

## WELCOME

### Welcome from the Staff

The staff hopes that all students have a successful and rewarding experience. We realize that some items in this handbook are, at times, stated in a forthright and firm manner, but must be included here in order to satisfy state requirements.

### Whom to Contact at Zionsville Middle School and Their Overall Responsibilities

**Principal: Mitzi Macaluso**

Extension #13999

[mmacaluso@zcs.k12.in.us](mailto:mmacaluso@zcs.k12.in.us)

- Curriculum and Instruction
- New teacher support
- Special Education
- Facilities
- School Safety
- District Liaison
- Teacher Evaluations
- General School Issues

**Assistant Principal: Blair Williams**

Extension #13998

[bwilliams@zcs.k12.in.us](mailto:bwilliams@zcs.k12.in.us)

- 7/8 Student Behavior
- 7/8 Attendance Concerns
- 7/8 MTSS
- Instructional Assistants
- Student Testing (ILEARN, NWEA)
- Health Center
- Teacher Evaluations

**Assistant Principal: Craig Callahan**

Extension #13009

[ccallahan@zcs.k12.in.us](mailto:ccallahan@zcs.k12.in.us)

- 5/6 Student Behavior
- 5/6 Attendance Concerns
- 5/6 MTSS
- Teacher Duties
- Field Trips
- Student Testing (ILEARN, NWEA)
- Student Handbook
- Teacher Evaluations

**School Counselors:**

<b>Krista Hoffman</b>	Grade 5	Extension #13518	<a href="mailto:khoffman@zcs.k12.in.us">khoffman@zcs.k12.in.us</a>
<b>Jessica Yates</b>	Grade 6	Extension #13618	<a href="mailto: jyates@zcs.k12.in.us">jyates@zcs.k12.in.us</a>
<b>Samantha Vidal</b>	Grade 6	Extension #13618	<a href="mailto: svidal@zcs.k12.in.us">svidal@zcs.k12.in.us</a>
<b>Carrie Nonte</b>	Grade 7	Extension #13718	<a href="mailto: cnonte@zcs.k12.in.us">cnonte@zcs.k12.in.us</a>
<b>Caitlin Palmer</b>	Grade 8	Extension #13818	<a href="mailto: cpalmer@zcs.k12.in.us">cpalmer@zcs.k12.in.us</a>

- Personal and family issues
- Special programs and student groups
- Class Schedules
- Academic Placement
- Conflict Resolution
- Parent Consultations
- Classroom Lessons
- Group and Individual Counseling

**Student Services Administrative Assistants:**

**Morgen Augenstein** Extension #13990 [maugenstein@zcs.k12.in.us](mailto:maugenstein@zcs.k12.in.us)

- Student Computer Support
- Permanent Records
- Power School
- Lockers
- CPR and Special Scheduling
- Afternoon Announcements

**Angie Shaw** Extension #13011 [ashaw@zcs.k12.in.us](mailto:ashaw@zcs.k12.in.us)

- Lockers
- Enrollment and Registration
- Student Computer support
- PowerSchool
- Website/Social Media Manager
- Friday Parent Update
- Pledge of Allegiance

**Treasurer / Administrative Assistant:**

**Marni Skok** Extension #13988/994 [mkok@zcs.k12.in.us](mailto:mkok@zcs.k12.in.us)

- Accounts payable
- Accounts receivable
- Book rental and fees
- Purchase orders
- Office supplies

**Attendance Administrative Assistant:**

**Michele Durda** Extension #13996 [mdurda@zcs.k12.in.us](mailto:mdurda@zcs.k12.in.us)

- Attendance
- Reporting absences
- Prearranged absences
- Medical appointments
- Calendar/Scheduling
- PD Express

**Athletic and Front Office Administrative Assistant:**

**Stephanie Speith** Extension #13995 [sspeith@zcs.k12.in.us](mailto:sspeith@zcs.k12.in.us)

- Visitor Check-in (Safe Visitor)
- Field trip forms and transportation
- Sub Coordinator
- Maintenance/Custodial Work orders
- Special Projects
- Student Activity and Athletic Fees
- Morning Announcements/Call Down List

**Athletic Director: Kelly Antcliff** Extension #13997 [kantcliff@zcs.k12.in.us](mailto:kantcliff@zcs.k12.in.us)

- Athletics
- Student Activities (clubs & intramurals)

**Media Center: Kelsey Buckley** Extension #13982 [kbuckley@zcs.k12.in.us](mailto:kbuckley@zcs.k12.in.us)

**Instructional Coach: Mikayla Koharchik** Extension #13985 [mkoharchik@zcs.k12.in.us](mailto:mkoharchik@zcs.k12.in.us)

**Technology: Chris Trebing** Extension #13712 [ctrebing@zcs.k12.in.us](mailto:ctrebing@zcs.k12.in.us)

**Health Care Professionals: Jessica Richmond** Extension #13993 [jrichmond@zcs.k12.in.us](mailto:jrichmond@zcs.k12.in.us)

Extension #13987

**Food Services: Tammy Snider** Extension #13974 [tsnider@zcs.k12.in.us](mailto:tsnider@zcs.k12.in.us)

**Transportation Manager: Amy Eaton** Extension #11802 [aeaton@zcs.k12.in.us](mailto:aeaton@zcs.k12.in.us)

**Please contact individual teachers for all classroom items, including curriculum and discipline issues.**

**If the individual to whom the call is addressed is not available, an administrative assistant will put you in touch with the individual's voice mail. The administration and staff of Zionsville Middle School believe that communication between schools and home is very important. We encourage you to contact the school so that we can answer your questions or respond to your concerns. The most up-to-date listing of teachers is available at <https://zms.zcs.k12.in.us/apps/staff/>.**

<u>Name</u>	<u>Grade/Department</u>	<u>Ext.</u>	<u>Email</u>
Albright (Mrs.)	Art	13-405	<a href="mailto:abalbright@zcs.k12.in.us">abalbright@zcs.k12.in.us</a>
Allen (Mrs.)	5 <sup>th</sup> Grade Humanities	13-509	<a href="mailto:emallen@zcs.k12.in.us">emallen@zcs.k12.in.us</a>
Anderson (Mrs.)	5 <sup>th</sup> Grade Humanities	13-503	<a href="mailto:aanderson@zcs.k12.in.us">aanderson@zcs.k12.in.us</a>
Andries (Mrs.)	Behavior Resource	13-404	<a href="mailto:aandries@zcs.k12.in.us">aandries@zcs.k12.in.us</a>

<u>Antcliff (Ms.)</u>	Athletic Director	13-997	<a href="mailto:kantcliff@zcs.k12.in.us">kantcliff@zcs.k12.in.us</a>
<u>Betustak (Mrs.)</u>	6 <sup>th</sup> Grade Science/PE/Health	13-613/511	<a href="mailto:mbetustak@zcs.k12.in.us">mbetustak@zcs.k12.in.us</a>
<u>Boehm (Mrs.)</u>	Choir	13-308	<a href="mailto:mboehm@zcs.k12.in.us">mboehm@zcs.k12.in.us</a>
<u>Boes (Mr.)</u>	5 <sup>th</sup> Grade Humanities	13-507	<a href="mailto:lboes@zcs.k12.in.us">lboes@zcs.k12.in.us</a>
<u>Buckley (Mrs.)</u>	Media Specialist	13-982	<a href="mailto:kbuckley@zcs.k12.in.us">kbuckley@zcs.k12.in.us</a>
<u>Callahan (Mr.)</u>	Assistant Principal	13-009	<a href="mailto:ccallahan@zcs.k12.in.us">ccallahan@zcs.k12.in.us</a>
<u>Clayton (Mrs.)</u>	Resource, 7 <sup>th</sup>	13-807	<a href="mailto:gclayton@zcs.k12.in.us">gclayton@zcs.k12.in.us</a>
<u>Cole (Mr.)</u>	6 <sup>th</sup> Grade Humanities	13-610	<a href="mailto:bcole@zcs.k12.in.us">bcole@zcs.k12.in.us</a>
<u>Cox (Mrs.)</u>	Math	13-801	<a href="mailto:acox@zcs.k12.in.us">acox@zcs.k12.in.us</a>
<u>Day (Mrs.)</u>	6 <sup>th</sup> Grade Humanities	13-614	<a href="mailto:iday@zcs.k12.in.us">iday@zcs.k12.in.us</a>
<u>DeHart (Mrs.)</u>	Social Worker	13-976	<a href="mailto:sdehart@zcs.k12.in.us">sdehart@zcs.k12.in.us</a>
<u>East (Mrs.)</u>	Math	13-706	<a href="mailto:jeast@zcs.k12.in.us">jeast@zcs.k12.in.us</a>
<u>Eastman (Mrs.)</u>	Resource, 8 <sup>th</sup>	13-808	<a href="mailto:jeastman@zcs.k12.in.us">jeastman@zcs.k12.in.us</a>
<u>Elkins (Mr.)</u>	6 <sup>th</sup> Grade Humanities	13-616	<a href="mailto:selkins@zcs.k12.in.us">selkins@zcs.k12.in.us</a>
<u>Ertel (Mrs.)</u>	5 <sup>th</sup> Grade Humanities	13-509	<a href="mailto:aertel@zcs.k12.in.us">aertel@zcs.k12.in.us</a>
<u>Fry (Ms.)</u>	Functional Academics	13-602	<a href="mailto:mfry@zcs.k12.in.us">mfry@zcs.k12.in.us</a>
<u>Gibson (Mrs.)</u>	Art	13-408	<a href="mailto:igibson@zcs.k12.in.us">igibson@zcs.k12.in.us</a>
<u>Gregg (Dr.)</u>	7 <sup>th</sup> Green, Science	13-702	<a href="mailto:jgregg@zcs.k12.in.us">jgregg@zcs.k12.in.us</a>
<u>Grimm (Mr.)</u>	8 <sup>th</sup> Silver, Science	13-816	<a href="mailto:dgrimm@zcs.k12.in.us">dgrimm@zcs.k12.in.us</a>
<u>Hamburg (Ms.)</u>	7 <sup>th</sup> Grade Social Studies	13-712	<a href="mailto:bhamburg@zcs.k12.in.us">bhamburg@zcs.k12.in.us</a>
<u>Hammond (Mr.)</u>	8 <sup>th</sup> Grade PE/Health	13-713	<a href="mailto:ahammond@zcs.k12.in.us">ahammond@zcs.k12.in.us</a>
<u>Hays (Mrs.)</u>	8 <sup>th</sup> Silver, Social Studies	13-815	<a href="mailto:rpatterson@zcs.k12.in.us">rpatterson@zcs.k12.in.us</a>
<u>Hoem (Mrs.)</u>	5 <sup>th</sup> Grade Humanities	13-504	<a href="mailto:ehoem@zcs.k12.in.us">ehoem@zcs.k12.in.us</a>
<u>Hoffman (Mrs.)</u>	5 <sup>th</sup> Grade Counselor	13-518	<a href="mailto:khoffman@zcs.k12.in.us">khoffman@zcs.k12.in.us</a>
<u>Hsu (Mrs.)</u>	Chinese	13-811	<a href="mailto:chsu@zcs.k12.in.us">chsu@zcs.k12.in.us</a>
<u>Huber (Mrs.)</u>	6 <sup>th</sup> Grade Humanities	13-603	<a href="mailto:mhuber@zcs.k12.in.us">mhuber@zcs.k12.in.us</a>
<u>Imel (Mr.)</u>	5 <sup>th</sup> Grade PE/Health	13-711	<a href="mailto:simel@zcs.k12.in.us">simel@zcs.k12.in.us</a>
<u>Kern (Mr.)</u>	8 <sup>th</sup> Silver, Language Arts	13-814	<a href="mailto:ckern@zcs.k12.in.us">ckern@zcs.k12.in.us</a>
<u>Koharchik (Mrs.)</u>	Instructional Coach	13-985	<a href="mailto:mkoharchik@zcs.k12.in.us">mkoharchik@zcs.k12.in.us</a>
<u>Lalley (Mrs.)</u>	5 <sup>th</sup> Grade Humanities	13-506	<a href="mailto:klalley@zcs.k12.in.us">klalley@zcs.k12.in.us</a>
<u>Lopez (Mrs.)</u>	Math	13-615	<a href="mailto:tlopez@zcs.k12.in.us">tlopez@zcs.k12.in.us</a>
<u>Macaluso (Mrs.)</u>	Principal	13-999	<a href="mailto:mmacaluso@zcs.k12.in.us">mmacaluso@zcs.k12.in.us</a>
<u>Maquire (Mr.)</u>	6 <sup>th</sup> Grade PE/Health	13-713	<a href="mailto:amaquire@zcs.k12.in.us">amaquire@zcs.k12.in.us</a>
<u>Manifold (Mrs.)</u>	5 <sup>th</sup> Grade Science	13-502	<a href="mailto:emanifold@zcs.k12.in.us">emanifold@zcs.k12.in.us</a>
<u>Martin (Ms.)</u>	Spanish	13-805	<a href="mailto:cmartin@zcs.k12.in.us">cmartin@zcs.k12.in.us</a>
<u>Masterson (Mrs.)</u>	Speech-Language Pathologist	13-301	<a href="mailto:mbell@zcs.k12.in.us">mbell@zcs.k12.in.us</a>
<u>McEvoy (Dr.)</u>	Spanish	13-804	<a href="mailto:tmcevoy@zcs.k12.in.us">tmcevoy@zcs.k12.in.us</a>
<u>Mellencamp (Mr.)</u>	7 <sup>th</sup> Silver, Language Arts	13-710	<a href="mailto:bmellencamp@zcs.k12.in.us">bmellencamp@zcs.k12.in.us</a>
<u>Monaghan (Mrs.)</u>	Supplemental LA/Math	13-705	<a href="mailto:hmonaghan@zcs.k12.in.us">hmonaghan@zcs.k12.in.us</a>
<u>Moon (Mrs.)</u>	6 <sup>th</sup> Grade Humanities	13-609	<a href="mailto:bmoon@zcs.k12.in.us">bmoon@zcs.k12.in.us</a>

<u>Murray, Ashley (Mrs.)</u>	Orchestra	13-402	<a href="mailto:amurray@zcs.k12.in.us">amurray@zcs.k12.in.us</a>
<u>Murray, Chris (Mr.)</u>	5 <sup>th</sup> Grade Band	13-313	<a href="mailto:cmurray@zcs.k12.in.us">cmurray@zcs.k12.in.us</a>
<u>Newton (Ms.)</u>	6 <sup>th</sup> Grade Math	13-611	<a href="mailto:bnewton@zcs.k12.in.us">bnewton@zcs.k12.in.us</a>
<u>Nonte (Mrs.)</u>	7 <sup>th</sup> Grade Counselor	13-718	<a href="mailto:cnonte@zcs.k12.in.us">cnonte@zcs.k12.in.us</a>
<u>Ntala (Ms.)</u>	French	13-806	<a href="mailto:entala@zcs.k12.in.us">entala@zcs.k12.in.us</a>
<u>Osgood (Ms.)</u>	Choir	13-311	<a href="mailto:rosgood@zcs.k12.in.us">rosgood@zcs.k12.in.us</a>
<u>Oxley (Ms.)</u>	5 <sup>th</sup> /6 <sup>th</sup> Grade Humanities	13-605	<a href="mailto:soxley@zcs.k12.in.us">soxley@zcs.k12.in.us</a>
<u>Palmer (Mrs.)</u>	8 <sup>th</sup> Grade Counselor	13-818	<a href="mailto:cpalmer@zcs.k12.in.us">cpalmer@zcs.k12.in.us</a>
<u>Pendexter (Mr.)</u>	Spanish	13-803	<a href="mailto:tpendexter@zcs.k12.in.us">tpendexter@zcs.k12.in.us</a>
<u>Phipps (Ms.)</u>	Art	13-403	<a href="mailto:jhipps@zcs.k12.in.us">jhipps@zcs.k12.in.us</a>
<u>Rowe (Mr.)</u>	Project Lead the Way	13-302	<a href="mailto:trowe@zcs.k12.in.us">trowe@zcs.k12.in.us</a>
<u>Ruszkowski (Mrs.)</u>	Resource, 6 <sup>th</sup>	13-608	<a href="mailto:sruszkowski@zcs.k12.in.us">sruszkowski@zcs.k12.in.us</a>
<u>Schreiner (Mrs.)</u>	7 <sup>th</sup> Green, Language Arts	13-704	<a href="mailto:rschreiner@zcs.k12.in.us">rschreiner@zcs.k12.in.us</a>
<u>Schroeder (Mr.)</u>	6 <sup>th</sup> Grade Band	13-316	<a href="mailto:eschroeder@zcs.k12.in.us">eschroeder@zcs.k12.in.us</a>
<u>Scott (Mrs.)</u>	5 <sup>th</sup> Grade Humanities	13-508	<a href="mailto:tscott@zcs.k12.in.us">tscott@zcs.k12.in.us</a>
<u>Seward (Mr.)</u>	6 <sup>th</sup> Grade Science/PLTW	13-612	<a href="mailto:aseward@zcs.k12.in.us">aseward@zcs.k12.in.us</a>
<u>Shaffer (Ms.)</u>	6 <sup>th</sup> Grade Science	13-613	<a href="mailto:hshaffer@zcs.k12.in.us">hshaffer@zcs.k12.in.us</a>
<u>Skura (Mr.)</u>	5 <sup>th</sup> /8 <sup>th</sup> Grade Math	13-510/804	<a href="mailto:jskura@zcs.k12.in.us">jskura@zcs.k12.in.us</a>
<u>Smith, Emily (Ms.)</u>	5 <sup>th</sup> Grade Math/Science	13-501	<a href="mailto:esmith@zcs.k12.in.us">esmith@zcs.k12.in.us</a>
<u>Smith, Maggie (Mrs.)</u>	5 <sup>th</sup> Grade Math/Science	13-511	<a href="mailto:masmith@zcs.k12.in.us">masmith@zcs.k12.in.us</a>
<u>Snow (Mrs.)</u>	8 <sup>th</sup> Green, Science	13-812	<a href="mailto:jsnow@zcs.k12.in.us">jsnow@zcs.k12.in.us</a>
<u>Soboleski (Mrs.)</u>	8 <sup>th</sup> Green, Language Arts	13-809	<a href="mailto:csoboleski@zcs.k12.in.us">csoboleski@zcs.k12.in.us</a>
<u>Truex (Miss)</u>	6 <sup>th</sup> Grade Math	13-606	<a href="mailto:atruex@zcs.k12.in.us">atruex@zcs.k12.in.us</a>
<u>Urban (Mr.)</u>	7 Green, Social Studies	13-703	<a href="mailto:jurban@zcs.k12.in.us">jurban@zcs.k12.in.us</a>
<u>Van Duzer (Mr.)</u>	7 <sup>th</sup> Grade Math	13-708	<a href="mailto:zvanduzer@zcs.k12.in.us">zvanduzer@zcs.k12.in.us</a>
<u>Vidal (Mrs.)</u>	6 <sup>th</sup> Grade Counselor	13-618	<a href="mailto:svidal@zcs.k12.in.us">svidal@zcs.k12.in.us</a>
<u>Weirich, Josh (Mr.)</u>	7 <sup>th</sup> /8 <sup>th</sup> Grade Band	13-312	<a href="mailto:jweirich@zcs.k12.in.us">jweirich@zcs.k12.in.us</a>
<u>Weirich, Katie (Mrs.)</u>	8 <sup>th</sup> Grade Math	13-707	<a href="mailto:kweirich@zcs.k12.in.us">kweirich@zcs.k12.in.us</a>
<u>Wensink (Mrs.)</u>	8 <sup>th</sup> Green, Social Studies	13-810	<a href="mailto:lwensink@zcs.k12.in.us">lwensink@zcs.k12.in.us</a>
<u>Werner (Mr.)</u>	Project Lead the Way	13-304	<a href="mailto:gwerner@zcs.k12.in.us">gwerner@zcs.k12.in.us</a>
<u>West (Mrs.)</u>	Art	13-406	<a href="mailto:swest@zcs.k12.in.us">swest@zcs.k12.in.us</a>
<u>Whitten (Mrs.)</u>	7 <sup>th</sup> Silver, Science	13-701	<a href="mailto:awhitten@zcs.k12.in.us">awhitten@zcs.k12.in.us</a>
<u>Williams (Ms.)</u>	Assistant Principal	13-998	<a href="mailto:bwilliams@zcs.k12.in.us">bwilliams@zcs.k12.in.us</a>
<u>Williams (Ms.)</u>	Spanish	13-812	<a href="mailto:lwilliams@zcs.k12.in.us">lwilliams@zcs.k12.in.us</a>
<u>Wills (Mrs.)</u>	7 <sup>th</sup> & 8 <sup>th</sup> PE/Health	13-715	<a href="mailto:lbradburn@zcs.k12.in.us">lbradburn@zcs.k12.in.us</a>
<u>Wleklinski (Mrs.)</u>	6 <sup>th</sup> Grade Humanities	13-604	<a href="mailto:ewleklinski@zcs.k12.in.us">ewleklinski@zcs.k12.in.us</a>
<u>Yates (Mrs.)</u>	6 <sup>th</sup> Grade Counselor	13-618	<a href="mailto:jyates@zcs.k12.in.us">jyates@zcs.k12.in.us</a>
<u>Zapata (Mrs.)</u>	Resource, 5 <sup>th</sup>	13-607	<a href="mailto:azapata@zcs.k12.in.us">azapata@zcs.k12.in.us</a>

# ZIONSVILLE COMMUNITY SCHOOLS MISSION AND VISION

## VISION

Each Zionsville Community Schools' graduate is prepared to create a successful and productive future within the world community.

## MISSION

Zionsville Community Schools provide customized 21st century experiences that ensure maximum student growth leading to productive citizenship in the world community.

## TRANSPORTATION TO AND FROM SCHOOL

### BUSES

Due to the traffic congestion it is recommended that students ride the bus. In general, transportation questions and concerns including bus route information should be directed to the ZCS Transportation Center at 317-873-1237, or you may visit the transportation link on the ZCS website, located under the Parent menu.

### BUS RIDER CONDUCT

For most Zionsville students, the school day begins and ends on the school bus which makes transportation a very important part of the total educational process. Because transportation is a privilege, and such an important segment of education, cooperation among students, parents, bus drivers, administrators, and teachers is very important. Students are to behave in a safe, respectful manner while waiting at the bus stop and riding the bus. Students who do not maintain appropriate, safe behavior as established jointly by the Transportation Director and the school administration may be excluded from riding the bus and may be subject to other disciplinary actions.

Students are expected to display appropriate behavior whenever they ride the bus, whether during their daily commute, traveling to competitions, or on field trips. Please review the following bus riding rules with your student, as well as all of the student expectations set forth in the Behavior and Discipline section of this handbook.

### BUS RIDER PROCEDURES/APPROPRIATE BEHAVIOR

Rules for those riding the school bus are as follows:

1. The student shall ride his/her designated bus route both morning and evening, boarding and getting off at the designated place.
2. Students are to be unloaded at the building they attend unless permission is otherwise given by the principal or his/her designee.
3. Once a student boards a bus, he/she is not permitted to get off the bus other than at his/her designated place unless permission is otherwise given by the principal or his/her designee.
4. Students will not be allowed to ride a different bus than the one they were assigned.
5. Students will be allowed to get off at a different stop, within their own route, with a note from a parent to the bus driver. This location must be on their route only and cannot involve another bus.
6. The student shall be waiting at the designated boarding place when the bus arrives.
7. When boarding the bus, a student shall be seated immediately as designated or assigned by the bus driver and shall remain seated until the bus reaches its destination.
8. No windows shall be opened/closed without the permission of the driver.
9. Eating is not permitted on the bus.

10. The following violations will not be tolerated:

- A. Hitting, tripping, holding
- B. Throwing objects in/at the bus
- C. Fighting
- D. Loud or abusive language
- E. Teasing, yelling, name calling
- F. Threatening behavior
- G. Littering
- H. Smoking vapes, e-cigarettes, smokeless tobacco or drinking alcohol on the bus or bus stop.
- I. Destruction of public property
- J. Chasing after a bus
- K. Moving from place to place on the bus.

**The above rules apply any time students ride the bus.** At times buses may be monitored by on-board security cameras. A student's actions before boarding or after leaving the bus are the responsibility of the student and his/her parents, custodians, or legal guardians. If a problem is not resolved through the bus driver and parent, it is then routed in the following steps: School Principal or his/her designee, Director of Transportation, and Superintendent.

### **WALKING TO AND FROM SCHOOL**

The decision to walk to and from school is between the parent and the student. Students living in the surrounding neighborhoods should utilize the sidewalks or walking path directly to the school. This is a highly traveled area, so students are to remain on the path when traveling to and from school.

### **RIDING YOUR BIKE, SKATEBOARD OR SCOOTER TO AND FROM SCHOOL**

All bicycles, scooters, skateboards, roller blades and other similar devices are to be used for transportation only and secured at the bike rack. These items are not allowed in the school building or on the sidewalks at any time. This is an area that is highly traveled by buses and cars; therefore, the decision to ride a bike to and from school is between the parent and the student. Students are encouraged to use a helmet and secure their bike.

### **USE OF MOTORIZED VEHICLES**

Students may not drive or bring any motorized vehicle, including hover boards, to school.

### **IMPORTANT TRAFFIC FLOW INFORMATION**

**From 8:00 AM-8:45 AM and 3:15 PM-4:00 PM** the only entrance to ZMS will be from Ford Road.

During this time, the South Cruse Road entry/exit is for buses only.

1. Between the hours of 8:00 AM-8:45 AM the east drive from North Ford Road is **one lane of one-way traffic. There will be no passing allowed.**
2. Drivers will be directed to pull forward along the full length of the sidewalk.
3. There will be curbside drop off only – students should gather their belongings prior to pulling along the side of the curb for quick departure.
4. Please stop at all the crosswalks and stop signs and yield to all pedestrian and bike traffic.
5. Drivers will exit the parking lot by turning left at the gate and circling around the back of the parking lot, exiting onto Ford Road.
6. The afternoon pick-up procedure is the same; however, drivers may pass the line of curbside cars to exit.

## **BUILDING POLICIES**

### **ENTERING THE BUILDING FOR STUDENTS**

Students may not enter the building prior to **8:00 AM** unless he/she has prior approval of a teacher or administrator. In the interest of the safety of students and the security of the building, students

must be supervised at all times. Students may enter only through the main entrance (**door #1**) or through the south side activity entrance (**door #4**), all other doors will be locked. **Students arriving prior to 8:25 AM must remain in the foyer outside the main office/Door #1 until the entry bell rings. Students are not allowed to visit their lockers before the entry bell rings without a pass.**

### **ENTERING THE BUILDING FOR PARENTS/VISITORS/VOLUNTEERS**

To ensure safety ALL doors are locked during our school day, 7:45 AM – 3:45 PM. A buzzer is located on the left side of the front doors (Door 1). Please push the button and wait for a staff member to answer. You will be asked to state your name and reason for entering the building. At that time, the office staff will unlock the doors for you to come in. All parents, visitors, and volunteers must sign in at the front office and get a visitor's pass to be worn at all times while in the building. We ask that all visitors schedule an appointment to meet with teachers, counselors, administrators and all other staff members so that we may best serve everyone. Please note that the school may utilize video surveillance in order to protect the welfare and safety of students, staff and visitors.

Our school offers a wide variety of visitation and volunteer opportunities. All classroom and/or student visitors and volunteers will be asked for identification and logged into the SafeVisitor system. Volunteers must also have a Full Background Check on file with the District and view the state mandated confidentiality/bullying video, provided on the BRAVO website. The link to apply for background checks and to view and submit the video can be accessed by clicking on the Volunteers/BRAVO icon on the ZCS main webpage. For more information call the Volunteer/BRAVO Coordinator at 317-873-1235.

**Students or friends from other schools are not allowed to visit during school hours, including non-instructional time.**

### **AFTER SCHOOL SUPERVISION**

- Students must be supervised at all times.
- Students are expected to leave by 4:00pm and must have permission from both parent/guardian and a staff member to be in the building past 4:15 PM.
- Students may not return to their lockers/classrooms after activities without permission from a staff member.
- Students are required to wait in the lobby at entrances #1 or #4.
- Extracurricular activities have designated ending times. Students are required to be transported home immediately following activities. If the student/parent has a second occurrence of not having transportation within 30 minutes of the conclusion of a practice or event, the student may be banned from all extracurricular activities for the remainder of the school year.
- The outdoor classroom is for supervised student use. **Swimming, wading, boating or ice-skating is not allowed.**

### **MIDDLE SCHOOL AFTER CARE (JAM)**

JAM is a supervised middle school aged after school program housed at Pleasant View Elementary School. Students from both ZMS and ZWMS can participate in JAM and are transported to PVE at 3:45 PM each day. JAM participants are given a snack and an opportunity to complete homework. WiFi is available for computers. JAM students have their own adolescent friendly lounge equipped with a flat screen TV and Wii, games, books and an iPod dock. As part of tuition, ZCS GROW staff will be running activity shuttle buses to and from ZMS/ZWMS for middle school students who would like to participate in after school clubs, sports or other activities. 24 hour notice is required to request transportation in the white ZCS bus. ZCS will also transport middle school students from the ESC study hall to PVE on E-Days. Registration is completed online:

<https://www.ezchildtrack.com/parent2/ParentLogin.aspx?c=zcsgrow>

## **STUDENT LOCKERS**

Lockers have been provided for all students. All coats, books, and personal items must be kept in the student lockers. The care of and any damage to the locker shall be the responsibility of the student to whom the locker is assigned. **Students are not permitted to apply stickers, duct tape, glue or any other damaging adhesive to the inside or outside of any locker.** The school does not assume responsibility for items presumed to be stolen or missing from lockers. Remember that the locker combination is a personal matter. While friendships in middle school change throughout the year, locker combinations do not. **Do not share your combination or your locker with anyone.** Parents are welcomed and encouraged to come to school to look at their child's locker.

Any student using a school locker shall have no expectation of privacy of the locker or its contents. The school principal or his/her de-signee may search a locker and its contents at any time. Other than a general search of students' lockers, any search will be conducted in the presence of the student to whom the locker is assigned, if at all possible.

## **TELEPHONE/CELL PHONE USAGE**

**Students must have permission from a staff member to use a school telephone.** Students will be called to the telephone while classes are in session only in cases of emergency. Cell phones may **not** be used in the building between **8:45 AM and 3:45 PM** without the permission of a staff member. Parents please keep this in mind as you communicate with your children at school. The best way to reach them is to call the front office. Cell phones are to be turned off and kept in the student's locker during the school day. To ensure student safety, students must report any illness or injury to a teacher or office staff member. Students or staff may then telephone parents from the health care center in the event of illness or injury.

## **POSTERS AND SIGNS**

No posters, signs, notices or placards are to be posted in the building without staff approval. These should be removed immediately following the event.

# **STUDENT SAFETY**

## **EMERGENCY PROCEDURES**

Fire evacuation, earthquake, and tornado instructions are posted in each room and each area of our school. When the alarm sounds, students should leave their room or area and go directly to their assigned safety area. Students should move through the hallways quietly and orderly to listen to special instructions from a staff member. Fire, tornado, earthquake and A.L.I.C.E. drills will be conducted in accordance with the law. Students will be provided instructions on appropriate procedures.

## **EMERGENCY SCHOOL CLOSING AND DELAYED STARTS**

Snow, ice, fog or other unforeseen circumstances may necessitate the last minute decision to close or delay (2 hours) the start of school. Our emergency notification software system will contact staff and parents via phone, e-mail, and (optionally) text message regarding school delays, cancellations, early dismissal and school emergencies. If you do **not** receive a notification, please contact the school.

Other sources of emergency notification can be found at the following:

- First check the school corporation's website ([www.zcs.k12.in.us](http://www.zcs.k12.in.us))
- The following stations:

WRTV-TV Channel 6	WTTV-TV Channel 4
WTHR-TV Channel 13	WXIN-TV Channel 59

You are encouraged to check at least two sources. **The school corporation website will be updated by 6:00 AM as will the recorded greetings of the district telephones.** The stations and places listed will refer to our schools as **Zionsville Community Schools**. If the decision to close schools is made in the evening, the announcement will also be carried on the above television stations. In some cases, instead of closing school, the opening of school may be delayed for two hours.

When weather is bad, but not bad enough to close school, buses will be driving more slowly and may be a little late. **In case of an emergency dismissal, all students will be expected to go home or to their prearranged drop off point.**

## STUDENT SERVICES

### SCHOOL COUNSELING

Counseling services are available to any student in the school. These services include academic and educational planning, social-emotional support, college and career exploration, help with study habits, help with home and/or social concerns, and discussion of any issue with the counselor. Students can see their counselor through student, teacher, or parent referral.

### WITHDRAWAL PROCEDURES

- Notify the counselor's office that the student will be withdrawn.
- Please specify the last date of attendance.
- Stop in the counselor's office to fill out the proper paper work.
- Turn-in your textbooks and other school property to the counselor's office.
- Pay the treasurer for any outstanding items.
- Records will be sent to the new school when the new school requests the information.

### CAFETERIA

The ZCS Food Service Department participates in the National School Lunch Program and works to ensure that the meal service provided meets or exceeds all regulations enacted by the U.S. Department of Agriculture.

Within each ZCS cafeteria, a pre-payment debit system is utilized which provides each student with a personalized lunch account. The system is designed to process student purchases efficiently and to reduce the amount of cash handling at each location. Funds deposited into accounts are used for the purchase of meals, as well as milk and a la carte (i.e. extra) items intended to supplement a nutritious lunch. Students are given a unique Quick ID number to access their accounts. Students enter this Quick ID number into a keypad after making their food selections. The cashier then accesses their account and verifies the identity of the student prior to completing the transaction.

The debit system operates on a pre-pay basis; therefore, students are encouraged to deposit funds in advance of use. Deposits will be accepted during any meal service or by sending deposits to the school cafeteria. To ensure rapid processing when paying with check or cash, it is beneficial to record the student's name and Quick ID number on the check or envelope. If desired, payment can be made and low balance notification completed, by utilizing the school's online payment option.

Students and parent/guardians are encouraged to keep track of account balances. The cafeteria will make efforts to advise parent/guardians of low and negative account balances by using the primary methods of phone calls, emails or occasional letters mailed home. It should be noted that any negative account balance of \$50.00 or more that is not paid within a reasonable time may be sent to a collection agency.

The ZCS Food Service webpage is found at [www.zcs.k12.in.us](http://www.zcs.k12.in.us) by scrolling down to Food Service. There you will find current information about many topics including meal/textbook assistance,

menus, pricing, refunds, meal charging, nutritional content/allergy awareness, etc.

[USDA Nondiscrimination Statement link](#)

Any questions or concerns may be directed to the Food Service Manager in each school, or to the Food Service Director at (317) 873-1232, extension 11600.

## **ZIONSVILLE COMMUNITY SCHOOLS WELLNESS POLICY**

The Board of School Trustees within the Zionsville Community Schools (ZCS) recognizes the importance of nutrition and physical activity as it relates to the prevention of childhood (and subsequent adult) health issues, including but not limited to, obesity. Furthermore, we recognize the school's influence in establishing lifelong healthy habits. Due to the nature of our school corporation and the involvement and commitment of our community members, others will be invited and encouraged to lend their support in creating students who achieve not only high academic performance, but also lifelong health. Please reference the ZCS Wellness Policy section of the ZCS website for more information.

## **MEDIA CENTER**

The media center contains a wide collection of fiction, non-fiction, reference books and audio-visual materials. All students need a pass to visit the library media center from classes. Books may be checked out for a period of two weeks and may be renewed for two additional weeks. Reference books and magazines may be checked out overnight but must be returned before the start of the first period the next morning. A complete list of our collection along with other useful student resources can be found on the library media center homepage: [ZCS Destiny](#)

Students will be required to pay the cost of replacing books they have damaged or lost. All money due must be paid by the end of each grading period. Students refusing to pay overdue fees of five cents per day and/or replacement costs of media center materials will be referred to the office. Students will be regularly notified of overdue materials either through their language arts teacher or an e-mail notification to their home.

## **ATTENDANCE**

A successful school experience depends on regular school attendance. Every absence, whether excused or unexcused, interrupts the student's understanding of the material being presented and lessens the value of a middle school education.

### **REPORTING ABSENCES**

To ensure the safety of your child, it is imperative to report all absences on our 24-hour attendance line **before 9:00 AM**, 317-873-1240, **Press 2. Our attendance notification software system will contact parents via phone regarding unverified absences.**

### **ATTENDANCE POLICIES**

The Board of School Trustees, as an agency of the State, is required to enforce regular attendance of students. The Board recognizes that being present in the classroom enables the student to participate in instruction, class discussions, and other related activities. As such, regular attendance and classroom participation are integral to instilling incentives for the student to excel.

Attendance shall mean to be physically present in a school or at another location where the school's educational program is being conducted during regular school hours on a day in which the educational program in which the student is enrolled is being offered.

Attendance shall be required of all Corporation students, except those exempted under other provisions of State law, during the days and hours that the school is in session or during the attendance sessions to which s/he has been assigned. Exceptions to compulsory attendance that shall be recognized by the school corporation as provided by state statute are:

- a. service as a page or honoree of the general assembly (I.C. 2033214)
- b. service on a precinct election board or helper to a political candidate on the date of an election (I.C. 20-33-2-15)
- c. subpoena to appear in court as a witness in a judicial proceeding (I.C. 20-33-2-16)
- d. service in active duty with the National Guard for not more than ten (10) days (I.C. 20-33-2-17)
- e. participating as a member of the Indiana wing of the civil air patrol for not more than five (5) days (I.C. 20-33-2-17.2)
- f. participating in an educationally related non-classroom activity which is consistent with and promotes educational philosophy and goals of the school corporation, facilitates the attainment of specific educational objectives, is part of the goals and objectives of an approved course or curriculum, represents a unique educational opportunity, cannot reasonably occur without interrupting the school day, and is approved in advance by the school principal (I.C. 20-33-2-17.5) For any of these exceptions a student shall not be recorded as absent from school.

The Superintendent shall require, from the parent of each student or from an adult student who has been absent for any reason, a phone call or written statement of the cause for such absence. The Board reserves the right to verify such statements and to investigate the cause of each absence.

In addition to the excused absences listed in state statutes, the ZCS Board of Trustees considers the following to be excused absences:

- a. illness verified by a note from the parent
- b. illness verified by a note from a physician
- c. recovery from accident
- d. required court attendance
- e. professional appointments – parents are encouraged to schedule medical, dental, legal, and other necessary appointments other than during school hours. When appointments are necessary during the school day, the student shall report back to school immediately after the appointment with a signed statement from the doctor, dentist, lawyer, counselor, etc.
- f. death in the immediate family or of a relative
- g. observation or celebration of a bona fide religious holiday in accordance with Policy 5223
- h. maternity
- i. military connected families' absences related to deployment and return
- j. such other good cause as may be acceptable to the Superintendent or permitted by law

An unexcused absence is any absence not covered under either the definition of excused absence or listed as an exception to compulsory attendance. An out of school suspension shall not be considered an unexcused absence.

Repeated instances of unexcused absences may result in disciplinary action up to suspension or expulsion of a student.

Truancy is defined as a student absent from the school campus without knowledge of parent and school. Habitual truant is defined as a student who is truant three times during any semester. A student who is truant is considered unexcused.

Indiana Code 20-33-2-11 provides that any person, while of the ages of 13 or 14, who is determined to be a habitual truant as defined by Board policy, cannot be issued an operator's license or learner's permit until the age of 18, or until the student's attendance record has improved as determined by the Board upon review of the student's record.

The Superintendent or an attendance officer having jurisdiction shall report a child who is habitually absent from school to an intake officer of the juvenile court or the Department of Child Services. Attendance need not always be within the school facilities, but a student will be considered to be in attendance if present at any place where school is in session by authority of the Board.

The Superintendent shall ensure that the administrative guidelines on attendance properly address the matter of truancy by including a process which:

- a. identifies the habitual truant;
- b. investigates the cause(s) of his/her truant behavior;
- c. ensures that truant students are disciplined in accordance with the Corporation's policies and administrative guidelines on student discipline;
- d. provides for the reporting to the Bureau of Motor Vehicles those students who have been suspended for the second time during a school year, expelled, or excluded for misconduct.

I.C. 20-33-2-3.2 51, IAC 1-3-1, I.C. 20-33-2-4 et seq., 511 IAC 6-2-1(c)(12) © Neola 2012

### **EXCESSIVE ABSENCES**

Upon the eighth (8th) unexcused or excused absence of **any class per semester** or the fifteenth (15th) unexcused or excused absence per school year, **a student and parent will be required** to meet with an office representative to help the student improve his/her attendance. The school, student and parent will enter into an attendance contract to correct attendance problems. The attendance contract may require the **parent and student** to provide the school with a doctor's note for each additional absence. In such a case, if a doctor's note is not provided to the school the absence will be marked unexcused. Anytime a student has missed five (5) consecutive days due to an illness, a doctor's note will be required.

### **APPOINTMENTS OFF-CAMPUS**

Phone calls to classrooms are a disruption to the learning process. The following procedure is in place to minimize classroom interruptions. Parents should call the Attendance line with information concerning their child's appointment or their child(ren) should bring a signed parent note to the office the morning of the appointment before first period.

- The office will issue the appointment pass.
- The student shows the appointment pass to the teacher to be excused at the appropriate time.
- The student will meet the parent in the office to be signed out by the parent.
- The student will sign back in at the front desk, indicating on their appointment pass the time of return.
- No student will be released to a person other than a custodial parent or guardian without permission of the custodial parent or other legal guardian.

### **ASSIGNMENTS WHEN STUDENTS ARE ILL**

**The general rule is that the student has one day for each day's absence to complete make-up work. This does not apply to pre-arranged absences.** However, continuing absenteeism will be reviewed and definite dates will be established for the completion of assigned class work.

- ZCS utilizes an online classroom management program. This allows students to store and share files and communicate with teachers and classmates. Teachers will post calendars, documents for student access and homework assignments. Please have your student check this website for assignments when they are absent.
- On the **third day** of an absence, call the attendance line prior to 9:00 AM to request homework. Homework assignments may be picked up from the front office between 3:45 PM and 4:15 PM.

### **PRE-ARRANGED ABSENCES**

Every effort should be made to schedule pre-arranged absences at times other than school days. If this is unavoidable, the parent must notify the school to prearrange absences at least two (2) school days prior to the absence. If the student has more than ten (10) days absence a year including the pre-arranged absence days, any pre-arranged absence days over the ten (10) days absence limit will be considered unexcused.

Parents should notify the school of prearranged absences via the attendance line at least 2 days before the absence at 317.873.1240 and #2 for attendance. Students should inform their teachers of their pre-arranged absence and determine when makeup work will be due.

### **LATE ARRIVALS TO SCHOOL**

Each student has the responsibility to arrive to school on time. If a student comes in after the start of school, the student is expected to report to the main office. Students who are repeatedly late to school will be asked to enter into an attendance contract with a school counselor and administrator following the procedures above under “Excessive Absences.”

### **TARDIES**

Each student has the responsibility to arrive to class on time. Tardies are defined as not being in the classroom when the period bell rings. Tardies to classes shall be handled in the following manner:

- 1<sup>st</sup> to 3<sup>rd</sup> Tardy: Teacher will conference with student.
- 4<sup>th</sup> Tardy: Teacher will contact parent.
- 5<sup>th</sup> Tardy: Teacher will contact office.

School administration or school counselor will determine next steps to alter the inability to arrive in class on time. This could include school consequences listed under Student Conduct Modification.

## **ACADEMIC POLICIES**

### **ACADEMIC PROGRESS REPORTING**

The assessment of student learning is an important part of the educational process. Extensive research has shown that students achieve more in school when their parents are involved in their education. At Zionsville Community Schools we offer multiple tools to help you stay involved in the education of your child(ren). All of these tools are easy-to-use websites that provide you with secure access to your student’s information via the Internet. These tools provide daily information related to your child’s progress in grades K-12, which is assessed in a variety of ways. **ZCS does not print midterms or report cards so it is important for you to familiarize yourself with these tools.**

### **REPORT CARDS**

The middle school report card is standards-based, showing the progression of skill development on state and local curriculum standards, to communicate student progress toward skill-based and content mastery. The standards-based report card is available via the PowerSchool Parent/Student Portal to communicate summative achievement at the conclusion of each semester. Parents can always check on student academic progress via PowerSchool at any given time over the course of a school year. The following designations are used to relay progress for each standard with multiple standards in

each course of study:

### **PROFICIENCY MARKING EXPLANATION**

Proficiency marks are always the result of teacher judgment based upon the pattern (mean, mode, and trend) of most recent evidence gathered from a combination of qualitative and quantitative measures of student performance.

**A (4)** - On performance-based measures, the student can apply the skill or knowledge of the concept independently, accurately, and consistently. On quantitative measures, the student typically shows 90% accuracy or higher. The student shows the ability to transfer the skill to new tasks and meets and exceeds course standards for this reporting period.

**B (3)** - On performance-based measures, the student is often, but not always, able to apply the skill or knowledge of the concept independently and accurately. On quantitative measures, the student typically shows 80% accuracy or higher. With some prompting, the student shows ability to transfer the skill to new tasks and meets course standards for this reporting period.

**C (2)** - On performance-based measures, with prompting, the student is able to apply the skill or knowledge of the concept. On quantitative measures, the student typically shows 70% accuracy or higher. With support, the student sometimes shows ability to transfer the skill to new tasks, but does not always meet course standards for this reporting period.

**D (1)** - On performance-based measures, the student struggles to apply the skill or knowledge of the concept and is rarely able to transfer the skill to new tasks. On quantitative measures, the student typically shows 60% accuracy or higher. The student performs below course standards for this reporting period.

**F (0)** - On performance-based measures, the student is unable to demonstrate application of the skill or knowledge of the concept. On quantitative measures, the student typically shows accuracy below 60%. The student is unable to transfer skills to new tasks, and performs significantly below course standards for this reporting period.

**N/A** - This standard was not assessed this reporting period.

### **ACADEMIC HONESTY**

At the middle level we expect each student to uphold the highest of ethics in all school work. Academic honesty is paramount in the educational process and the standards set by our corporation. Students who are dishonest including, but not limited to, plagiarism, fabrication, deception, cheating or sabotage, may be referred to the office for disciplinary action.

### **SCHEDULES**

Schedules are provided to each student at the beginning of each semester/school year or upon enrolling. The schedule is based on the student's needs and available class space. It is important to note that some student requests to take a specific course may be denied. Schedule changes will only be made when the school deems it academically necessary. Any request for a schedule change must be approved by the building principal. Please note that course selections for fine arts and world language classes are year-long commitments and changes after the start of the school year will not be permitted.

### **TEXTBOOKS, COMPUTERS, AND SUPPLEMENTARY MATERIALS**

Students are expected to take care of the rented items such as books, computers, and supplementary materials. **Destruction of such rental items is strictly forbidden.** Students will be expected to pay damage fines, lost book charges, and rebinding charges as identified by the classroom teacher and tech support staff.

ZCS utilizes an online classroom management program. All students in grades 5-12 have access to this resource and can use it to store and share files, communicate with teachers and classmates, access documents, and access assignments teachers have posted. This program and many of our classroom textbooks are available through student's Single Sign-On Portal (SSO).

### **GRADE LEVEL ADVANCEMENT POLICY**

The Zionsville Community Board of School Trustees recognizes that the personal, social, physical and educational growth of children will vary, and that children should be placed in the educational setting most appropriate to their needs at the various stages of their growth. It shall be the policy of the Board that each student is moved forward in a continuous pattern of achievement and growth that is in harmony with the child's development. A student enrolled in special education shall be promoted or retained based on the opinion of the Case Conference and the student's Individual Education Plan (IEP). No student who has successfully completed a grade shall be retained or allowed to repeat a grade in order to improve his/her athletic ability or lengthen his/her eligibility to participate in extracurricular athletic programs.

### **HIGH ABILITY PLACEMENT POLICY**

Students must qualify and be selected for high ability (HA) classes based upon our multifaceted student identification plan which includes both qualitative measures (characteristics) and quantitative measures (test scores) in identification. We follow national best practice guidelines by using at least three types of measures. Students will experience an accelerated and differentiated curriculum specifically designed for students with high ability. If we find that a student is not mastering the content and is in need of different coursework, a student's high ability placement may be changed after discussion with the teacher, student, parent, counselor and HA coordinator. The HA algebra class offered is an honors course more demanding than the freshman course at ZCHS. The high school will require the student to retake algebra if he/she receives a D or lower average for the school year. The regular algebra class offered is the same course offered to freshmen at ZCHS. The high school will require the student to retake algebra if he/she receives a D or lower average for the school year. Eighth grade students continuing on to ZCHS who want to enroll in honors classes must meet a set of criteria. For more information regarding High Ability and/or 8th to 9th grade honors placement, please reference the ZCS website at [www.zcs.k12.in.us](http://www.zcs.k12.in.us).

### **ENGLISH AS A NEW LANGUAGE**

Zionsville is becoming an increasingly diverse community and has the privilege of serving families reporting several different languages spoken at home. In order to support students with minimal English language proficiency, English as a New Language (ENL) instructors work in partnership with classroom teachers to provide individualized educational supports. With that in mind, English Language Learners (ELL) attend on-grade level classes with their English speaking classmates as much as possible. For additional information pertaining to the Zionsville ENL program, and how ELLs are supported, please refer to the Academics link on the ZCS website.

### **CHECK IN AND SEMESTER END DATES**

Grades will be emailed at the end of each semester. While you can check grades in power school at any time, we will notify you periodically throughout each semester with a reminder to check your child(ren)'s academic progress.

Please see district calendar for semester end dates.

## **ATHLETIC POLICIES**

### **STUDENT-ATHLETE CODE OF CONDUCT**

The middle school student-athlete code of conduct is for all involved in the middle level athletic programs. We believe student-athletes have standards for scholastic achievement, personal conduct

and good judgment in utilizing social media and wearing apparel when representing our school, family and community. The student-athlete code of conduct applies to student-athletes in and out of the school day and in and out of the sport season.

1. The athletic director will monitor the academic performance of student-athletes. The athletic director retains the prerogative (in collaboration with parents, teachers, and coaches) to initiate an Athletic Contract at any time with the goal of improving academic performance before the final grading period reports. In order to remain eligible, any student-athlete who is not meeting course standards must enter into an "Athletic Contract" with parents, coach(es), and athletic director. As long as said contract is fulfilled, the student-athlete will have probationary status until the next academic check-in. If said student-athlete does not fulfill the contract student-athlete will be subject to consequences in accordance with athletic department policy and procedure. For more detailed information, see the athletic director for a copy of the contract, policies and procedures.
2. Any student-athlete who violates the "student conduct" policy on drinking, drugs, smoking or vaping will be dropped from the team.
3. Coaches may require specific attire for student-athletes while representing the school.
4. A student-athlete's conduct in and out of school should be such as not to (a) reflect discredit upon their school or (b) create a disruptive influence on the discipline, good order, moral or educational environment in the school. Examples of such misconduct and/or substantial disobedience are included in the district section of this handbook beginning on page ZCS1. In addition, student athletes with disciplinary referrals to the office may lose athletic privileges.
5. A **full day** of school attendance is necessary to participate in any practice or game. Full day attendance is defined to be attendance in all classes for which that student-athlete is enrolled. A student-athlete may still participate if classes are missed due to medical or dental appointments, school sponsored functions (i.e. field trips, service at state legislature), required religious observance, funerals, and/or special emergency circumstances approved by the principal and/or athletic director. Student-athletes, who miss class due to illness, or reasons other than the aforementioned, may not participate on that same day.
6. Student athletes who miss a practice or contest can expect their playing time to be affected at the coaches' discretion.
7. The IHSAA Interschool Guidelines for Middle Level Sports strongly discourages any middle school student-athlete to participate on multiple teams/sports in the same season. This includes school sports, school club sports, outside club sports, as well as travel sports organizations. In the interest of the student-athlete's safety and what is best for middle school teams; each middle school coach has full discretion with consultation with the athletic director, as to the participation of student-athletes that may choose to participate on multiple teams/sports.

### **MEDICAL CLEARANCE FORMS**

Student-athletes must have on file a proper IHSAA physical examination form and completed online signature form before they may participate in **any practice or game. The physical exam must take place on/or after April 1 of the previous school year.** It is the responsibility of the parent/student-athlete to turn in the proper forms to Athletic Director.. It is suggested that photocopies be kept at home.

## **RETURNING FROM ILLNESS OR INJURY**

If the student athlete is unable to participate in practice or games for a period of five (5) or more school days due to illness, student must have a doctor's note to return to participation and must go through the appropriate return-to-play procedure with the school's Athletic Trainer. If a student athlete sustains an injury and is unable to participate in practice or games, he/she must have a doctor's note to return to participation and must go through the appropriate return-to-play procedure with the school's Athletic Trainer.

## **ATHLETIC TRAINING**

In partnership with St. Vincent's Sports Performance, we will have an athletic trainer at our home events and practices. The athletic trainer will be responsible for evaluating sports related injuries, assigning rehabilitation as needed, and determining if an athlete is fit to play. The athletic trainer will determine when an injury needs to be seen by a doctor and act as a liaison between the parent and physician. Impact testing (a concussion baseline tool) will be administered by the athletic trainer.

## **ATHLETIC EQUIPMENT**

1. Uniforms are the responsibility of the student-athlete to care for and turn in to his/her coach after each athletic event or upon the conclusion of the season. If the uniform is damaged or lost, the student athlete/parent will be financially responsible.
2. Practice gear and miscellaneous equipment are the responsibility of the student-athlete to care for and return to the coach at the end of the season. If equipment is damaged or lost, the student athlete/parent will be financially responsible.
3. Athletic locks will be sold to all athletes who use an athletic locker. These must be purchased from the athletic department so that the school has records and access in an emergency. These locks become the property and responsibility of the student-athlete. Athletes are expected to keep and use the same lock for all sports in which they participate throughout their middle school career. It is required that **athletes keep their lock locked at all times while away from their locker.**
4. Lockers should be cleaned out at the end of the season.

## **STUDENT ATHLETE PARTICIPATION**

The athletic department currently offers interscholastic participation for 6<sup>th</sup>, 7<sup>th</sup> and 8<sup>th</sup> grade students\* during the following seasons: Be sure to watch for announcements and check publications for call out dates.

Fall: Boys: Cross Country, Football and Tennis Girls: Cheerleading, Cross Country, Golf, and Volleyball

Winter: Boys: Basketball and Wrestling Girls: Basketball and Cheerleading

Spring: Boys: Lacrosse, Baseball, Golf and Track Girls: Lacrosse, Softball, Tennis and Track

\*6<sup>th</sup> graders can participate in cross country, girls and boys tennis, girls and boys golf, wrestling, track and girls and boys lacrosse. Other programs are designated for 7<sup>th</sup> and 8<sup>th</sup> grade students only. Programs such as developmental golf, developmental tennis and run club may also be offered throughout the year for 5<sup>th</sup> and 6<sup>th</sup> grade students. These programs do not compete against other schools, but rather focus on developing fundamentals and teambuilding within our own school.

## **PROGRAM SUPPORT FEES**

- Middle school athletes will be required to pay a Program Support Fee. The fee must be paid

before the first contest in order for the athlete to participate.

- Payment can be made by check payable to ZCS submitted to the school's Athletic Office or online via SchoolPay
- If an athlete is cut from a team or chooses not to play the sport before the first contest, the fee (if already paid) will be refunded.
- Once a student has made or joined a team, the fee is non-refundable after the first contest. This includes cases of injury, ineligibility due to academics or conduct, dismissal from a team or voluntarily leaving a team. Payment of fees does not guarantee playing time in contests.
- Payment of fee does not entitle the athlete or family control over conditions of the team or athletic department.
- Students who qualify for free lunch will have the fee waived.
- Students who qualify for reduced lunch will have the fee reduced by 50%.
- Families with financial hardship who do not qualify for free or reduced lunch should contact their school Athletic Director with questions concerning financial assistance.
- This fee is separate from and in addition to any fees assessed for clubs and student activities.

## **MIDDLE LEVEL ATHLETIC DEPARTMENTS ONLINE**

To find sport specific information visit our website.

## **STUDENT ACTIVITIES**

Middle level student activities are reorganized each year based on student interest.

**\*\*All students participating in sports clubs and intramural sports are required to have an athletic physical and emergency form on file before they may participate. The physical exam must take place on/or after April 1 of the previous school year. Students will also be required to pay the program support fee which is in addition to any club dues or supply fees.**

## **STUDENT CONDUCT**

All school conduct rules apply to all extracurricular activities, summer school and all school-related activities.

## **PUBLIC DISPLAYS OF AFFECTION**

Students **must** refrain from public displays of affection while at school or while at school functions.

## **STUDENT APPEARANCE**

Our school philosophy emphasizes that education is to help students develop to their potential in an atmosphere of mutual respect, self-discipline, and student agency. Student dress is intended to encourage students to "dress for success" and to come to school prepared to participate in the educational process. We value the desire of students for self-expression, so students may choose their own dress as long as it contributes to good health, safety, positive school culture, and is non-disruptive to the learning environment of all students.

Goals for student dress:

- Maintains safety of students and property in all learning environments
  - Shoes must be worn at all times
  - Face and head should be visible (except where accommodations are needed for religious beliefs or when health and safety necessitate use)
- Provide students an avenue for self-expression while promoting a productive learning environment
  - Clothing worn is free of advertisements for or promotion of the use of alcohol, drugs, tobacco, or other substances that, if used by a minor, would be illegal.

- Clothing worn is free of lewd, vulgar, indecent, or violent language/images or hate speech.
- Clothing worn with normal movements should cover private areas, underwear/undergarments, torso, and upper/lower back. Top clothing and bottom clothing should meet.

If a school designee determines an item of clothing to not meet this standard, a private conversation will take place between the student and the school designee. The goal is to address the concern and for the student to remain in class. If there is a pattern of student dress concerns, and after parent communication, a school consequence may be given.

### **RESTRICTED ITEMS**

The following items are restricted on school grounds:

- **Bags:** While computer/laptop cases are allowed in the classroom, book bags and other totes are not allowed in the classroom and are to remain in the student's locker during the day. Because they must fit inside the student's locker, book bags with wheels are strongly discouraged.
- **Coats:** Coats are not allowed in classrooms without teacher permission.
- **Disruptive Devices:** Any item used to disrupt classroom instruction is prohibited, e.g. water guns, laser pointers, etc.
- **The trading or selling of items:** The trading or selling of any items on the way to and from school or on school property is not allowed.
- **Electronic Devices:** Electronic devices not academically necessary (including cell phones) may not be used in the building between 8:30 AM and 3:45 PM without the permission of a staff member. They are to be turned off and kept in the student's locker during the school day. The school accepts no responsibility if these items are lost, stolen or damaged and is not responsible to investigate the loss or damage of these items. The student and parent accept full responsibility for these items.

### **STUDENT CONDUCT MODIFICATION**

In all cases, documentation will be maintained on all conduct situations. The parent will be contacted in partnership with the school to sustain the proper educational environment. Every effort will be made to use progressive student conduct remediation. Some examples of (but not limited to) student conduct modification are:

- Verbal and/or written warning(s)
- Conflict resolution
- Peer Mediation
- Restorative Chats/Conferences/Consequences
- Parent conference(s)
- Lunch detention(s)
- After-school detention(s)
- Out of class in-school suspension(s)
- In-school suspension(s)
- Out of school suspension(s)
- Expulsion from school

# **ZIONSVILLE COMMUNITY SCHOOLS**

## **HANDBOOK FOR FAMILIES/STUDENTS DISTRICT SECTION**

While each campus of Zionsville Community Schools, ZCS, has information for parents/guardians and students which is unique to that particular school setting, some information is the same across all schools in our district. Thus, this section presents district policies and information pertinent to student discipline, rights, technology use, and health which pertain to all ZCS students, regardless of school. This Student/Parent Handbook is based in significant part on policies adopted by the Board of School Trustees and administrative guidelines developed by the Superintendent. The policies and administrative guidelines are periodically updated in response to changes in the law and other circumstances. Therefore, there may have been changes to the documents reviewed in this handbook since it was printed/approved. If you have questions or would like more information about a specific issue, contact your school principal or access School Board policies on the district website.

### **EVERYONE BELONGS HERE**

Zionsville Community Schools actively supports dignity, humanity, and inclusion for all. We expect that all adults and students will contribute to creating and sustaining classroom and school cultures of dignity, community, and partnership by:

- celebrating our differences
- building relationships
- ensuring a safe school environment
- preparing youth to thrive in our global world
- understanding that hate has no home in ZCS;

EVERYONE belongs here!

### **INFORMATION REGARDING RIGHTS AND PRIVACY**

Each student's records will be kept in a confidential file. The information in a student's record file will be available for review only by the parents or legal guardian of a student, adult students (eighteen (18) years of age or older), and those authorized by Federal law and Corporation regulations.

A parent, legal guardian, or adult student has a right to:

1. inspect and review the student's education records within forty-five (45) days after receipt of a request. The Custodian of Records will notify the parent, legal guardian, or adult student of the time and place where the records can be inspected.
2. request amendments if the parent, legal guardian, or adult student believes it is "inaccurate, misleading, or is otherwise in violation of the student's privacy rights."
3. the right to provide written consent before the school discloses personally identifiable information (PII) from the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests.
4. challenge Corporation noncompliance with a parent's request to amend the records through a hearing. If the Custodian of Records decides not to amend the record, the parent, legal guardian, or adult student will be so notified and provided the opportunity for a hearing. Additional information concerning the hearing will be provided when notified of the opportunity for a hearing.
5. file a complaint with the U.S. Department of Education, 400 Maryland Avenue SW, Washington, D.C. 20202.
6. obtain a copy of the Corporation's Policy 8330 on student records.

Other rights granted to students and parents:

1. The right to **due process** for any disciplinary acts subject to the *Indiana Code*.
2. The right to a **smoke-free, drug-free and weapon-free** environment subject to the *Indiana Code*.
3. The right to convene a meeting of the school's **instructional support team** to address specific learning difficulties a student may be experiencing in addition to those rights accorded by *Article 7, and Section 504, and the Americans with Disabilities Act*.
5. The right to initiate prayer and religious meetings subject to *Federal and State law*.

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

#### **DIRECTORY INFORMATION**

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

- A playbill, showing your student's role in a drama production;
- Student work displayed at teacher discretion with no grade displayed;
- 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, as amended (ESEA) to provide military recruiters, upon request, with the following information – 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. [Note: These laws are Section 9528 of the ESEA (20 U.S.C. § 7908) and 10 U.S.C. § 503(c).]

If you do not want ZCS to disclose any or all of the types of information designated below as directory information from your child's education records without your prior written consent, you must notify the district in writing by the end of the first week of the school year. ZCS has designated the following information as directory information:

- Student's name
- Address
- Telephone listing
- Electronic mail address
- Photograph and videotape not used in a disciplinary matter
- Date and place of birth
- Major field of study
- Dates of attendance
- Grade level
- Participation in officially recognized activities and sports
- Weight and height of members of athletic teams
- Hair and/or Eye Color
- Degrees, honors, and awards received (and media recognition thereof)
- The most recent educational agency or institution attended
- Student ID number, user ID, or other unique personal identifier used to communicate in electronic systems but only if the identifier cannot be used to gain access to education records except when used in conjunction with one or more factors that authenticate the user's identity, such as a PIN, password, or other factor known or possessed only by the authorized user

### **School Officials**

ZCS may disclose directory information to any individual if an educational interest exists, even without a parent's prior written consent. FERPA also allows schools to disclose those records, without consent, to the following parties or under the following conditions (34 CFR § 99.31):

- School officials with legitimate educational interest; 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); or a person serving on the School Board.
- A school official also may include a volunteer or contractor outside of the school who performs an institutional service of function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of PII from education records, such as a technology service provider, attorney, auditor, medical consultant, or therapist; a parent /guardian or student volunteering to serve on an official committee; or a parent, student, or other volunteer assisting another school official in performing their tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill their professional responsibilities.
- Other schools to which a student is transferring;
- Specified officials for audit or evaluation purposes or appropriate parties in connection with financial aid to a student;
- Organizations conducting certain studies for or on behalf of the school;
- Accrediting organizations;
- To comply with a judicial order or lawfully issued subpoena after reasonable efforts to notify the student and/or parents/guardians as appropriate;
- Appropriate officials in cases of health and safety emergencies; and
- State and local authorities, within a juvenile justice system, pursuant to specific state law.

Parents may refuse to allow the Corporation to disclose any or all directory information upon written notification to the school district by the end of the first week of the school year. For more information about the items included within the category of directory information and instructions on how to prohibit its release you may consult any building principal or the Board's directory information policy 8330.

Federal law requires public school districts, upon request, to release the name, address and telephone number of secondary school students to a recruiting officer of any branch of the United States Armed Forces or an institution of higher education who requests such information. A secondary school student or the parent/guardian may request, by informing the school in writing by the end of the first week of the school year, not to include this contact information (name, address or phone) without prior consent of the parent/guardian.

## **NON-DISCRIMINATION, ANTI-HARRASMENT AND TITLE IX**

Zionsville Community School Corporation does not discriminate or tolerate harassment on the basis of a protected class including but not limited to race, color, national origin, sex, gender, age, religion, genetic information or disability in the programs or activities which it operates or the employment therein or admission thereto. This commitment applies to all School Corporation operations, programs, and activities. All students, administrators, teachers, staff, and all other school personnel share responsibility for avoiding, discouraging, and reporting any form of unlawful harassment. This policy applies to unlawful conduct occurring on school grounds immediately before, during, or immediately after school hours; in any school program or activity taking place in school facilities, on school transportation, or at other off-campus locations, such as at school-sponsored field trips or a training program; or using property or equipment provided by the school, including school-owned computers and the school's computer network.

The School Corporation has designated several staff members as coordinators of nondiscrimination and anti-harassment. The identity and contact information for these staff members are listed below. The coordinators are responsible for monitoring and ensuring compliance with all nondiscrimination and anti-harassment law. The coordinators shall document all reports of discrimination or harassment and establish a protocol for recordkeeping. Nothing in this procedure shall supersede or substitute an employee's other mandatory reporting obligations including, but not limited to, reporting suspected child abuse and neglect and bullying.

Title VI Coordinator (Race, color, national origin)

Chris Squier  
csquier@zcs.k12.in.us  
(317)873-2858  
ext. 11265

Section 504 Coordinator (Disability)

Casey Allen  
callen@zcs.k12.in.us  
(317)873-2858  
ext. 11950

Title IX Coordinator (Sex, including sexual harassment/sexual assault, gender discrimination)

Rebecca Coffman  
rcoffman@zcs.k12.in.us  
(317)873-2858  
ext. 11940

Non-discrimination Coordinator (All other forms)

Rebecca Coffman  
rcoffman@zcs.k12.in.us  
(317)873-2858  
ext. 11940

In addition, each school building shall have a designated building-level coordinator who will work in conjunction with the appropriate coordinator listed above to respond to allegations of discrimination.

More information regarding the ZCS School Board of Trustees Policy on Non-Discrimination, Anti-Harassment, and Title XI (2260) can be found [here](#).

## **USDA NON-DISCRIMINATION STATEMENT**

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotope, American Sign Language, etc.), should contact the Agency (state or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program complaint of discrimination, complete the [USDA Program Discrimination Complaint Form](#), (AD-3027) found online at: [How to File a Complaint](#), and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:

1. mail: U.S. Department of Agriculture  
Office of the Assistant Secretary for Civil Rights  
1400 Independence Avenue, SW  
Washington, D.C. 20250-9410;
2. fax: (202) 690-7442; or
3. email: [program.intake@usda.gov](mailto:program.intake@usda.gov).

This institution is an equal opportunity provider.

## **ZIONSVILLE COMMUNITY SCHOOLS NOTIFICATION OF RIGHTS: UNDER THE PROTECTION OF PUPIL RIGHTS AMENDMENT (PPRA) FEB, 2003**

PPRA affords parents and students who are 18 or emancipated minors ("eligible students") certain rights regarding our conduct of surveys, collection and use of information for marketing purposes, and certain physical exams. These include the right to:

- Consent before students are required to submit to a survey that concerns one or more of the following protected areas ("protected information survey") if the survey is funded in whole or in part by a program of the U.S. Department of Education (ED):
  1. Political affiliations or beliefs of the student or student's parent;
  2. Mental or psychological problems of the student or student's family;
  3. Sex behavior or attitudes;
  4. Illegal, antisocial, self-incriminating, or demeaning behavior;
  5. Critical appraisals of others with whom respondents have close family relationships;
  6. Legally recognized privileged relationships, such as with lawyers, doctors, or ministers;
  7. Religious practices, affiliations, or beliefs of the student or parents or ministers;
  8. Income, other than as required by law to determine program eligibility.
- Receive notice and an opportunity to opt a student out of –
  1. Any other protected information survey, regardless of funding;
  2. Any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by school or its agent, and not necessary to protect the immediate health and safety of a student, except for hearing, vision, scoliosis screenings, or any physical exam or screening permitted or required under State law; and
  3. Activities involving collection, disclosure, or use of personal information obtained from students for marketing or to sell or otherwise distribute the information to others.
- Inspect, upon request and before administration or use –
  1. Protected information surveys of students;
  2. Instruments used to collect personal information from students for any of the above marketing, sales, or other distribution purposes; and
  3. Instructional material used as part of the educational curriculum.

Zionsville Community Schools has adopted policies, in consultation with parents/guardians, regarding these rights, as well as arrangements to protect student privacy in the administration of protected surveys and collection, disclosure, or use of personal information for marketing, sales, or other distribution purposes. ZCS will also directly notify parents/guardians and eligible students through annual registration, at the start of each school year of the specific or approximate dates of the following activities and provide an opportunity to opt a student out of participating in:

- Collection, disclosure, or use of personal information for marketing, sales or distribution.
  - Administration of any protected information survey not funded in whole or part by ED.
  - Any non-emergency, invasive physical examination or screening as described above.
- Parents/Eligible students who believe their rights have been violated may file a complaint with Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue SW, Washington, D.C. 20202-4605.

## **CHILD FIND AND STUDENTS WITH DISABILITIES**

If you suspect your student may have a disability interfering with their learning, please contact the Unified Student Services Department of Zionsville Community Schools for more information.

### Child Find

Child Find is the process for locating, identifying, and evaluating individuals with suspected disabilities who may need special education services, regardless of the severity of their disabilities. This is the responsibility of ZCS regardless of whether a parent/guardian affirmatively requests an evaluation. ZCS provides a Free Appropriate Public Education to any child who qualifies as having a disability, in accordance with federal and state laws. ZCS is responsible for locating all children ages 3 through 22 years of age with a suspected disability who reside within the boundaries of its district. With early identification and intervention, frustration and academic failure can be prevented, which in turn creates a positive learning experience for students. Multi-Tiered Systems of Support (MTSS), which encompasses academics and/or social and emotional learning, is an essential component of the child find process. Utilizing screening assessments, the ZCS team members identify students in need of intervention, implement action plans, and monitor the response to the targeted interventions. In addition, the evaluation referral procedures in ZCS provide the framework to refer students with suspected disabilities for evaluation.

## Speech Assistance Program

The Speech Assistance Program is designed to provide support to students with single sound articulation errors that are not age appropriate within the general education setting. Following the MTSS approach, this program allows for early identification and treatment of mild articulation disorders so students receive assistance without having to be identified under special education. The Speech Assistance Program is a three-tiered system in which progress is monitored to determine if additional supports are needed. If adequate progress is not demonstrated, a referral for evaluation will be prompted to determine eligibility under special education.

## **ASBESTOS**

An asbestos statement of compliance is on file in the district office. For an additional copy, please contact the Associate Superintendent.

## **INDOOR AIR QUALITY**

The School Board recognizes its responsibility relative to student, employee, and visitor health and safety, and the need for development of a comprehensive program designed to provide a healthy, safe, and secure environment on Corporation property and at Corporation-sponsored activities. To achieve this, it is the intent of the Board that the Corporation will avail itself of the most current, proven technologies in the fields of health, safety, and environmental sciences. Any questions regarding environmental safety should be directed to Associate Superintendent who serves as the Indoor Air Quality Coordinator for ZCS.

## **USE OF PESTICIDES**

ZCS is committed to providing a safe environment. While pesticides protect children from pests that may be found in the school and its surrounding grounds, under some circumstances they may pose a hazard to children. Therefore, pest control practices may involve a variety of chemical and non-chemical methods that are designed to control pests effectively while minimizing potential pesticide exposure. For information regarding pest control, please contact the main office, and the name and phone number of a specific contact person will be provided. ZCS will provide notice of planned pesticide applications to parents/guardians who have requested advanced notice during the student registration process. Unless an emergency is declared, ZCS will give notice at least forty-eight (48) hours prior to the date and time the pesticide application is to occur. The notice will include the date and time of the pesticide application, the general area where the pesticide is to be applied and the telephone number to contact for more information. In case of emergency pesticide applications, because of immediate threat to the public health, the school shall give written notice as soon as possible.

## **CHILD ABUSE/NEGLECT REPORTING**

Employees of the school corporation are **required by law** to immediately report all relevant information concerning suspected child abuse/neglect to the Department of Child Services or local law enforcement. Employees will thereafter also notify building principals of all reports of suspected child abuse or neglect.

Zionsville Community Schools fosters safe environments for learners, and in so doing, we provide information upon hiring/induction and annually regarding sexual exploitation/abuse of children. These timely reminders, videos, awareness efforts, and strong admonitions to already background vetted individuals supports ongoing efforts to continuously improve protections for our vulnerable youth. More information about our practices in this regard may be found at the "School Safety" tab of our main school district webpage.

## **CRIMINAL BACKGROUND CHECKS FOR VOLUNTEERS**

We value partnerships with our families and welcome parents and guardians to serve as volunteers in our schools. Each ZCS building offers a wide variety of volunteer opportunities.

Examples include:

- Field Trip Chaperones
- Out of Town/Overnight Chaperones
- Tutors
- Volunteer Coaches
- Classroom Helpers (PTO parties/room parents)
- Library Helpers
- After Prom Workers
- Field Day/Jog-A-Thon Volunteers
- Book Fair Sales/Athletic Ticket Sales

During the school day, all volunteers are expected to sign in at the front office. Prior to the volunteer opportunity, all volunteers must sign a Non-disclosure Acknowledgement Form and have successfully completed a **Full Criminal History Background Check**. Necessary background check paperwork is available on the ZCS website at the Volunteer link and should be submitted at least 10 days prior to the intended volunteer date. Volunteers must also view the state mandated confidentiality/bullying video, provided on the Volunteer website. The volunteer will pay the fee for the full background check which will expire after 5 years. The link to apply for the full background check can be accessed on the Volunteer link on the ZCS main webpage. For more information, contact the Volunteer Coordinator.

\*ZCS thanks all volunteers for generous support of our youth and schools. Thank you, too, for supporting assurance of student and staff safety by completing and paying for a volunteer background check.

## **CRIMINAL BACKGROUND CHECKS FOR VISITORS**

During the school day, all visitors must enter via the front door and sign-in at the front office. Visitors need to be prepared to present a government issued photo ID which will be scanned against the National Sex Offender Registry. A building administrator has the authority to prohibit the entry of any person to a school of this Corporation or to expel any person when there is reason to believe that the presence of such person would be detrimental to the good order of the school. If an individual refuses to leave the school grounds or creates a disturbance, the building administrator is authorized to request assistance from the local law enforcement agency to remove the individual. All visitors will be issued a visitor badge/tag to be worn inside the building at all times.

Visitor Examples Include:

- Lunch Guests
- Classroom Guest Speakers
- Classroom Special Events (Grandparent Day/Famous Hoosiers/etc.)
- Parent/Teacher Conferences

We ask that all visitors schedule an appointment to meet with teachers, counselors, administrators and all other staff members so that we may best serve everyone. Visitors other than parents/guardians must be prearranged and organized through the main office.

## **PARTIAL ENROLLMENT OF PRIVATE OR HOME-SCHOOLED STUDENTS**

The Board of School Trustees encourages the enrollment of all school-age children resident in this Corporation in public schools or in approved parochial or private schools so that they may enjoy the benefits of a well-planned, educational program and the socialization possible in a group environment.

The Superintendent may allow a student who is being educated at home or at a non-corporation school to enroll in academic courses. Such enrollments must include subjects appropriate for state-wide accountability testing and the prerequisites for its readiness. Such enrollments must be eligible for state funding. Once partially enrolled in ZCS, a student may participate in one or more of the Corporation's co-curricular or extra-curricular activities that do not involve interscholastic competitions. To compete in co-curricular interscholastic competitions, a student must be fully enrolled.

## **MISSING CHILD REPORTING**

Students enrolling in Zionsville Community Schools must have reliable proof of age such as, but not limited to, a birth certificate, driver's license, or passport. A report will be filed with the Indiana Clearing House for missing children if such evidence is not presented to school authorities within 30 days.

## **RESTRAINT AND SECLUSION POLICY**

Every effort should be made to prevent the need to restrain or to place students in seclusion. Zionsville Community Schools recognizes restraints and/or seclusion may become necessary when there is imminent risk of harm to the student or others, but should never be used as a means of punishment or convenience. A supportive school environment can greatly reduce, and in many cases eliminate, the need for restraint or seclusion. In compliance with Indiana law (I.C. 20-20-40), ZCS has developed a plan for restraint and seclusion. The ZCS Restraint and Seclusion Plan applies to all students, not only students with disabilities. All behavioral interventions used must ensure the right of all students to be treated with dignity and respect.

The school will use prevention, positive behavior intervention and support, and conflict de-escalation strategies to eliminate or minimize the need for the use of restraint or seclusion. School teams should promote and teach students appropriate behavior and model appropriate behavior with their own conduct. Any behavioral intervention, including physical restraint or seclusion, must be consistent with any applicable behavioral intervention plan (BIP) or individualized education plan (IEP), as well as with the restraint and seclusion plan. The plan does not apply to Zionsville Police Partners who are

not employed by the school.

## **STUDENT ASSESSMENT**

The Board of School Trustees, in compliance with law and rules of the State Board of Education, shall implement all required State assessments to assess student achievement and needs in English/language arts, mathematics, social studies, science, and other designated subjects in order to determine the progress of students, meet high school graduation requirements, and to assist them in attaining Corporation and State Department goals.

The Superintendent shall develop and implement a plan which complies with guidelines established by the Department of Education.

## **POLICIES RELATED TO USE OF DRUGS, ALCOHOL, AND TOBACCO**

The ZCS school administration believes maintaining an environment that is safe, free from substance use/abuse, and conducive to learning is an important goal for the school and the community. Students are not permitted to possess, use, or sell drugs, alcohol, vaping, or tobacco products on the school premises at any time, at any school-sponsored activity, or when a student is travelling to and from school. Students violating this policy are subject to suspension or expulsion from school in accordance with due process.

Employees of the school corporation must report to the building principal any drug violations of which they have personal knowledge and which occur on school property or within 1000 feet of school property. The principal will report the violation to the proper law enforcement agency.

In order to protect students, the Board prohibits the use and/or possession of tobacco or vaping devices by administrators, professional and support staff, visitors, and students at all times within any facility owned or leased or contracted for by the Board. For purposes of this policy, use of tobacco shall mean all uses of tobacco, including cigar, cigarette, pipe, snuff, or any other matter or substance that contains tobacco, as well as electronic, "vapor," or other substitute forms of cigarettes. The Board also prohibits the use and/or possession of tobacco or vaping devices anywhere on the campus of any facility owned or leased or contracted for by the Board, including, but not limited to, practice fields, playgrounds, football fields, baseball fields, softball fields, pool areas, soccer fields, tennis courts, and all open areas and will remain in effect at all times. Furthermore, the Board prohibits the use and/or possession of tobacco or vaping devices in all vehicles owned or operated by the Corporation, including, but not limited to, school buses, special purpose buses, vans, trucks, and cars.

We recognize our responsibility to address drug and alcohol problems in the school. We believe that parent(s), guardian(s), and the school must work together to educate, encourage and support students in an attempt to prevent their illegal use of drugs and alcohol. As part of our attempt to achieve the above, the schools will use the following policies:

### **Students Suspected Of Being Under The Influence Of Drugs Or Alcohol**

Students believed to be under the influence of drugs or alcohol may be requested to submit to a drug and/or alcohol test at the expense of the student. Refusal to submit to a drug or alcohol test, or refusal to provide a valid specimen will be considered an admission of a violation of school rules pertaining to the use of drugs or alcohol. A student's alleged or actual use of low THC hemp extract or "CBD oil" will not form a basis upon which the Corporation will overturn a student's positive drug test until verification can be obtained.

As used in this policy "reasonable suspicion" includes: specific observation concerning appearance, behavior, body odor, or speech of a student; information received by the principal or designee from teachers, parents/guardians, students, employees or detection devices; an accident involving a motor vehicle before, during, or after school hours at school. This rule also applies on or off school property at any school sponsored or school approved activity, event or function, where students are under the jurisdiction of the school district, or any time students are under the direct supervision of employees who are working on behalf of the district.

### **Extracurricular Events:**

Students participating in extracurricular events or attending extracurricular events may be asked to submit to a breathalyzer test.

## **DISCIPLINARY PROCEDURES AND STUDENT DUE PROCESS**

### **Introduction:**

It is the policy of the Board of Education to provide Zionsville Community School Corporation with graduated, relevant learning experiences that will enable students to develop to their full potential. It is necessary to establish a total environment for this learning to occur. Self-discipline is a major aspect of that learning environment. Self-discipline is best defined as the control exhibited in an individual's behavior, both action, reaction and physical/verbal, so that the civil rights and dignity of others are protected. Situations when the behavior of any student disrupts, in some way, the learning environment for others, require discipline procedures initiated by classroom teachers and/or administrative personnel. These discipline procedures will be employed throughout the Corporation by school personnel in order to maintain the educational environment as set forth in the philosophy of this corporation. Discipline procedures shall be administered fairly, with respect for the dignity of all persons involved, and without anger, malice or prejudice. Rules or guidelines pertaining to student conduct are intended as a basis for the development of positive attitudes and appropriate behavior on the part of students interacting with parents/guardians, teachers, administrators and others and are not meant to be punitive measures.

### **Delegation of Authority:**

In all matters relating to the discipline and conduct of students, school corporation personnel stand in the relation of parents and guardians to the students of the school corporation. Students must follow responsible directions of school personnel in all educational settings and refrain from disruptive behavior that interferes with the educational environment. In carrying out the educational function and school purposes of the school corporation the following grants of authority are hereby made:

A. The superintendent, principal, administrative personnel, and teacher are authorized, when students are under his/her charge, to take any action in connection with student behavior reasonably desirable or necessary to help any student, to further school purposes, or to prevent any interference with an educational function, including such actions as:

- counseling with a student or group of students
- conferencing with a parent or group of parents or guardians
- assigning additional school work
- rearranging class schedules
- requiring a student to remain in school after regular school hours to do additional school work or counseling
- restricting extracurricular activities
- removal from school-sponsored transportation
- removal from a class to complete additional school work in another setting
- assignment by the principal or designee to a special course of study, alternative program, alternative school
- changing seating assignments
- confiscation of disruptive or banned items
- establishing behavior contracts
- denial of privileges
- referral to special personnel (both within and outside the normal school environment)
- required apology, payment of damages, work detail to repair damage, or other compensatory restitution
- verbal reprimand
- exclusion from school (health reason, and general danger or threat to well-being)
- expulsion
- in-school suspension
- other appropriate, reasonable and legal measures

B. According to Indiana law, a high school or middle school teacher has the right to remove a student from their class or activity for a period of up to five class periods and an elementary teacher has the right to remove a student from their class for one school day if the student is assigned regular or additional work to be completed in another school setting. Per ZCS School Board policy, separation of a student from any educational function within the supervision of a teacher or other school personnel, other than the principal or their designee, shall not be considered a removal but rather a referral to the office for counseling and/or disciplinary intervention. Building-level procedures and guidelines will be followed in these cases.

- NOTE: Subject to limitations applicable to students governed by special education requirements under federal law, a student may be removed from a class under the supervision of an individual (and not returned to that class pending a parent or family conference and development of a behavior plan) when the student is an imminent threat to the health or safety of the supervising staff member or other individuals in the supervised class.

C. The terms "superintendent" and "principal" shall include their respective designees, which shall include, but not be limited to, the assistant principal, athletic director, guidance counselors and administrative assistants.

### **Conduct Constituting an Interference with School Purposes or Educational Functions**

Conduct constituting an interference with school purposes or educational functions shall mean any conduct which causes, or which can reasonably be foreseen to cause, a substantial disruption or distraction from, or material interference in, the carrying out of a school purpose or an educational function. Undifferentiated fear or apprehension of disturbance, disruption, and interference do not alone constitute grounds to support a determination that such conduct exists.

### **Personal Search Procedures:**

The principal or their designee may search the person of a student during a school activity if the principal or their designee has a reasonable suspicion for a search of that student. Searches of the person of a student shall be limited to:

1. Searches of the pockets of the student.
2. Any object in the possession of the student such as, but not limited to, a purse, briefcase, book bag, wallet, music case.
3. A "pat down" of the exterior of the student's clothing. Searches of the person of a student, which require removal of clothing other than a coat, jacket, shoes, or socks, should be referred to a law enforcement officer in accordance with this policy.

A person of the same sex as the person being searched shall conduct searches of the person of a student in a private room with at least one other adult present who shall witness, but not participate in, the search.

#### Canine Searches:

Drugs are not allowed in Zionsville Community Schools. The Zionsville Community School administration will conduct canine drug searches at a time and date of their discretion with the assistance of the law enforcement. Such searches can include parking lots, lockers, hallways, common areas, and student book bags and purses. In the event of reasonable suspicion as indicated by the canine or other sources, further search of a particular student's book bag, possessions and/or person will be made. Before that further search is conducted, a reasonable effort will be made to notify parents/guardians. When possible, the student be offered the opportunity to be present.

#### Locker Searches

A student who uses a locker that is the property of ZCS has no expectation of privacy in the locker or the contents of the locker. Accordingly, a principal may search a student's locker and the locker's content at any time. Further, a law enforcement agency with appropriate jurisdiction may assist a school administrator in searching a student's locker and the locker's content at the request of the school principal or in accordance with the rules of the governing body.

#### Metal Detectors

Metal detectors may be used to detect firearms, knives, and other weapons. Metal detector screenings of students and their possessions shall be conducted in an orderly and safe manner, consistent with industry standards for use of the detectors, and consistent with minimizing intrusion into students' privacy rights. Students and their personal possessions shall be screened by Corporation employees using a hand-held metal detector wand owned by the Corporation. In instances of health and safety emergencies, local law enforcement may assist School employees in metal detector screenings.

#### **Disciplinary Consequences:**

Prior to the exercise of discipline procedures, due consideration shall be given to individual and unique differences, exceptional circumstances and sanctions imposed by others; and said discipline shall be remedial in content and shall be progressive if repeated behavior problems have occurred. Prior to any decision involving removal from school, involvement from the parent or legal guardian in the decision making process shall be solicited.

Some behavior is much more serious than other behavior and requires different approaches and clearly defined actions. Some discipline procedures, which may be utilized to improve discipline problems, include but are not limited to the following actions:

##### **A. Suspension and Expulsion**

- a. Suspension: A school principal (or designee) may deny a student the right to attend school or take part in any school function for a period of up to ten school days. Suspension shall mean any disciplinary action whereby a student is separated from school attendance for a period of ten (10) days or less which does not constitute an expulsion. Suspension shall not include situations in which a student is removed from school for failure to comply with immunization requirements.
- b. Expulsion: In accordance with the due process procedures defined in this policy, a student may be expelled from school for a period of no longer than the remainder of the current semester plus the following semester. In cases when the student is being expelled for possession of a firearm, destructive device, or deadly weapon, the maximum length of the expulsion period is listed under Indiana Code 20-33-8-3.

Expulsion shall mean a disciplinary action whereby a student:

1. Is separated from school attendance for a period in excess of ten (10) days.
2. Is separated from school attendance for up to two semesters.
3. May have the loss of all credits as a result.
4. Is separated from school attendance for up to two semesters which may include an assignment to attend an alternative school, an alternative education program, or a homebound education program.

Students suspended or recommended for expulsion from school have the right of due process including but not limited to the right to be informed of the charges leading to the suspension or the recommendation for expulsion. The student also has the right to be informed of the charges, to be provided a summary of evidence against the student, and to be provided the opportunity to explain their conduct.

It is the policy of Zionsville Community School Corporation that a notation will be made on the student's permanent record and transcript when a student is expelled from school.

The principal or designee may require that a student who is at least 16 years of age and wishes to re-enroll after an expulsion attend one or more of the following:

- A. An alternative school or an alternative education program.
- B. Evening classes.
- C. Classes established for students who are at least 16 years of age.

A reciprocal agreement in regard to expulsion or suspension shall be in effect with all extension schools and/or cooperative programs that enroll students from the school corporation.

NOTE: All of the discipline procedures are subject to rights and procedures accorded to students and their parents or legal guardians under the Individuals with Disability Education Act (IDEA.) Copies of the school's procedures for actions to be taken pursuant to the IDEA may be obtained from the Director of Unified Student Services.

### **B. Suspension Procedures:**

When the 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 with the 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 their 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 suspension.

3. Following the suspension, the parent or guardian of the suspended student will be notified in writing. The notification will include the dates of suspension, description of the student's misconduct, and the action taken by the principal.

### **C. Expulsion Procedures:**

When the 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; or
  - b). A member of the administrative staff who did not expel the student during the current school year 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 parent/guardian is given notice of their right 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 request and 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 notice of the right to appear at the expulsion meeting will be in writing, delivered by certified mail or by personal delivery and will contain the reasons for the expulsion and the procedure for requesting an expulsion meeting.

4. At the expulsion meeting, the principal (or designee) will present evidence to support the charges against the student. The student or parent/guardian will have the opportunity to answer the charges against the student, and to present evidence to support the student's position. An attorney may not represent the student at the expulsion meeting, but the attorney may be available for consultation outside the meeting room during the course of the expulsion meeting.

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 an action found to be appropriate and give notice of the action taken to the student and the student's parent/guardian.

### RIGHT TO APPEAL

The student or parent/guardian has the right to appeal an expulsion decision to the school board within 10 days of the receipt of notice of the action taken. The student or parent/guardian appeal to the school board must be in writing. If an appeal is properly made, the board at the appeal hearing will consider the written summary of the expulsion meeting and the arguments of the school administration and the student and/or the student's parent/guardian. The board may then take any action deemed appropriate.

### LEGAL REFERENCE:

I.C. 20-33-8-18

I.C. 20-33-8-19

## **GROUND FOR SUSPENSION OR EXPULSION**

The grounds for suspension or expulsion listed below apply when a student is:

- a). On school grounds 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.

### **A. STUDENT MISCONDUCT AND/OR SUBSTANTIAL DISOBEDIENCE**

Grounds for suspension or expulsion are student misconduct and/or substantial disobedience. Examples of student misconduct and/or substantial disobedience for which a student may be suspended or expelled include, but are not limited to:

1. Using violence, force, noise, coercion, threat, intimidation, fear, passive resistance, or other 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. Intentionally making noise or acting in any manner so as to interfere with the ability of any teacher or any other person to conduct or participate in an education function.
2. Engaging in any kind of aggressive behavior that does physical or psychological harm to another person or urging of other students to engage in such conduct. Prohibited conduct includes coercion, harassment, bullying, hazing, or other comparable conduct.
  3. Engaging in violence and/or threat of violence against any student, staff member, and/or other persons. Prohibited violent or threatening conduct includes threatening, planning, or conspiring with others to engage in a violent activity.
  4. Causing or attempting to cause damage to school property, stealing or attempting to steal school property.
  5. Causing or attempting to cause damage to private property, stealing or attempting to steal private property.
  6. Causing or attempting to cause physical injury or behaving in such a way as could reasonably cause physical injury to any person. Self-defense or reasonable action undertaken on the reasonable belief that it was necessary to protect oneself and/or another person is not a violation of this rule.
  7. Threatening or intimidating any person for any purpose, including obtaining money or anything of value.
  8. Threatening (whether specific or general in nature) injury to persons or damage to property, regardless of whether there is a present ability to commit the act.
  9. Failing to report the actions or plans of another person to a teacher or administrator where those actions or plans, if carried out, could result in harm to another person or persons or damage property when the student has information about such actions or plans.
  10. Possessing, handling, or transmitting a knife or any object that can reasonably be considered a weapon, is represented to be a weapon, or looks like a weapon.
  11. Possessing, using, transmitting, or being affected by any controlled substance, prescription drug, narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage, intoxicant or depressant of any kind, or any paraphernalia used in connection with the listed substances. Also prohibited is the consumption of any of the stated substances immediately before attending school or a school function or event.
    - a. Exception to Rule 11: 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/guardian has filed a written authorization with the building principal. The written authorization must be filed annually. The written authorization must be done by a physician and must include the following information:
      1. That the student has an acute or chronic disease or medical condition for which the physician had prescribed medication.
      2. The nature of the disease or medical condition requires emergency administration of the prescribed medication.
      3. The student has been instructed in how to self-administer the prescribed medication.
      4. The student is authorized to possess and self-administer the prescribed medication.
  12. 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, including such substances that contain chemicals which produce the same effect of illegal substances including but not limited to Spice and K-2.
  13. Possessing, using, transmitting, or being affected by caffeine-based substances other than beverages, substances containing phenylpropanolamine (PPA), stimulants of any kind, or any other similar over-the-counter products.
  14. Possessing, using, distributing, purchasing, or selling tobacco or nicotine-containing products of any kind or in any form. The possession of an electronic cigarette (generally known as "e-cigarette") is prohibited which also includes any item that looks like or is represented to be an electronic cigarette.
  15. Offering to sell or agreeing to purchase a controlled substance or alcoholic beverages.
  16. Failing to comply with directions of teachers or other school personnel during any period of time when the student is properly under their supervision, where the failure constitutes an interference with school purposes or an educational function.
  17. Failing to completely and truthfully respond to questions from a staff member regarding school-related matters including potential violations of the student conduct rules or state or federal law.
  18. Falsely accusing any person of sexual harassment, or of violating a school rule, and/or a state or federal law.

19. Engaging in any activity forbidden by the laws of Indiana that constitutes an interference with school purposes or an educational function.
20. Aiding, assisting, agreeing or conspiring with another person to violate these student conduct rules or state or federal law.
21. Engaging in academic dishonesty, including cheating, intentionally plagiarizing, wrongfully giving or receiving help during an academic examination, and wrongfully obtaining test copies or scores.
22. Taking, recording, displaying and/or distributing pictures (digital or otherwise), video or audio recordings without the consent of the student or staff member in a situation not related to a school purpose or educational function.
23. Possessing sexually-related materials which include images displaying uncovered breasts, genitals, or buttocks.
24. "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 authorities.
25. Engaging in pranks or other similar activity that could result in harm to another person.
26. Using or possessing gunpowder, ammunition, or an inflammable substance.
27. Violating any rules that are reasonably necessary in carrying out school purposes or an educational function, including, but not limited to:
  - a. engaging in sexual behavior on school property;
  - b. engaging in sexual harassment of a student or staff member;
  - c. disobedience of administrative authority;
  - d. willful absence or tardiness of students;
  - e. engaging in speech or conduct, including clothing, jewelry or hair style, that is profane, indecent, lewd, vulgar, or refers to drugs, tobacco, alcohol, sex, or illegal activity, or is plainly offensive to school purposes;
  - f. violation of the school corporation's acceptable use of technology policy or rules;
  - g. violation of the school corporation's administration of medication policy or rules;
  - h. possessing or using a laser pointer or similar device.
28. Possessing or using on school grounds during school hours an electronic device, a cellular telephone, or any other telecommunication device, including a look-a-like device, in a situation not related to a school purpose or educational function or using such device to engage in an activity that violates school rules. This rule is not violated when the student has been given clear permission from a school administrator or a designated staff member to possess or use one of the devices listed in this rule.
29. Any student conduct rule the school building principal establishes and gives notice to students and parents/guardians.

## **B. BULLYING**

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

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

Bullying behaviors based on the targeted individual's race, color, national origin, sex, gender, religion, or disability may be investigated and processed according to the Nondiscrimination/Anti-Harassment Policy.

Any student who believes s/he has been or is currently the victim of bullying should immediately report the situation to the building principal or assistant principal, or the Superintendent. The student also may report concerns to a teacher or counselor who will be responsible for notifying the appropriate

administrator or Board official. Complaints against the building principal should be filed with the Superintendent. Complaints against the Superintendent should be filed with the Board President.

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

All complaints about bullying behavior that may violate this policy shall be promptly investigated. The investigation should be facilitated by the building principal or designee. Information relating to the investigation will be gathered using means including, but not limited to: witness interview, request for written witness statements, record identification and review, and an assessment of whether bullying occurred. The investigation will be initiated within one (1) school day of the report to the building principal or designee and will ordinarily be completed with ten (10) school days.

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

The complainant shall be notified of the findings of the investigation, and as appropriate, any remedial action that has been taken to the extent disclosure is permitted by law. The school principal or designee will be responsible for follow-up with students involved, counselor, and parents.

Parents are encouraged to be involved in the process of minimizing bullying. Parents should report suspected acts of bullying to an appropriate school official. In addition, parents of students suspected of bullying will be notified with a phone call or through other appropriated means of communication. Conversely, parents of students suspected of being the target of acts of bullying will also be notified with a phone call or through other means of appropriate communication. Parent notifications will occur in an expedited manner within two (2) school days after the designated school administrator receives the report of suspected bullying. Parents of students who are disciplined for acts of bullying will be involved in the disciplinary process consistent with the law and Corporation policy.

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

Additional Information regarding the ZCS Board of School Trustees Policy on Bullying (5517) can be found [here](#).

### **C. WEAPONS**

The Board prohibits students from possessing, storing, making, or using a weapon in any setting that is under the control and supervision of the Corporation for the purpose of school activities approved and authorized by the Corporation including, but not limited to, property leased, owned, or contracted for by the Corporation, a school-sponsored event, or in a Corporation vehicle. The Superintendent or designee administrator will report any student who violates this policy to the student's parents or guardians and to the law enforcement agency having jurisdiction over the property where the offense occurs. The student also may be subject to disciplinary action, up to and including expulsion.

Generally, the possession of a firearm in or on school property, in or on property that is being used by a school for a school function, or on a school bus is a felony (I.C. 35-47-9-2) and is prohibited by Board policy. However, State law permits a person who may legally possess a firearm to maintain that firearm if it is locked in the person's trunk, kept in the glove compartment of the person's locked vehicle, or stored out of plain sight in the person's locked vehicle. This exception does not apply to students unless it is a high school student who is a member of a shooting sports team and the principal has approved the student keeping a firearm concealed in the student's motor vehicle on days the student is competing or practicing as a member of a shooting sports team. This exception also does not apply to former students if the person is no longer enrolled in school due to a disciplinary action within the previous twenty-four (24) months.

For purposes of this rule, the term "weapon" means any object which, in the manner in which it is used, intended to be used, or represented, is capable of inflicting serious bodily harm or property damage, as well as endangering the health or safety of persons. Weapons include, but are not limited to, tasers, stun guns, air and gas-powered guns (whether loaded or unloaded), knives, razors, clubs, electric weapons, chemical weapons, metallic knuckles, and martial arts weapons. A "knife" is defined by I.C. 35-47-5-2.5(a) as "an instrument that: 1) consists of a sharp edge or sharp pointed blade capable of inflicting cutting, stabbing, or tearing wounds; and 2) is intended to be used as a weapon."

Exceptions to this policy include items approved by a principal as part of a class or individual presentation under adult supervision, if used for the purpose of and in the manner approved; (Working firearms and ammunition shall never be approved.) Other exceptions include theatrical props used in appropriate settings and starter pistols used in appropriate school related sporting events.

This rule will also encompass such actions as possession of look-alike items, false fire alarms, bomb threats, or intentional calls to falsely report a dangerous condition.

Students should immediately report knowledge of weapons and threats of violence by students, staff, or visitors to the building principal. Failure to report such knowledge may subject the student to immediate suspension and potential expulsion from school.

#### **D. POSSESSING A FIREARM OR A DESTRUCTIVE DEVICE**

1. No student shall possess, handle or transmit any firearm (as defined in I.C. 35-47-1-5) or a destructive device (as defined in I.C. 35-47.5-2-4) on school property or at a school-related event. Firearm means any weapon that is capable of expelling, designed to expel, or may readily be converted to expel a projectile by means of an explosion.
2. For purposes of this rule, a destructive device is:
  - an explosive, incendiary, or overpressure device that is configured as a bomb, a grenade, a rocket with a propellant charge of more than four ounces, a missile having an explosive or incendiary charge of more than one-quarter ounce, a mine, a Molotov cocktail or a device that is substantially similar to an item described above,
  - a type of weapon that may be readily converted to expel a projectile by the action of an explosive or other propellant through a barrel that has a bore diameter of more than one-half inch, or
  - a combination of parts designed or intended for use in the conversion of a device into a destructive device. A destructive device is NOT a device that although originally designed for use as a weapon, is redesigned for use as a signaling, pyrotechnic, line throwing, safety, or similar device.
3. The penalty for possession of a firearm or a destructive device: suspension up to 10 days and expulsion from school for at least one calendar year with the return of the student to be at the beginning of the first semester after the one year period. The superintendent may reduce the length of the expulsion if the circumstances warrant such reduction.
4. The superintendent shall immediately notify the appropriate law enforcement agency when a student engages in behavior described in this rule.

#### **E. POSSESSING A DEADLY WEAPON**

1. No student shall possess, handle or transmit any deadly weapon (as defined in I.C. 35-31.5-2-86) on school property or at a school-related event. The following devices are considered to be deadly weapons as defined in I.C. 35-31.5-2-86:
  - a weapon, taser or electronic stun weapon, equipment, chemical substance, or other material that in the manner it is used, or could ordinarily be used, or is intended to be used, is readily capable of causing serious bodily injury.
  - an animal readily capable of causing serious bodily injury and used in the commission or attempted commission of a crime.
  - a biological disease, virus, or organism that is capable of causing serious bodily injury.
2. The penalty for possession of a deadly weapon: up to 10 days suspension and expulsion from school for a period of up to one calendar year.
3. The superintendent shall notify the appropriate law enforcement agency designated by the Prosecuting Attorney immediately when a student engages in behavior described in this rule (possessing a deadly weapon) on school property or at a school-related event.

#### **F. UNLAWFUL ACTIVITY**

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 that takes place during weekends, holidays, other school breaks, and the summer period when a student may not be attending classes or other school functions.

#### **G. CRIMINAL ORGANIZATIONS AND ACTIVITY**

As outlined in Board Policy 5840, Zionsville Community Schools prohibits criminal organization activity and similar destructive or illegal group behavior on school property, or school buses, or at school-sponsored functions. Per IC 35-45-9-1, "Criminal Organization" means a formal or informal group with at least three members that specifically either:

- promotes, sponsors, or assists in;
- requires as a condition of membership or continued membership; or
- the commission of a felony or an act that would be a felony if committed by an adult, or a battery offense (IC 35-42-2).

Zionsville Community Schools prohibits reprisal or retaliation against individuals who report criminal organization activity and similar destructive or illegal group behavior or who are victims, witnesses, bystanders, or others with reliable information about criminal organization activity and similar destructive or illegal group behavior. Please refer to the board policy for specific procedures on reporting and investigating this activity as well as the consequences and support services available to students and their families.

#### **H. LEGAL SETTLEMENT**

A student may be expelled if it is determined that the student's legal settlement is not in the attendance area of the school where the student is enrolled.

#### LEGAL REFERENCES FOR THE PRECEDING SECTIONS:

I.C. 20-33-8 et seq. I.C. 35-31.5-2-86      I.C. 35-47.5-2-4      I.C. 35-47-1-5

## **STUDENTS WITH ALLERGIES**

Students may have food or environmental allergies (including chemical sensitivities) which adversely affect their ability to learn. Students with allergies who require accommodations in school or school-related activities should be provided accommodations pursuant to an individual health plan (IHP), a Section 504 Plan, or an individualized education program (IEP). While ZCS staff will attempt to identify students with life-threatening allergies, parents

and guardians of students with allergies should alert the school building principal and nurse upon enrollment or diagnosis. A student may be eligible for a Section 504 Plan if the allergy substantially limits a major life activity, such as breathing, respiratory function, immune system function, or learning. In addition, a student may be eligible for special education and related services pursuant to an IEP if the allergy adversely affects his or her educational performance. If the student's allergy(ies) are the only concern impacting the student's ability to receive a free and appropriate public education (FAPE), it will most likely be appropriate to have a Section 504 Plan. A care plan, including an emergency action plan, may be developed for students with allergies that do not rise to the level of a disability.

Appropriate accommodations are determined by the student's case conference committee or Section 504 team based on the unique needs of the individual student to receive FAPE. This committee or team may include school representatives, the student's parent(s) or guardian(s), and/or the student's private medical provider. If the student's medical provider indicates that a specific accommodation should be provided, the committee or team will determine if that accommodation is needed for the student to receive FAPE.

The committee or team's determination is a highly individualized process and no "standard" accommodation shall be mandatory for all students (e.g., it may not be appropriate for all students with a peanut allergy to sit at a "peanut-free" lunch table). Reasonable accommodations may include, but are not limited to:

- Allowing the student to carry an epinephrine auto-injector pen with physician approval
- Posting notices via parent-teacher groups about ensuring that snacks sent to school by parents/guardians are allergen-free
- Designating zones as allergen-free, such as an "allergen safe" table in the cafeteria and/or "allergen aware" classroom) with well-posted signs
- Using specialized cleaning procedures for designated classrooms, zones, or tables, which may include separate supplies to clean allergen-free areas
- Publishing school breakfast/lunch menus with allergens specified
- Using specialized food preparation procedures which include separating utensils, surfaces, dishes, etc.
- Enforcing "no eating" policies on bus, unless there is a legitimate medical need.

Confidentiality and the storage of medications will be implemented in accordance with ZCS policy and federal and state law. Staff will respond to allegations of harassment or bullying on the basis of an allergy in accordance with ZCS policy and federal and state law.

In general, a school district is not legally required to create a policy or ban products from a building in order to respond to an individual student's allergy(ies). No accommodation can create an entirely risk-free environment, but ZCS is committed to providing FAPE and a reasonably safe environment for all students.

## **HEALTH CLINIC, MEDICATION, AND MEDICAL EMERGENCIES**

Students who are injured or become ill are to report their condition to a teacher and then with the permission of the teacher may go to the school clinic. We are fortunate to have a licensed health care professional on duty or on call throughout the school day. Any student who visits the health care center for emergent problems, chronic health issues or daily prescription medications will not be required to have a pass.

Occasionally, the need arises for the health care professional to request a parent/guardian to pick up a child who has become ill. Parents/guardians will be notified if their child has a fever, vomiting, diarrhea, a significant illness or injury, or is in need of emergency treatment. If a student is too ill to remain at school, the parent/guardian or emergency contact shall be notified and arrangements made for transportation before the student is released. If a child is sent home ill during the school day, we request that parents not return the child to school later on that same school day. The school may require clearance from a licensed physician for a student to return to school whenever it is deemed necessary in order to protect the health of the student or other students.

In case of medical emergencies, every effort will be made first to contact the parent/guardian of the student. If the parent/guardian cannot be reached, or if in the opinion of school officials, immediate action is required, emergency ambulance services will be called. The cost of such emergency ambulance service shall be the responsibility of the parent/guardian. An accident or injury requiring treatment is followed up with a report to the Superintendent. If a parent/guardian wishes to be notified each time their child visits the school clinic, regardless of the reason, that will be done. Parents/guardians should notify the health care professional in their school of that preference. All visits to the health care professional's office are documented in the school's electronic system, allowing parents/guardians to view the frequency and reasons for visits if requested.

### **ADMINISTRATION OF MEDICATION**

Our school health care professionals are always willing to give your child medication when needed. They are bound by Indiana State Law to follow certain regulations regarding these medications. The health care professionals are not permitted to exceed the recommended dosages as stated on the original label without a physician note. Emergency medications may be carried by the student with physician and parent/guardian permission notes on file in the health care professional's office. Emergency medications may include: Epinephrine auto-injectors, rescue inhalers, diabetic emergency medications (glucagon and Baqsimi), or emergency seizure medications (Diastat or Versed). Some older students will carry these medications with them as they travel to extracurricular programs after school. Both physician and parental written permission must be updated every school year for the use of any emergency medications. All other medication (besides emergency medications) must be kept in the health care professional's office. Only the school health care professional or designee shall administer medications to students.

The administration of medications and/or treatments for students on a field trip will involve a concerted effort between the nursing and school staff, along with the parents/guardians and student. A school health care professional will rarely, if ever, accompany students on field trips.

In the interest of student safety, it is preferred that all medication, both prescription and non-prescription, be transported to and from the school health care professional's office by a parent or guardian. If transported to/from school by a student, the parent/guardian must provide written permission to do so. This written permission only authorizes to/from school transportation. During school hours, the medication must be kept in the school health care professional's office. All medications for elementary school children must be transported by a parent or guardian. Insulin in an insulin pump is excluded from this policy. Insulin by any other delivery route is included in this policy in its entirety.

#### **Prescription medication: (ordered by the physician)**

1. Medication must be turned in to the clinic in the original pharmacy-labeled container with the student's name/date/medication/dosage and the time dosage is to be administered.
2. The medication authorization form filled out by the parent/guardian must match the label on the container. In order to change the frequency or dose, a new physician order or medication container with appropriate directions must be provided.
3. Written permission from the parent/guardian giving the school authority to administer the medication must also accompany the prescription medicine. The form for this written permission may be found on the district website at this link: [https://www.zcs.k12.in.us/apps/pages/health\\_forms](https://www.zcs.k12.in.us/apps/pages/health_forms)
4. If a medication is to be stopped, the parent/guardian should notify the school health care professional of the withdrawal of consent in writing.

\*\*\*\*Please ask your pharmacist when filling the medications that require refrigeration (i.e. liquid antibiotics) to fill a separate bottle with appropriate dosage to remain at school to avoid transportation problems, temperature change, or a missed dose when transportation problems occur.

#### **Non-prescription medication:**

1. The school **will provide** Tylenol, Ibuprofen, and Tums or its generic equivalent in the dose appropriate for student's age and weight as per the package instructions. When you register your student, you can request permission for one or all of these medications. Parents/guardians of elementary school students who receive any of these medications will be notified of their administration. This notification may come in the form of a phone call, email, or a note on their clinic visit pass that they should bring home. Middle school students who receive medication will receive the clinic visit pass to bring home. All other medication must be provided by parent/guardian and dispensed by the clinic.
2. Written permission from the parent/guardian must be on file before any medication can be given, including over the counter decongestants, antihistamines or cough medicines that are brought in from home per the policies stated above. The amount to be dispensed must be on file before any medication will be given. A permission form may be obtained from the health care professional any time throughout the school year. Forms are also available on the district website under the health forms section. See [https://www.zcs.k12.in.us/apps/pages/health\\_forms](https://www.zcs.k12.in.us/apps/pages/health_forms)

**Homeopathic Products:** Zionsville Community Schools, in concert with the National School Nurse Association guidelines, does not honor requests by parents/guardians to dispense over the counter herbs, minerals, and vitamins and other homeopathic products. This includes low THC hemp extract or "CBD oil."

**Medication Disposal:** At the end of the school year ALL medications **MUST** be picked up by parents or designated adult by the last day of school for students. All unclaimed medications will be destroyed after the last day of school.

#### **HEALTH SCREENINGS**

As required by the state of Indiana, health screenings will be conducted with all students in the grade levels shown on the schedule below. The screenings will be conducted during the first semester of each school year. If a parent/guardian does not wish for their child to be screened, please notify the speech pathologist/health care professional at the beginning of the school year.

**Vision Screenings:** Vision screening of 1st grade (MCT testing done by an eye care professional), 3rd grade, 5<sup>th</sup> grade, and 8th grade students (as prescribed by law) will be conducted by health care professionals. New students in elementary and middle grades will also be screened. Parents/guardians will be notified of any physical discrepancies discovered by school personnel. Parents/guardians should follow up with their pediatricians or eye doctor.

**Speech & Hearing Screenings:** Students in kindergarten, 1<sup>st</sup>, 4th grade, 7th grade, 10th grade, and students receiving special services will have their speech &/or hearing screened during the fall semester of the school year by district speech-language pathologists. 511 IAC 7-41-8

#### **IMMUNIZATIONS**

**In accordance with Indiana Law**, all students enrolled in the School Corporation must be immunized against the following diseases: diphtheria, pertussis, tetanus, measles, rubella, poliomyelitis, mumps, varicella, meningitis, hepatitis A, hepatitis B. Required immunizations are shown on the chart below. All children must provide written documentation of such immunizations at the time of their first enrollment in the School Corporation. **No child will be permitted to attend school for more than twenty days beyond the date of their enrollment without such documentation of immunization.** Additional FAQ's and information about immunization requirements for school age children can be found on the ZCS website under the Support Services menu and Student Health.

The U.S. Center for Disease Control and Prevention recommends the human papillomavirus (HPV) vaccine for all 11-12 year-old girls. The Indiana Department of Health recommends Influenza vaccinations for children of all ages, 2 doses HPV for students in grades 6 and 7, 2/3 HPV for students in Grades 8-12, and 2 doses Men B (meningococcal) for students in Grade 12. Please talk to your health care provider regarding their recommendation

for your child. Parents/guardians providing an acceptable written statement of religious or medical objections to immunization will be exempt from this policy. These statements of religious or medical objection to immunization must be submitted each school year.

**2022-2023 School Year**  
**Indiana Department of Health (IDoH)--School Immunization Requirements**

Below are the number of doses and each vaccine required for school entry.

Pre-K	<ul style="list-style-type: none"> <li>• 3 Hepatitis B</li> <li>• 4DTaP (Diphtheria, Tetanus &amp; Pertussis)</li> <li>• 3 Polio</li> </ul>	<ul style="list-style-type: none"> <li>• 1 Varicella (Chickenpox)</li> <li>• 1 MMR (Measles, Mumps &amp; Rubella)</li> <li>• 2 Hepatitis A</li> </ul>
K-5 <sup>th</sup> Grade	<ul style="list-style-type: none"> <li>• 3 Hepatitis B</li> <li>• 5 DTaP (Diphtheria, Tetanus &amp; Pertussis)</li> <li>• 4 Polio</li> </ul>	<ul style="list-style-type: none"> <li>• 2 Varicella (Chickenpox)</li> <li>• 2 MMR (Measles, Mumps &amp; Rubella)</li> <li>• 2 Hepatitis A</li> </ul>
6 <sup>th</sup> - 11 <sup>th</sup> Grade	<ul style="list-style-type: none"> <li>• 3 Hepatitis B</li> <li>• 5 DTaP (Diphtheria, Tetanus &amp; Pertussis)</li> <li>• 4 Polio</li> <li>• 2 Varicella (Chicken Pox)</li> </ul>	<ul style="list-style-type: none"> <li>• 2 MMR (Measles, Mumps &amp; Rubella)</li> <li>• 2 Hepatitis A</li> <li>• 1 MCV4 (Meningococcal)</li> <li>• 1Tdap (Tetanus, Diphtheria &amp; Pertussis)</li> </ul>
12 <sup>th</sup> Grade	<ul style="list-style-type: none"> <li>• 3 Hepatitis B</li> <li>• 5 DTaP (Diphtheria, Tetanus &amp; Pertussis)</li> <li>• 4 Polio</li> <li>• 2 Varicella (Chicken Pox)</li> </ul>	<ul style="list-style-type: none"> <li>• 2 MMR (Measles, Mumps &amp; Rubella)</li> <li>• 2 Hepatitis A</li> <li>• 2 MCV4 (Meningococcal)</li> <li>• 1Tdap (Tetanus, Diphtheria &amp; Pertussis)</li> </ul>

**Hep B** The minimum age for the 3rd dose of Hepatitis B is 24 weeks of age.

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

**Polio** Three doses of Polio are acceptable for all grade levels if the third dose was given on or after the 4th birthday and at least 6 months after the previous dose. For all students, the final dose must be administered on or after the 4th birthday, and be administered **at least 6 months** after the previous dose.

**Varicella** Physician documentation of disease history, including month and year, is proof of immunity for children entering preschool through 12th grade.

**Parental report of disease history is not acceptable.**

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

**MCV4** Individuals who receive dose 1 on or after their 16th birthday only need 1 dose of MCV4.

**Hep A** The minimum interval between 1st and 2nd dose of Hepatitis A is 6 calendar months. 2 doses are required for all grades.

Indiana Department of Health, Immunization Division ~ 800.701.0704

**HEALTH INSURANCE**

Zionsville Community Schools does not provide medical or accident insurance for students. Parents/guardians may wish to check with their health and accident insurance carrier to assure that the policy includes coverage for injuries which may occur at school or during extracurricular activities.

**MENINGOCOCCAL DISEASE**

Indiana law requires each year that parents/guardians be informed "about meningococcal disease and its vaccine" (IC 20-30-5-18).

Meningococcal disease is a dangerous disease that can strike children and youth. The disease can progress rapidly and within hours of the first symptoms, may result in death or permanent disability including loss of hearing, brain damage, and limb amputations. Symptoms of meningococcal disease often resemble the flu and can include a fever, headache, nausea, and stiff neck, making the disease difficult to diagnose. The bacteria that causes meningococcal diseases are transmitted through air droplets and by direct contact with an infected person. Fortunately, there is an immunization available and the U.S. Centers for Disease Control and Prevention recommends routine meningococcal immunizations at 11 to 12 years old. For teenagers, immunization is recommended at high school entry and incoming college freshman. Please talk with your child's health care provider about meningococcal disease and vaccination.

**RETURNING TO SCHOOL FROM ILLNESS**

Any student who has been absent from school because of a disease considered by the school health care professional to be infectious or contagious may be required to provide written assurance from a licensed physician that he/she is no longer in an infectious or contagious state. These illnesses may include pink eye, mononucleosis, impetigo, tuberculosis, whooping cough, measles, polio, meningitis, mumps, diphtheria, scabies, pneumonia, strep, shingles, MRSA, COVID-19, and hepatitis. If you are not sure about a particular illness, please call the school health care professional for advice before your child comes to school. In order to minimize the spread of infection, **please do not send your student to school when ill.** The following guidelines may help you determine when it is safe to return your child to school:

- A. Temperature below 100 degrees for 24 hours without medication
- B. No vomiting for 24 hours and able to tolerate a bland diet
- C. Diarrhea free for 24 hours
- D. Lessening of "acute cold symptoms" such as a persistent cough, or excessive "runny nose"
- E. If your child has a chronic medical issue which causes symptoms such as vomiting, diarrhea, cough, or increased secretions—the student may return to school with proper documentation of the medical issue.

If your child has been prescribed an antibiotic, please consult with the physician regarding when the student will no longer be contagious and is able to return to school. Normally 24-36 hours of antibiotic therapy is required to meet this criterion.

**LICE** (pediculosis): If a student is found to have live head lice while at school, the student will be sent home and can return the next day provided he/she has been treated with a special lice shampoo and has been checked by the health care professional. Data does not support the exclusion of students for the presence of nits, although continued monitoring by the parents/guardians and school health care professional for signs of reinfestation is appropriate. (This practice of not excluding is supported by the American Academy of Pediatrics, the National Association of School Nurses, and the Department of Health.) Parents/guardians have prime responsibility of assisting in the prevention and management of head lice cases through regular checks of their children's hair and immediate treatment when head lice are detected.

**BEDBUGS**: If bed bugs are found on a student, then the parents/guardians of that student will be notified. A change of clothes sealed in a plastic bag for the child may be requested. Backpacks, lunchboxes, and other items that travel back and forth to school may be inspected daily and stored in sealed plastic containers to prevent the spread of bedbugs to other school areas. Continued prevention measures may be taken until successful treatment of the home has been verified.

## **STUDENT INTERNET ACCEPTABLE USE POLICY**

### **INTRODUCTION**

The Internet is a place for the exchange of information and ideas on a wide range of subjects. With access to computers and people all over the world also comes the availability of materials that may not be considered to be of educational value in the context of the school setting. The Zionsville Community Schools' (ZCS) network is connected to the Internet. While ZCS implements Internet filtering on all ZCS sites, it is impossible to control all materials on a global network. As such, students may encounter materials that are obscene, abusive, or otherwise offensive. ZCS firmly believes that information and the interaction available utilizing the network outweighs the possibility that students may access materials that are not consistent with the educational goals of ZCS. Internet access is seen as a supplement to traditional sources, both print and non-print, not as a replacement for them. The purpose of this policy is to identify standards that will assist in ensuring students benefit from their use of the ZCS network and the Internet.

### **USE OF ZCS NETWORK**

The use of the ZCS network is a privilege, not a right. Students who fail to comply with this policy or violate ZCS' disciplinary policies while using the ZCS network may lose the privilege to access the ZCS network. Students may also lose the privilege to use computer equipment and access to productivity tools (Office 365) provided by ZCS or to bring their own computerized devices to school. Students may also be subject to other disciplinary action as appropriate based upon the nature and severity of the violation. During student registration, parents/guardians will complete and sign a Student Internet Access / Computer Use Agreement with ZCS.

### **SERVICES**

Internet provides access to:

- A. Electronic mail communications with people all over the world and access to a productivity suite (Office365) and internal Learning Management System (Canvas).
- B. Information and news from government, other public agencies, as well as the opportunity to correspond with scientists, authors, and politicians from around the world.
- C. Discussion forums on a variety of topics.
- D. Library catalogs and other materials from the Library of Congress, the Smithsonian, the Indiana State Library, and many universities.

### **ACCEPTABLE USES**

Acceptable use of Internet resources is based on its original purpose, which is to provide a backbone network to support research and education in and among academic institutions in the United States by providing access to unique resources and the opportunity for collaborative work. The operation of this worldwide computer network relies upon the proper conduct of its users. As a result, individuals must adhere to appropriate use guidelines.

ZCS does not assume responsibility for individuals using the network through its facilities, but does acknowledge the responsibility to the Internet community to enforce accepted standards of network protocol and the obligation to recommend the termination of a user's network capabilities if misuse of the Internet resources is discovered.

Outside of school, families bear responsibility for the same guidance of Internet use as they exercise with information sources such as television, telephones, radio, movies and other possibly offensive media.

Use of the Internet by ZCS students must be in support of education and research and must be consistent with the educational objectives of the corporation. During classroom activities, it is the responsibility of the classroom teacher to supervise student Internet use in a manner that is consistent with the educational objectives of ZCS and this policy.

### **UNACCEPTABLE USES**

Use of the ZCS network for any of the following purposes is prohibited:

- To knowingly access, upload, download, or distribute or attempt to knowingly access, upload, download or distribute pornographic, obscene, or sexually explicit materials.
- To transmit or attempt to transmit obscene, abusive, or sexually explicit language, images, or materials.
- To annoy, harass, intimidate, or threaten, or attempt to annoy, harass, intimidate, or threaten any person or organization.
- To vandalize, damage, or disable, or attempt to vandalize, damage, or disable the property of another person or organization.
- To endanger or attempt to endanger the integrity of a computer on the ZCS network or the data stored on the network, including the introduction of computer viruses or worms.
- To circumvent or attempt to circumvent ZCS's Internet security measures and/or filters.
- To log on or to attempt to log on to the network using another person or group's name and password or to otherwise misuse a name or password.
- To falsely represent or attempt to falsely represent oneself in any Internet communication.
- To access or attempt to access another person's materials, information, or files without the implied or direct permission of that person.
- To transmit or attempt to transmit, without authorization, information that is false or defamatory or violates the privacy of another person.
- To interfere with or attempt to interfere with the lawful activities of any person, business, or organization in any manner.
- To violate or attempt to violate copyright, or otherwise use another person's intellectual property without their prior approval or proper citations.
- To transmit or attempt to transmit, without authorization, copyrighted materials or materials protected by trade secret.
- To transmit or attempt to transmit unsolicited emails (e.g., chain letter emails, spamming emails) or emails to any of ZCS's distribution lists without permission of a school official.
- To download or attempt to download games, entertainment software, or copyrighted material without permission of a school official.
- To utilize peer-to-peer file-sharing applications or attempt to utilize peer-to-peer file-sharing applications without permission of a school official.
- To install or modify or attempt to install or modify any software on any ZCS computer.
- To engage in commercial activity, product advertisement, or political lobbying.
- To violate or attempt to violate any local, state or federal statute, or any rule, regulation, or policy of ZCS.

This is not an exhaustive list. Other similar behaviors are prohibited and may subject a student to the denial of privileges, disciplinary action, and/or referral to appropriate law enforcement agencies.

## **DATA PRIVACY AND PROTECTIONS**

ZCS strives to be transparent with all processes related to the collection, retention, security, and termination of data. Zionsville Community Schools' policies and procedures for securing all Personally Identified Information (PII) and student data protection are located at [http://www.zcs.k12.in.us/apps/pages/data\\_privacy](http://www.zcs.k12.in.us/apps/pages/data_privacy).

In accordance with its obligations under the Children's Internet Protection Act, ZCS implements measures to block or filter, to the extent practicable, access to material that is obscene, pornographic and/or harmful to minors while connected to the ZCS network. Because of these monitoring obligations, students have no expectation of privacy in any aspect of their use of the ZCS network or any computer equipment, software, access accounts, or other types of materials or facilities owned, controlled, or provided by ZCS. Use of the ZCS network constitutes consent to be monitored. ZCS reserves the right to view, copy, intercept, or block the transmission of any type of material or communication which does not conform to this policy, and may use any such material or communication in the investigation of any violation of this policy or in any disciplinary actions or proceedings against any student which might result from the student's violation of this policy. ZCS also reserves the right to make referral of certain types of violations to appropriate law enforcement agencies.

## **STUDENT RESPONSIBILITIES**

In accordance with its obligations under the Children's Internet Protection Act, ZCS has undertaken efforts to educate students about appropriate online behavior, including cyberbullying awareness and response and interactions with individuals on social networking websites and in chat rooms.

Students using the network and communicating with others on the Internet should exercise caution and remember the following:

- People in chat rooms on instant messaging may not be who they appear to be.
- Personal information, such as home telephone numbers, names, addresses, and photographs of students, should never be disclosed in a public forum (e.g., a chat room or on a profile).
- Students should not reveal their names or personal information to or establish relationships with strangers met through the Internet, unless a parent/guardian or school official has coordinated the communication.
- Internet security is tenuous at best. Students should refrain from sending or receiving any communications or material over the network that they would not want to be made public.
- Do not respond to unsolicited emails, advertisements, or other requests for your personal information.
- Protect your password by making it long and strong (combining upper and lowercase letters with numbers and symbols).
- If a student is uncomfortable or feels harassed, intimidated, or threatened by information that he or she receives over the Internet, he or she should tell a teacher, principal, or other school official immediately. Likewise, if a student is asked by another Internet user to stop emailing or contacting them, the student must stop all contact immediately.
- If a student receives inappropriate materials or stumbles onto inappropriate materials on the Internet while doing legitimate research, the student is expected to notify the teacher, principal, or another school official.

Network etiquette expects that the student abide by the following guidelines. These guidelines include, but are not limited to:

- Students are expected to be courteous and respectful. The use of vulgar, obscene, lewd, and otherwise inappropriate language is prohibited. Students shall not engage in cyberbullying.
- While the Internet itself has virtually boundless resources, the availability of local communication and storage resources is limited. Since list servers and mail servers can generate a significant amount of data to be stored, students are expected to “clean up” their files or mailboxes at appropriate times so as to not create a storage problem on the host server.
- All communications and information obtained via the network or the Internet should be assumed to be intellectual property subject to federal copyright law.
- Any attempt to compromise network security is prohibited. Any student identifying a possible breach in security must notify a system administrator or the corporation’s Chief Technology Officer.

### **INFORMATION AND SERVICE DISCLAIMERS**

ZCS makes no warranties of any kind, whether expressed or implied, about the information gained through the Internet, including its quality or accuracy. Use of information obtained through the Internet is at the student’s own risk and ZCS cannot be held responsible for any material a student mistakenly or intentionally accesses or transmits via the ZCS network.

ZCS makes no warranties about the quality of the services provided and is not responsible for any claims, losses (including, but not limited to, the loss of data), damages, costs, or other obligations arising from a student’s use of the ZCS network or any computer equipment or software owned, controlled, or provided by ZCS.

It is the policy of ZCS that the cost of any materials to a student utilizing the Internet is the responsibility of the student, or in the case of a student under the age of 18, the person who authorizes a network account. This authorization extends to any financial obligation that may be incurred when utilizing the network. Under no circumstances will ZCS be liable for any unauthorized purchases or other financial obligations resulting from ZCS-provided access to the Internet. The signatures on the Internet Access / Computer Use Agreement are legally binding and indicate that the party (parties) who signed has (have) read the terms and conditions carefully, understand the significance of the policy, and agree to abide by the policy in all its terms and conditions.

## **USE OF WIRELESS COMMUNICATION DEVICES**

The Board of School Trustees permits students to bring personal laptops or other computing devices to school for academic purposes. Use of these devices is at the discretion of the teacher and administration. The purpose of this policy is to ensure that students and their parents/guardians understand the obligations and limitations associated with the use of personal laptops or other devices. These guidelines are a supplement to the school’s Internet Acceptable Use Policy, which applies to the use of any computing device in school, including personal laptops and other devices.

### **GUIDELINES FOR USE**

- Use of a personal laptop or other computing device is at the discretion of the administration and teacher. Students must obtain permission before using such a device in class.
- Use of a personal laptop or other device must support instructional activities.
- Students must agree to disable audio/video functions and to put away a personal laptop or other device, if asked.
- Students may only use personal laptops or other devices in accordance with Zionsville Community Schools’ Internet Acceptable Use Policy.
- A violation of any of these guidelines may result in the revocation of privileges regarding the use of a personal laptop or computing device and appropriate disciplinary and/or legal action.

A “wireless communication device” is a device that emits an audible signal, vibrates, displays a message, or otherwise summons or delivers a communication to the possessor. The following devices are examples of WCDs: cellular and wireless telephones, pagers/beepers, personal digital assistants (PDAs), Blackberry/Smartphones, Wi-Fi-enabled or broadband access devices, two-way radios or video broadcasting devices, laptops, and other devices that allow a person to record and/or transmit, on either a real time or delayed basis, sound, video or still images, text, or other information. Students may not use WCDs on school property or at a school-sponsored activity to access and/or view Internet websites that are disruptive to the school activity. Students may use WCDs while riding to and from school on a school bus at the discretion of the bus driver. Distracting behavior that creates an unsafe environment will not be tolerated.

Using a WCD to take or transmit audio and/or pictures/video of an individual without their consent maybe considered an invasion of privacy. Students who use a WCD to violate the privacy rights of another person may have their WCD confiscated and held.

WCDs, including but not limited to those with cameras, may not be possessed, activated or utilized at any time in any school situation where a reasonable expectation of personal privacy exists. These locations and circumstances include but are not limited to locker rooms, shower facilities, restrooms, classrooms, and any other areas where students or others may change clothes or be in any stage or degree of disrobing or changing clothes. The building principal has authority to make determinations as to other specific locations and situations where possession of a WCD is absolutely prohibited.

No expectation of confidentiality will exist in the use of WCDs on school premises/property.

Students are prohibited from using a WCD in any way that might reasonably create in the mind of another person an impression of being threatened, humiliated, harassed, embarrassed or intimidated. See Policy 5517.01 – Bullying and Other Forms of Aggressive Behavior.

Students are also prohibited from using a WCD to capture and/or transmit test information or any other information in a manner constituting fraud, theft, cheating, or academic dishonesty. Likewise, students are prohibited from using their WCDs to knowingly receive such information.

Possession of a WCD by a student is a privilege that may be forfeited by any student who fails to abide by the terms of this policy, or otherwise engages in misuse of this privilege.

Violations of this policy may result in disciplinary action and/or confiscation of the WCD. The building principal may also refer the matter to law enforcement if the violation involves an illegal activity (e.g. child pornography). Discipline will be imposed on an escalating scale ranging from a warning to an expulsion based on the number of previous violations and/or the nature of or circumstances surrounding a particular violation. Any search of a WCD will be conducted in accordance with Policy 5771 – Search and Seizure. If multiple offenses occur, a student may lose his/her privilege to bring a WCD to school for a designated length of time or on a permanent basis.

### **RESTRICTIONS AND DISCLAIMERS**

- The Corporation accepts no responsibility or financial liability for personal laptops or other computing devices that are brought to school by students.
- Laptops or other devices that are lost, stolen, or damaged are the responsibility of the student and their parents/guardians, regardless of how the loss, theft, or damage occurs.
- Students are advised to take steps to guard against damage, loss, or theft.
- ZCS' technology department will not provide technical support for any personal laptop or other computing device.

### **TECHNICAL REQUIREMENTS FOR ACCESS**

Personal laptops or other computing devices must conform to ZCS technical requirements, which are accessible through the ZCS website and which may be amended from time to time. All machines will also be required to install a network inspection certification (SecureW2) before connection to the ZCS network.

## **EMERGENCY CLOSING**

As inclement weather sets in, it brings with it the possibility of hazardous roads caused by snow, ice or fog. Such weather conditions can necessitate last-minute decisions to close school. Zionsville Community Schools utilizes electronic means to simultaneously phone, text, and/or email all parents/guardians when an emergency announcement is necessary. The usefulness of this software is only as good as the telephone and email emergency contact information parents/guardians supply to our schools. School delay/cancellation information is also provided to local media outlets. In combination, these modes of communication serve to keep parents/guardians informed when weather or other emergencies cause schedule or calendar alterations.

As a general principle of operation, when the schools remain open during inclement weather, the Zionsville Community School Corporation recognizes the basic right of parents and guardians to decide whether or not to send their children to school under these conditions. Such absences will be considered excused. Also, parents/guardians and students must remember the students' responsibility to "make up" school work missed through any absence. In these situations parental decisions about school attendance are respected. In some situations, if the weather improves, a scheduled extra-curricular activity may not be canceled even though school is canceled for the day. A parent/guardian may use discretion as to their student's participation in the activity. No penalty will be assessed if a student chooses not to participate.

## **RESIDENCY AND EDUCATIONAL RIGHTS**

Students determined to be in a homeless living situation have the following rights:

- Enrollment in the school they last attended or the school in whose attendance are they are currently staying even if they do not have all of the documents normally required at the time of enrollment;
- Access to free meals and textbooks, Title I and other educational programs, and other comparable services including transportation where applicable;
- To attend the same classes and activities that students in other living situations also participate without fear of being separated or treated differently due to their housing situations.

Any questions about these rights can be directed to the Program Director of Student Services.

## **WELLNESS**

The Corporation promotes student wellness by supporting healthy choices, good nutrition, and physical activity as part of the total learning environment. For more details, the Corporation's Student Wellness Policy is available online at the ZCS website under Board Policy.

## **POSTING OF MATERIALS**

Any ZCS-sponsored or affiliated organization or activity, and Parent-Teacher Organizations may post communications such as flyers, posters, announcements, advertisements, coursework, photographs, or similar items on designated bulletin boards. A posting may only be displayed with the permission and approval of the teacher, coach, club sponsor, or administrator who oversees the advertised activity. Posted items should not block or limit other postings due to quantity or size. All posted communications must be related to a school purpose, function, or activity. For more details, The Corporation's policy on such materials is available online at the ZCS website under Board Policy.

## **RIGHT TO FILE A COMPLAINT WITH THE U.S. DEPARTMENT OF EDUCATION**

Parents/guardians and eligible students have the right to file a complaint with the United States Department of Education if they believe their rights have been violated. The mailing address is:

U.S. Department of Education  
400 Maryland Avenue SW  
Washington, D.C. 20202