering injectable insulin or a blood glucose test by finger prick shall receive proper training and such training shall be documented in writing.

Location of Medications: Any medicine to be administered to a student shall be brought to the nurse's office and kept there. Students are not allowed to keep medicine with them or in their locker.

The only exception to this is: A student with a chronic disease or medical condition may possess and self-administer prescribed medication for the disease or condition if the student's parent has filed a written authorization with the building principal. The written authorization must be filed annually and must include the following information:

1. Physician's statement that the student has an acute or chronic disease or medical condition for which the medication has been prescribed.
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.

Transportation of Medications: Medications should only be sent to school if it is necessary to give them during school hours. If at all possible they should be brought to the school by the child's parent or a responsible adult, especially if it is a prescription drug. If any type of medication must be transported by a child, the medication must remain in the child's book bag, backpack, pocket, etc. until the child arrives at school where the medication is then to be taken directly to the office. Unused medicine by students in kindergarten through grade 8 must be sent home only through the student's parent or an individual who is at least 18 years old and is designated in writing by the student's parent to receive the medication. This includes all medications (cough drops, antibiotics, etc.) **Please be certain to send only the amount that will be needed, especially when it is an antibiotic or something ordered for a short time.**

The Indiana Department of Education's Division of Student Services does not recommend the administration of non-approved FDA medications, including dietary supplements or non-approved FDA supplements, in the school setting. Therefore, it is the policy of the Tippecanoe Valley School Corporation not to administer non-approved FDA medications at school. The only exception is when a parent gives the school a written order from a medical physician. The order must include dosage instructions and be renewed every school year.

HEAD LICE

Students suspicious of having head lice will be checked by the school nurse. Parents will be contacted if live lice or nits (eggs) are found and provided with educational material on head lice. The student will be re-checked after treatment and periodically until gone. The need to exclude a student from school for head lice will be determined by the school nurse and on a case by case basis.

BED BUGS

DEFINITION/ETIOLOGY: Bed bugs (*Cimex lectularius*) are small, reddish brown, wingless, flat parasitic insects that will bite humans and animals. Bed bugs are not known to transmit or spread disease. Bed bug infestations usually occur around or near areas where people sleep. Bed bug bites are difficult to distinguish from other insect bites. Bites are usually found on a person's face, arms, neck and legs and may take up to 14 days to develop. The most common symptoms are red, raised bumps that itch.

If a student is identified as being exposed to bed bugs, the following procedure will be initiated:

- The student will stop by the nurses office upon arrival at school each morning. The student will leave all unnecessary items in the clinic, including backpacks, coats, extra folders. The child's belongings should be stored in a tote with a lid. The student and family will be encouraged to only bring in minimally necessary items to school.
- The student will be encouraged to keep all belongings for school up and off of the floor/bed at home.
- This procedure will be terminated based on the guidance of administration and school nurse.

Indiana 2021-2022 Required and Recommended School Immunizations

Grade	Required		Recommended
Pre-K	3 Hepatitis B 4 DTaP (Diphtheria, Tetanus & Pertussis) 3 Polio	1 Varicella (Chickenpox) 1 MMR (Measles, Mumps & Rubella) 2 Hepatitis A	Annual influenza
K-5th grade	3 Hepatitis B 5 DTaP 4 Polio	2 Varicella 2 MMR 2 Hepatitis A	Annual influenza
6th-11th grade	3 Hepatitis B 5 DTaP 4 Polio 2 Varicella	2 MMR 2 Hepatitis A 1 MCV4 (Meningococcal) 1 Tdap (Tetanus, Diphtheria & Pertussis)	Annual influenza 2/3 HPV (Human papillomavirus)
12th grade	3 Hepatitis B 5 DTaP 4 Polio 2 Varicella	2 MMR 2 Hepatitis A 2 MCV4 1 Tdap	Annual influenza 2/3 HPV 2 MenB (Meningococcal)

August 2020

STUDENT ACCIDENT INSURANCE

Tippecanoe Valley School Corporation offers student accident insurance for all Tippecanoe Valley students through the Markel Insurance Company. Parents/guardians who wish to inquire about and/or purchase student accident insurance may do so online by visiting the Markel Insurance Company website at www.markelinsurance.com or by calling (800) 431-1270. Coverage options include school time coverage, around the clock coverage, high school interscholastic football, field trip coverage, and catastrophic accident medical insurance. Questions about student accident insurance may also be directed to any TVSC school office.

CLASSROOM HEALTHY SNACKS

The rates for heart disease and obesity in children have been rising across America, and according to Catherine Bain, M.D., Indiana ranks fifth in obesity! The American Heart Association has stated that if the rate of obesity continues to climb in children, this may be the first generation in American history to live shorter lives than their parents.

Many of our students also have food allergies, especially to nuts, and some of them can be very severe. Your child's teacher can let you know if nuts or other food items are a problem in your classroom. TVSC will not serve any items that have peanuts or tree nuts. All snacks brought to school must be store bought and labeled with the ingredients. Snacks that are not store bought will not be served.

With this in mind, the TVSC Schools, in compliance with the Indiana Code 20-26-0-18, would like to have healthy treats and snacks brought in for celebrations/daily snacks. We are asking that parents consider alternatives to cupcakes or sugar treats. When planning on bringing in a snack or treat for the students, please consider these healthy options in support of the TVSC Wellness Policy.

Healthy Options		
<ul style="list-style-type: none"> • Bottled water • Low fat/fat-free milk • 100% fruit juice • Unsweetened iced tea • Coconut water • Fresh fruit • Single-serve fruit bowls • Freeze-dried fruit • Squeezable fruit 	<ul style="list-style-type: none"> • Low fat string cheese • Low fat/fat-free yogurt • Dried fruit. 100% fruit leather • Applesauce (no sugar added) • Whole grain crackers* • Granola bars* • Natural snack bars* • Popcorn* • Baked chips 	<ul style="list-style-type: none"> • Nuts • Trail mix • Fresh veggies with dip • Frozen 100% fruit bars • Non-food items, such as school supplies and merchandise that features the school logo <p>*low fat/low sodium/low sugar</p>

RECESS

All students are expected to participate in recess. Exceptions include a parent note for up to three days, a note from a physician, students with chronic health or physical impairments with an alternative plan approved by the principal, or students needing to make-up work or receiving a disciplinary action. A teacher may ask a student to stay in during recess time to complete work based on their discretion. In this case, the teacher would be responsible to supervise the student. All recess is supervised by school staff.

SCHOOL SAFETY

School safety is a concern of everyone associated with the elementary schools in the Tippecanoe Valley School Corporation. The school safety guidelines listed below are not meant to inconvenience anyone. They are designed solely to maintain safe schools for all students. It is the schools' desire to avoid any of the tragedies that have been experienced in several schools throughout the United States. The full cooperation of everyone associated with the schools is absolutely necessary to make each school the safest place possible for all children. With school safety in mind, student and staff entrances will remain open daily until the official start of the school day (8:35 at both Akron and Mentone).

Once the school day has begun, all student and staff entrances, will be locked. After the start of the school day, all students and visitors (a visitor is anyone who is not a staff member) must enter the building through the main entrance, reporting directly to the office upon entering the building. Upon arrival in the office, you will be asked to show your driver's license. Our school secretaries will use your driver's license to set you up in the Raptor Security System. The Raptor Security System will do an instant background check. Once the system has finished running a scan, a name tag will be printed off for you to wear. When you come back into the office, you will use your driver's license to checkout. The next time you come to visit your child you will not need to give your license to the secretary but will use your license to check in and out of our Raptor System on your own.

Individuals reporting directly to classrooms rather than going to the office first will be redirected to the office by the classroom teacher or another member of the staff.

We continue to welcome parents and grandparents to visit the school and appreciate your assistance in maintaining a safe learning environment for all students.

VISITORS

For the safety and security of all children, parents, and **visitors are required** to advise the office personnel of their presence in the building. Teachers have regularly scheduled meetings before the start of the school day. Parents should not expect to meet with a teacher before school unless they have previously scheduled a meeting with the teacher or an administrator.

Children not enrolled in the Tippecanoe Valley School must be accompanied by an adult when visiting; arrangements must be made in advance of the visit.

Parents are encouraged to visit classes during the school year. We ask your cooperation in arranging visits so they do not conflict with administration of standardized tests, health checkups, etc. Parents are encouraged to attend open house, parent-teacher conferences and other special events.

Lunch Guest Procedures:

1. Lunch Guest will be required to bring in their licenses and check in with the Raptor System in the front office.
 - *Special Occasions will exclude guest from background checks.
 - *Background exceptions may be made by the building administrator.
2. Only your child will be allowed to eat lunch with you unless a note is provided from a friend's parents allowing them to eat with you. The friend must be in the same grade level.
3. You may purchase the school lunch or bring one from home. Children may not share food. Bringing in restaurant food is discouraged.
4. The visitor's badge given to you by the office staff when you check-in must be worn on your shirt and must be easily visible by lunch monitors.
5. The lunchroom visit must take place during the child's regularly scheduled lunch time.
6. The lunchroom visitor needs to sit at the visitor table inside the lunchroom.
7. The student is required to follow all cafeteria procedures including:
 - a. Sitting in their own seat, not on a parent's lap.
 - b. Remaining seated during the visit.
8. Visitors will not be allowed to remain in the cafeteria for extended lunch time. Children being visited need to return to the classroom when dismissed.
9. The visitor is not allowed to take pictures, video, or make audio recordings during the visit.
10. Any questions or concerns must be directed to the principal. The visitor must not direct concerns to the staff or monitors as these employees are focused on student safety and monitoring.
11. Lunchroom visitors may not visit other areas of the building without prior approval.
12. Lunchroom guest will not be able to attend recess with their child.

STUDENT COUNCIL

Each elementary has a teacher-sponsored student council known as the Student Council. Students in the council are given opportunities to further develop leadership and service skills. Student representatives meet on a regular basis. They help promote school spirit, sponsor special projects, and do some fundraising.

STUDENT EXPECTATIONS

The school assumes all students know right from wrong. Students, while under the authority of responsibility of the school, are to comply with reasonable requests from

teachers and other school personnel. Appropriate action will be taken where students refuse to comply with such requests. This may include calling parents to come to school to assist in the prompt resolution of such situations.

Establishing and maintaining discipline is vital in supporting a productive learning environment. The primary goal is to help students develop self-discipline, make prudent decisions, and be responsible for their own actions. Appropriate behavior in school will facilitate maximum opportunity for students and contribute significantly to the overall success they experience in school.

The school believes it is necessary to hold a positive orientation in interacting with students; however, it is equally necessary to administer consequences when students choose to misbehave. The school has a responsibility and commitment not only to the individual, but also to the total student's body, to all parents, and to the community as well. The school must endeavor to establish itself as a stable, consistent, and fair agent in dealing with student behavior. Each student and parent has a right to expect that all students will be punished when violating established standards and that the severity of the punishment shall be consistent. The process of school discipline is to help each individual student assume self-responsibility and to provide a consistent basis for school-wide discipline.

1. General Expectations

- A. Give your best effort.
- B. Be verbally and physically considerate of others.
- C. Respect the rights of other students to learn.
- D. Respect the rights of teachers to teach.
- E. Follow the directions of all school personnel the first time given.
- F. Respect the property of others.
- G. Walk throughout the school building.
- H. Help maintain the school environment by keeping it neat and clean.

2. Classroom Expectations

The classroom is the heart of opportunity for student learning. The teacher is responsible for control of the classroom and is in authority. Each teacher has the right and is expected to set reasonable standards for achievement and behavior. The teacher will outline specific expectations and procedures to be followed. In all classrooms, students are expected to:

- A. Be in the classroom on time.
- B. Enter and leave the room quietly. Leave only when dismissed by the teacher.
- C. Come to all classes with all necessary materials.
- D. Complete all assigned work on time.
- E. Respect the teaching and learning environment.

3. **TVSC Bullying/Cyberbullying Policy: Indiana Code 20-33-8-0.2**

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

2. For purposes of this rule, bullying is defined as overt, unwanted, repeated acts or gestures, including verbal or written communications or images transmitted in any manner including electronically or digitally, physical acts committed, aggression, or any other similar behaviors that are committed by a student or group of students against another student with the intent to harass, ridicule, humiliate, intimidate, or harm the targeted student and create for the targeted student an objectively hostile school environment that:
 - places the targeted student in reasonable fear of harm to the targeted student's person or property;
 - has a substantially detrimental effect on the targeted student's physical or mental health;
 - has the effect of substantially interfering with the targeted student's academic performance; or
 - has the effect of substantially interfering with the targeted student's ability to participate in or benefit from the services, activities, and privileges provided by the school.
3. This rule may be applied regardless of the physical location of the bullying behavior when a student committing bullying behavior and the targeted student attend a school within the school corporation and disciplinary action is reasonably necessary to avoid substantial interference with school discipline or prevent an unreasonable threat to the rights of other students to a safe and peaceful learning environment.
4. Any student or parent who has knowledge of conduct in violation of this rule or any student who feels he/she has been bullied in violation of this rule should immediately report the conduct to the building principal/assistant principal who has responsibility for all investigations of student misconduct including bullying. A student or parent may also report the conduct to a teacher or counselor who will be responsible for notifying the principal/assistant principal. This report may be made anonymously.
5. False reporting of bullying conduct as defined in this rule by a student shall be considered a violation of this rule and will result in any appropriate disciplinary action or sanctions if the investigation of the report finds it to be false.
6. A violation of this rule, prohibiting bullying, may result in any appropriate disciplinary action or sanction, including suspension and/or expulsion.
7. Counseling, corrective discipline, and/or referral to law enforcement will be used to change the behavior of the perpetrator. This includes appropriate intervention(s), restoration of a positive climate, and support for victims and others impacted by the bullying.

I.C. 20-33-8-13.5

4. Dress and Appearance Expectations

Students have considerable choice in their style of dress and appearance and are expected to wear clothing that is neat, clean, and in keeping with good health and grooming practices. Clothing considered shocking, disruptive, or hazardous is not acceptable. Students shall not wear shirts that expose the abdomen, shirts/tops, with open backs, or tank tops or jerseys with extremely large armholes (may be worn with a t-shirt underneath). Clothing with questionable language or themes is prohibited. Students shall not wear sunglasses or head coverings (hats, bandanas, etc.) unless in conjunction with a school sponsored spirit day.

The appearance of a student should not disrupt the educational process of other students. The determination as to whether an item or style is objectionable under these guidelines is left to the judgment of school officials.

5. Behaviors Interfering with the Educational Process

Since all teachers have the right to teach and all students have the right to learn, a student shall not interfere with the educational process by:

- A. Misbehaving in the classroom, library, restroom, hallway, cafeteria, gymnasium, or any other area of the school building or school grounds during school, before school, after school, or at a school related or sponsored event.
- B. Fighting or promoting a fight.
- C. Expressing oneself with language, gestures, conduct, or wearing apparel that is (or inscribed with language and/or symbols that are) profane, vulgar, obscene, lewd, indecent, or offensive or interferes with classroom procedure or is disruptive to the orderly routine of the school.
- D. Committing an act of defiance against any staff member.
- E. Engaging in public displays of affection which draw undue attention.
- F. Using or possessing any tobacco product on school grounds at any time.
- G. Skipping school.
- H. Being tardy to class or any other assigned activity.
- I. Forging, falsifying, or altering school forms or using false notes.
- J. Failing to return any document with a parent signature as directed by a teacher or the principal.
- K. Failing to serve a detention.
- L. Leaving school grounds without proper authorization.
- M. Carrying or using weapons or instruments designed or intended to do bodily harm.
- N. Possessing lighters, matches, or any similar lighting device.
- O. Possessing and/or lighting explosives or incendiaries of any type.
- P. Causing or attempting to cause damage to school property.
- Q. Tampering with fire equipment or emergency alarm systems.
- R. Cheating, stealing, or possessing stolen property.

- S. Knowingly possessing, using, transmitting, or being under the influence of any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage, or intoxicant of any kind or any substance that looks like or is presented to be any of the above.
- T. Providing to another person any pill or capsule, whether prescription or sold over the counter, on school grounds at any time or at any school sponsored activity at any location, including the school bus.
- U. Failing to observe the reasonable and specific written or verbal directions of school authorities.
- V. Violating any provisions of the Indiana Student Due Process Code

6. Items Not Permitted at School

The following items should not be brought to school:

- A. Roller skates, in-line skates, or heelies
- B. Skateboards and snowboards.
- C. Gum, candy, and pop (except on special occasions approved by the teacher)
- D. Animals or Pets (unless specifically related to the curriculum)
- F. Baseballs, bats
- G. Items with laser lights

SECLUSION AND RESTRAINT POLICY

A student will not be subject to seclusion or restraint unless the student's behavior poses an imminent risk of injury to themselves or others. However, significant violations of the law, including assaults on other students and staff, will be reported to the police. As soon as possible, after any use of seclusion or restraint, the student's parent or guardian will be verbally notified. Within 24 hours the parent or guardian will also be provided with a written detailed account of the incident, including the circumstances that led to the use of the seclusion or restraint.

DETENTION

Detention is a means of maintaining discipline and an organized learning atmosphere within each individual classroom and throughout the entire school. The principal or any teacher may assign a student to serve detention. Except in extreme circumstances, detention will not be the first disciplinary action taken; rather, other methods will be tried first in an attempt to solve disciplinary problems. Any time detention is assigned the principal or teacher assigning the detention will notify the parent of the time and place of the detention to be served.

VANDALISM

Students are expected to respect property. Wear due to use is expected over the life of books and equipment. Students who damage books and equipment will be assessed a replacement and labor charge for the item.

VAPING

A student who possesses a vaping device, any vaping paraphernalia, or uses a vaping device at school is punishable to the same offense as the possession of other tobacco products. This includes e-cigarettes, vape pens, vape boxes, Juul's, or any other equipment used for vaping.

Range of Consequences:		
1 st Offense	2 nd Offense	3 rd Offense
<ul style="list-style-type: none"> • Parent contact, 3 days out of school suspension. • One day of OSS may be converted to ISS with completion of educational program • Violation of Viking Code 	<ul style="list-style-type: none"> • Parent contact, 5 days out of school suspension. • Placement on a Form 16 • Violation of Viking Code 	<ul style="list-style-type: none"> • As a violation of the Form 16, Administration reserves the right to pursue consequences up to and including expulsion • Violation of Viking Code

TIPPECANOE VALLEY SCHOOL CORPORATION STUDENT CODE OF BEHAVIOR

School Behavior - Rights - Responsibilities - Regulations - and - Procedures

- I. The entire foundation and success of public school education depends on the basic concept of self-discipline, a self-discipline which will allow all individuals to exist in a world of change and with the individual rights afforded them by our Federal and State Constitutions. Certain standards of student conduct are necessary to assure that students seeking to express their own individual rights do not at the same time infringe upon the rights of others. The responsibility for the development and maintenance of self-discipline falls to the cooperative efforts of students, parents, teachers, administrators and community.

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.

An environment that provides equal opportunity for all and permits the teaching/learning process to proceed in an orderly manner is the objective of all school personnel. School staff members will make every effort, individually, collectively, and cooperatively, with appropriate available community resources, to help each student gain acceptable self-discipline standards.

However, in the absence of self-discipline, the superintendent, principal, administrator, teacher, or non-certified personnel, of the school corporation is authorized to take certain actions reasonably desirable necessary to help a student, to further school purposes, or to prevent an interference with the educational process. Some behavior is much more serious than other behavior and requires different approaches and clearly defined actions. Reprimand, corporal punishment, probation, referral to special personnel in the schools (counselor, assistant principal, principal), parent conferences, detention, suspension, referral to special central office personnel in dealing with pupils involved in school discipline problems, but are not necessarily limited to only these. Any or all of the techniques will be used; however, certain acts of misconduct will subject the student to suspension or expulsion.

Maintaining an effective and productive learning environment is the responsibility of the total school population. Proper student conduct will ensure each student an equal opportunity to become a responsible individual and develop to his/her fullest potential. The above expectations are expected of each student enrolled at Akron Elementary School or Mentone Elementary School when attending any school related or sponsored activity, or in traveling to or from or any school activity.

- II. **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 10 school days.
- III. **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, with the exception of a violation of rule 13 listed under the grounds for Suspension and Expulsion in this policy.

IC 20-8.1-5-8 GROUNDS FOR SUSPENSION OR EXPULSION:

Grounds for suspension or expulsion are student misconduct or substantial disobedience. The following include examples of student misconduct or substantial disobedience, but are not limited to:

1. 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 rule:
 - A. Occupying any school building, school grounds, or part thereof with intent to deprive others of its use.
 - B. Blocking the entrance or exits of any school building or corridor or room therein with intent to deprive others of lawful access to or from, or use of the building, corridor, or room.
 - C. Setting fire to or damaging any school building or property.
 - D. Prevention of or attempting to prevent by physical act the convening or continued functioning of any school or education function, or of any meeting or assembly on school property.
 - E. 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.
 - F. Firing, displaying, possessing or threatening use of firearms, explosives, or other weapons on the school premises for any unlawful purpose.
2. Causing or attempting to cause damage to school property, stealing or attempting to steal school property or the property of another person or organization.
3. Disrupting a class or school activity.
4. Behavior that injures or presents a risk of injury to the student or another person. Intentionally causing or attempting to cause physical injury or intentionally behaving in such a way as could reasonably cause physical injury to any person. Fighting is defined as: ‘An individual who becomes an aggressor while using any of their body parts to inflict harm.’
5. Overt, unwanted, repeated acts or gestures, including verbal or written communications or images transmitted in any manner including electronically or digitally, physical acts committed, aggression, or any other similar behaviors that are committed by a student or group of students against another student with the intent to harass, ridicule, humiliate, intimidate, or harm the targeted student and create for the targeted student an objectively hostile school environment that:

- places the targeted student in reasonable fear of harm to the targeted student's person or property;
 - has a substantially detrimental effect on the targeted student's physical or mental health;
 - has the effect of substantially interfering with the targeted student's academic performance; or
 - has the effect of substantially interfering with the targeted student's ability to participate in or benefit from the services, activities, and privileges provided by the school.
6. Possessing, providing, or transmitting a knife, firearm, bullets, a dangerous device, fireworks, or any other object that is or appears to be a dangerous device. 'Dangerous device' IC 35-41-1-8 means an item that is readily capable of causing injury to a person and is not essential in performing a task that must be performed by a student at the direction of a teacher during school or a school activity. The term includes all weapons, fireworks, a smoke or noise bomb, a handgun, a rifle, shotgun, a stun gun, chemical mace, pepper spray, a laser pointer or other laser light device, and all personal protection devices including those that emit only sound.
7. Knowingly possess, use, provide or transmit to another person or be under the influence of: any drug paraphernalia, such as rolling papers, clips or displaying materials that promote or encourage alcohol or drug use [e.g. a t-shirt with a beer logo] or any substance which is, looks like, or which is or was represented to be a tobacco product, narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage, substance containing alcohol, heavily-based caffeine product, substance containing phenylpropanolamine, (PPA), steroid, stimulant, depressant or intoxicant of any kind listed substance. Use of a drug authorized by a medical prescription from a physician is not a violation of the rule. Any student who is unsure if possession, use or providing another person with any particular medicine or substance would violate this rule should contact the Principal before possessing, using or providing the medication or substance.
8. Consuming, possessing, offering, providing, or being under the influence of alcohol or an alcoholic beverage, an illegal drug, a prescription drug [except as authorized in a prescription by a licensed health care provider], an over the counter medication containing stimulant such as preparations containing caffeine, ephedrine, pseudoephedrine or phenylpropanolamine as an ingredient [except as authorized in a prescription by a licensed health care provider], or any substance represented to be or thought by the intended recipient to be an illegal or prescription drug. Engaging in the unlawful selling of a controlled substance or engaging in a criminal law violation that constitutes a danger to other students or constitutes an interference with school purposes or an educational function.

9. Failing or refusing to follow a directive from a school employee including a directive to respond truthfully and completely when questioned about a school related matter.
10. 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:
 - a. engaging in sexual behavior on school property;
 - b. disobedience of administrative authority;
 - c. willful absence or tardiness of students;
 - d. knowingly possessing, using, or transmitting any substance which is represented to be or looks like a narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage, stimulant, depressant, or intoxicant of any kind.
 - e. 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 a prescription.
 - f. Engage in sexual harassment of another person, which includes sexually-related verbal statements, gestures or physical contact. (corporation policy)
11. Knowingly possessing or using on school grounds during school hours an electronic paging device or a hand held portable telephone in a situation not related to a school purpose or education function.
12. Consuming, possessing, offering, providing, or being under the influence of an inhalant, a solvent, or other volatile substance or combination of volatile substance, contrary to safety instructions provided on the product's labeling, or the direction of school personnel.
13. Possessing cigarettes, smokeless tobacco, snuff or other tobacco product or a device such as a lighter used in consuming tobacco products.
14. Wearing clothing, jewelry or a hair style that is dangerous to the student, indecent, vulgar, profane, indicative of gang activity or affiliation, or presents a message that is inconsistent with the educational mission of the school district, or results in disruption of an educational function. Clothing that violate the rule includes t-shirts with a beer logo or slogan, or a message that encourages the use of alcohol or illegal drugs.
15. Creating or distributing information including information distributed via e-mail or through a web site that results in or is likely to result in the disruption of an educational function, advocates a violation of law or a student conduct rule, is sexually explicit or obscene, is slanderous or defamatory, or invades the privacy of an identifiable person.
16. Violating the School District Policy on acceptable use of computers, e-mail, voice mail or any other technology.

17. Sexting is defined as taking, disseminating, transferring or sharing of obscene, pornographic, lewd or illegal images or photographs, whether by electronic data transfer or otherwise (commonly called texting, emailing or sexting). Such conduct may constitute a crime under federal and/or state law.

“Sexting” or using a cell phone or other personal communication device to send text or email messages or possessing text or email messages containing images reasonably interpreted as indecent or sexually suggestive while at school or at a school related function. In addition to taking any disciplinary action, phones will be confiscated and students should be aware that any images suspected to violate criminal laws will be referred to law enforcement. Such conduct engaged in by a student may result in arrest, criminal prosecution and inclusion on sex offender registries.
18. Aiding, assisting, or conspiring with another person to violate these student conduct rules.
19. Failing to report the actions or plans for action of another person to a teacher or administrator where those actions or plans, if carried out, could result in harm to a person or persons or damage property.
20. Violating a building level student conduct rule approved by the Board of Education.
21. Attempting an act that is a violation of these student conduct rules.
22. Violating Indiana or Federal law.
23. Refusing to cooperate in the search of a vehicle, locker, or other place where the search is based upon reasonable suspicion of a teacher or administrator.
24. Causing or attempting to cause battery by body fluids to any individual or groups of individuals.

POSSESSION OF A FIREARM

- a. No student shall possess, handle or transmit any firearm on school property.
- b. The following devices are considered to be a firearm as defined in: IC 35-47-1-5
 - 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
 - any combination of parts either designed or intended for use in converting device into any destructive device described in the two immediately preceding-examples, and from which a destructive device may be readily assembled
 - an antique firearm
 - a rifle which the owner intends to use solely for sporting, recreational, or cultural purposes
- c. The penalty for possession of a firearm: 10 days' suspension and expulsion from school for one calendar year with the return of the student to be at the beginning of the first semester after the one-year period. The length of the expulsion may be reduced by the superintendent if the circumstances warrant such reduction.
 - d. The superintendent shall notify the county prosecuting attorney's office when a student is expelled under this rule.

INTIMIDATION AND THREAT (IC 20-8.1-12.5)

- a. A person who communicates a threat to another person with the intent that the other person engage in conduct against the other person's will, that the other person be placed in fear of retaliation for a prior lawful act, or of causing a dwelling, building, or another structure to be evacuated, commits an act of intimidation.
- b. Threat means an expression, by words or action, or an intention to unlawfully injure the person threatened or another person, or to damage property; unlawfully subject a person to physical confinement or restraint; commit a crime; unlawfully withhold official action, or cause such withholding; unlawfully withhold testimony or information with respect to another person's legal claim or defense, except for a reasonable claim for witness fees or expenses; expose the person threatened to hatred, contempt, disgrace or ridicule; falsely harm the credit or business reputation of the person threatened; or cause the evacuation of a dwelling, a building, or another structure, or a vehicle.

The grounds for suspension or expulsion listed above (# 1 - 25) apply when a student is:

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

In addition to the grounds listed above, a student may be suspended or expelled for engaging in unlawful activity on or off school grounds if the

unlawful activity may reasonably be considered to be an interference with school purposes or an educational function, or the student's removal is necessary to restore order or protect persons on school property. This includes any unlawful activity meeting the above criteria which takes place during weekends, holidays, other school breaks, and the summer period when a student may not be attending classes or other school functions.

OTHER GROUNDS FOR EXPULSION OR SUSPENSION

I.C. 20-8, 1-7-10.1 Immunizations. If the student has a dangerous communicable diseases transmissible through normal school contacts that poses a substantial threat to the health or safety of the school community.

I.C. 20-8.1 - 1- 13 Disruption. If the student's immediate removal is necessary to restore order or to protect persons on school corporation property. This shall include conduct off school property where an account thereof the student's presence in school would constitute an interference with educational function or school purposes.

I.C. 20-8.1 - 5.1 - 11 Legal settlement. If the student's legal settlement is not in the attendance area of the school corporation, if no transfer has been granted by the school corporation or has been ordered by the state board of education, if no agreement has been made to pay cash tuition or no tuition has been paid under an agreement, and if no other governmental entity is obligated to pay transfer tuition to the district's school corporation. An expulsion under this subdivision is not, however, effective until the student's right to attend a public school of another school corporation has been established in accord with this rule.

Another school corporation which is asserted to be the student's legal settlement, if known, and any governmental entity which it is asserted is obligated to pay the transfer tuition for the student, shall be made a party to the hearing. Appeals involving expulsions under this subdivision may not be taken to court, but to the State Board of Education which shall determine (1) the question of expulsion and (2) the school corporation in which the student is entitled to attend school in accord with the procedures set out in IC 20-8.1-61-10.

Definition of 'In Possession' for purposes of these rules

Students are required to inspect their possessions and vehicle for the presence of items that may not be possessed on school property, before coming on school property. Students are 'in possession' of an item for purposes of these rules when the item is on their person, in their backpack, is in place under their control, or the student is aware the item is in place where the student may have 'possession' of an item.

IC 20-8.1-5-6 SUSPENSION

- A. Any principal may suspend a student for a period of no more than (10) ten school days, for conduct constituting grounds for expulsion or suspension as set out in section 4 of this chapter (IC 20-8.1-5-4). such suspension shall be made only after the principal has made an investigation thereof and has determined that such suspension is

necessary to help any student or to prevent interference with an educational function or school purposes; however, the student may be suspended by the hearing examiner until the date of the expulsion hearing if the hearing examiner determines that the suspension is necessary under **IC 20-8.1-5-12**.

SUSPENSION PROCEDURES

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

1. A meeting will be held prior to the suspension of any student. At this meeting the student will be entitled to:
 - (a) a written or oral statement of the charges;
 - (b) if the student denies the charges, a summary of the evidence against the student will be presented; and,
 - (c) the student will be provided an opportunity to explain his or her conduct.
2. The meeting shall precede suspension of the student except where the nature of the misconduct requires immediate removal. In such situations, the meeting will follow the suspension as soon as reasonably possible following the date of the suspension.
3. 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:

1. The superintendent (or designee) may conduct an expulsion meeting, or may appoint one of the following persons to conduct the expulsion meeting:
 - a. legal counsel
 - b. a member of the administrative staff who did not expel the student and was not involved in the events giving rise to the expulsion.
2. An expulsion will not take place until the student and the student's parents 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 administratively to contest the expulsion or to appeal it to the school board.
3. 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.
4. At the expulsion meeting, the principal (or designee) will present evidence to support the charges against the student. The student or parent will have the opportunity to answer the charge against the student, and to present evidence to support the student's position.
5. If an expulsion meeting is held, the person conducting the expulsion

meeting will make a written summary of the evidence heard at the meeting, take any action found to be appropriate, and give notice of the action taken to the student and the student's parent.

The student or parent 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, the board must consider the appeal unless the board votes not to hear the appeal. If the board hears the appeal, it 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.

CONDUCT ON SCHOOL PREMISES WHILE SUSPENDED OR EXPELLED

Any student who is expelled or suspended from school for a violation of any school rule will not be allowed to enter school grounds before, during, or after school hours for the duration of the expulsion period. "School grounds" is defined as property belonging to the school corporation. Any person who is subject to the Indiana Compulsory Attendance law and should be enrolled in Tippecanoe Valley School Corporation or any other Indiana school will not be allowed on school grounds before, during, or after school hours, or attend or participate in any extracurricular events where Tippecanoe Valley is participating.

OTHER GROUNDS FOR REMOVAL FROM SCHOOL

I.C. 20-8, 1-7-10,1 Immunizations. If the student has a dangerous communicable disease transmissible through normal school contact that poses a substantial threat to the health or safety of the school community, the student may be removed without going through the suspension or expulsion process.

TECHNOLOGY

Elementary students may use electronic devices, (cell phones, tablets, iPods, MP3 players, gaming systems, laptops, electronic watches, etc.), for instructional purposes as defined by the teacher or administrator. Students are responsible for ensuring their devices are turned off and out of sight during the school day when not in use as directed by the teacher or administrator. Students are not allowed to text parents during the school day to inform them of an illness or other items they may need. If a student needs to contact a parent, they need to come to the office. All school use of personal electronic devices must comply with the TVSC Internet Safety and Acceptable Use Policy.

Use of unauthorized electronic devices may result in disciplinary action during the school day. School officials shall take possession of electronic devices for 24 hours for any violation of this rule and parents/legal guardians must make arrangements with the school to claim such devices. Confiscated electronic devices will not be released to students under any circumstances.

TEXTBOOKS

Once a student is assigned textbooks, he/she is responsible for those books. Students who lose books or cause unnecessary wear/damage to their books will be charged accordingly. The principal will determine the assessment charge on an individual basis. To help maintain the condition of books, the following suggestions are offered:

1. Do not keep excessive papers in textbooks.
2. Keep a neat and organized desk.
3. Keep books out of reach of younger children at home.
4. Do not write in books.

TIPPECANOE VALLEY SCHOOL CORPORATION
(Medication Request Information and Form)

The parent or guardian must submit the following information in order for school personnel to administer any medication including any over-the-counter medications to students:

1. The student's full name
2. The name of the medication
3. Instructions as to the day, time and frequency of dosage and the quantity to be administered
4. Dated signature of physician or parent/guardian for prescription and over-the-counter medication.

Prescription medication shall be left in the original container with the patient's name and instructions printed on it. A duplicate label or container may be obtained from the pharmacist if one is needed at home. Over-the-counter medication shall also be in the original container with the student's name and instructions clearly marked. Medications including cough drops and over-the-counter medications will not be given to students without written instructions.

(Note: The form below or a written not including all necessary information may be used.)

MEDICATION REQUEST FORM

All blanks must be completed.

Name of Student_____

Grade_____ Teacher_____

Name of Medication_____

Frequency of Medication_____

Times of Medication_____

Amount to be given_____

Condition for which medication is being given_____

Comments_____

Date _____ 20 _____

Signature of Parent/Guardian _____

Notification of Rights under FERPA For Elementary and Secondary Schools

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age ("eligible students") certain rights with respect to the student's educational records. These rights are:

(1) The right to inspect and review the student's educational records within 45 days of the day the School receives a request for access.

Parents or eligible students should submit to the School principal [or appropriate school official] a written request that identifies the record(s) they wish to inspect. The School official will make arrangement for access and notify the parent or eligible student of the time and place where the records may be inspected.

(2) The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA.

Parents or eligible students who wish to ask the School to amend a record should write the School principal [or appropriate school official], clearly identify the part of the record they want changed, and specify why it should be changed. If the School decided not to amend the record as requested by the parent or eligible student, the school will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

(3) The right to privacy of personally identifiable information in the student's education records, except to the extent that FERPA authorizes disclosure without consent.

One exception, which permits disclosure with consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the School as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the School has outsourced services or functions it would otherwise use its own employees to perform (such as an attorney, auditor, medical consultant, or therapist); a parent or student serving on an official committee, such as a disciplinary or grievance committee; or a parent, student or other volunteer assisting another school official in performing his or her tasks.

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

Upon request, the School discloses education records without consent to officials of another school district in which a student seeks or intends to enroll, or is already enrolled if the disclosure is for purposes of the student's enrollment or transfer. [NOTE: FERPA requires a school district to make a reasonable attempt to notify the parent or student of the records request unless it states in its annual notification that it intends to forward records on request.]

(4) The right to file a complaint with the U.S. Department of Education concerning alleged failures by the school to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-8520

Family Educational Rights and Privacy Act (FERPA) Notice for Directory Information

The *Family Educational Rights and Privacy Act* (FERPA), a Federal law, requires that Tippecanoe Valley School District, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child's educational records. However, Tippecanoe Valley School District may disclose appropriately designated "directory information" without written consent, unless you have advised the District to the contrary in accordance with District procedures. The primary purpose of directory information is to allow the Tippecanoe Valley School District to include this type of information from your child's education records in certain publications. Examples include:

- **A playbill, showing your student's role in a drama production;**
- **The annual yearbook;**
- **Honor roll or other recognition lists;**
- **Graduation programs; and**
- **Sports activity sheets, such as for wrestling, showing weight and height of team members.**

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent's prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks. In addition, two federal laws require local educational agencies (LEAs) receiving assistance under the *Elementary and Secondary Education Act of 1965* (ESEA) to provide military recruiters, upon request, with three directory information categories – names, addresses and telephone listings – unless parents have advised the LEA that they do not want their student's information disclosed without their prior written consent.¹

If you do not want Tippecanoe Valley School District to disclose directory information from your child's education records without your prior written consent, you must notify the District in writing by September 10, 2020. Tippecanoe Valley School District has designated the following information as directory information:

- **Student's name**
- **Telephone listing**
- **Photograph**
- **Major field of study**
- **Grade level**
- **Participation in officially recognized activities and sports**
- **Weight and height of members of athletic teams**
- **Degrees, honors, and awards received**
- **The most recent educational agency of institution attendee**
- **Student ID number, user ID, or other unique personal identifier used to communication in electronic systems that cannot be used to access education records without a PIN, password, etc. (A student's SSN, in whole or in part, cannot be used for this purpose.)**
- **Address**
- **Electronic mail address**
- **Date and place of birth**
- **Dates of attendance**

¹These laws are: Section 9528 of the Elementary and Secondary Education Act (20 U.S.C. s 7908), as amended, and 10 U.S.C s 503(c), as amended.

NOTICE TO PARENTS AND STUDENTS OF THEIR RIGHTS CONCERNING EDUCATION RECORDS

To Parent and Students,

Education records are governed by federal law and regulation. The requirements of these laws and regulation are contained in school board policy entitled Students' Records. Generally, the policy provides the following:

1. Records are confidential and may be disclosed only as provided in the policy.
2. The policy concerns both elementary and secondary education records.
3. Parents have the 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.
4. Students have the right to examine their records at reasonable times.
5. Before education records are disclosed to third-parties, the school requires a signed and dated written consent of (a) a parent of the 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 a attending a post-secondary institution.
6. 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, without prior notification to the parent or student.
7. Directory information may 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 5 above. Directory information includes the student's name, address, parent home and work telephone number, major field of study, participation in official recognized activities and sports, height and weight of members of athletic teams, dates of attendance, awards received, motor vehicle description (including 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 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 the "Denial of permission of Release Certain

Directory Information Without Prior Written Consent” form from the principal’s office not later than 14 calendar days from the beginning of the school year.

A parent is a parent of a student and includes the natural parent, a guardian, or an individual acting as a parent in the absence of a parent or guardian. The term includes the custodial or noncustodial parent of a student.

NOTICE TO PARENTS AND STUDENTS (7/09)

USDA Non-Discrimination Statement

In accordance with Federal Law and U.S. Department of Agriculture policy, this institution is prohibited from discriminating on the basis of race, color, national origin, sex, age, or disability.

To file a complaint of discrimination, write USDA, Director, Office of Adjudication, 1400 Independence Avenue, SW, Washington, D.C. 20250-9410 or call (866) 632-9992 (Voice). Individuals who are hearing impaired or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339; or (800) 845-6136 (Spanish). USDA is an equal opportunity provider and employer.

It is the policy of the Indiana Department of Education not to discriminate on the basis of race, color, religion, sex, national origin, age, or disability, in its programs, activities, or employment policies as required by the Indiana Civil Rights Law (I.C. 22-9-1), Title VI and VII (Civil Rights Act of 1964), the Equal Pay of 1973, Title IX (Educational Amendments), Section 504 (Rehabilitation Act of 1973), and the Americans with Disabilities Act (42 USCS § 12101, et seq.).

Inquiries regarding compliance by the Indiana Department of Education with Title IX and other civil rights laws may be directed to the Title IX Coordinator, Indiana Department of Education, Room 229, State House, Indianapolis, IN 46204-2798, or by telephone to (317) 232-6610 or the Director of the Office for Civil Rights, U.S. Department of Education, 111 North Canal Street, Suite 1053, Chicago, IL, 60606-7204 (312) 886-8434 – Glenda Ritz, Indiana Superintendent of Public Instruction.

