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WHITE RIVER VALLEY ELEMENTARY

484 W Main St.
Worthington, IN 47471

812-875-3839

School day begins at 8:05AM and ends at 3:05PM
Elementary Students should not arrive at school prior to 7:45
(unless they are riding an early bus)

WRV Elementary Staff 2022-2023

Name	Position	Name	Position
Rachel Guthrie	Principal	Sue Quakenbush	Secretary / Treasurer
Jessica Egenolf	Nurse	Rhoda Davis	Student Services
LuAnne Allen	Teacher – Kindergarten	Samantha Book	Instructional Assistant
Camryn Deschamp	Teacher – Kindergarten	Kim LaFever	Instructional Assistant
Amy Jackson	Teacher – Kindergarten	Terri Ashcraft	Instructional Assistant
Amy Gilmore	Teacher-Grade 1	Ashton Ison	Instructional Assistant
Jan Abrams	Teacher – Grade 1	Christina Franklin	Instructional Assistant
Savannah Hogg	Teacher – Grade 1	Amber Waggoner	Instructional Assistant
Debra Davidson	Teacher- Grade 2	Leah Williams	Instructional Assistant
Sabra Stoner	Teacher – Grade 2	Melissa Noel	Instructional Assistant
Jaclyn Totten	Teacher- Grade 2	Heather Wilhoite	Instructional Assistant
Rene Welch	Teacher Grade 3	Debbie Bender	Instructional Assistant
Angie Earle	Teacher – Grade 3	Jessica Stoner	Instructional Assistant
Jill Staggs	Teacher – Grade 4	Courtney Williams	Instructional Assistant
Matt McCammon	Teacher – Grade 4		
Bryan Ford	Teacher – Special Education	Tony Lott	Instructional Assistant/PE
Liz Tharp	PK Teacher	Ashley Allen	Instructional Assistant - PK
		Clarissa Just	Instructional Assistant- PK
Linsey Yeryar	PK Teacher - GSSEC	Billie Sluder	PK Inst. Assistant - GSSEC
		Denise James	PK Inst. Assistant - GSSEC
Susan Waggoner	Library	Stephanie Watson	Computers/Instructional Assistant
Kelly Dimbath	RTI/ Music	Mia McDonald	RTI/ Art
Gredel Helms	RTI/ After School		
Kara Hollars	ED Teacher- GSSEC	Nicole Stephenson	ED Coach- GSSEC
Malissa Moorman	Cook	Leitta Campbell	Cook
Tina LaFever	Cook		
Jake Ellett	Custodian	Juanita Mathers	Custodian
Teresa Jackson	Custodian	Greg Nolting	Custodian
Jack DeMoss	Grounds/ Maintenance		

WHITE RIVER VALLEY ELEMENTARY HANDBOOK

The purpose of this student handbook is to make students and parents aware of school policies needed to ensure that all students are in an environment conducive to positive learning.

Discipline is one of the cornerstones for learning. Whether it is self-imposed or placed upon the students by their parents and/or teachers, a sense of organization and discipline is an absolute must when striving to create a positive and safe learning environment.

Indiana School law requires that each school have written policies that govern the school and its students. Please take the time to read and discuss the student handbook with your child/children. Every student will receive a handbook, but only one form per family is required to be returned.

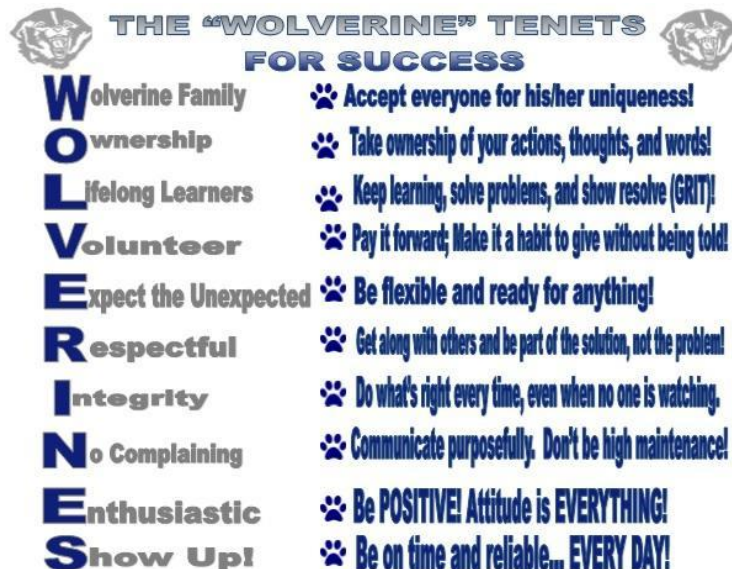
WRV Mission

White River Valley promotes academic achievement through a curriculum focused on *rigor*, *relevance*, and positive *relationships*.

Rigor Our use of *rigor* is not meant to reference “difficult” or “hard”. We believe an effective curriculum must include an opportunity for students to be provided with advanced study in a diverse area of disciplines. *Rigor* is defined as a condition of the learning environment, which stretches the individual learner to move beyond his/her current comfort zone and grow as an independent learner (Hibbard).

Relevance Our goal is to provide the greatest possible lessons emphasizing skills of inquiry, problem solving, and analysis relevant to becoming a member of modern society.

Relationships The development of positive *relationships* is becoming increasingly important as it relates to the growth of our students. Students need to interact with adults, and peers, who both help them to focus on their futures and model the appropriate civic and social connectedness. We believe that students and adults alike, must be known as individuals, treated with respect and fairness in all situations, and celebrated when they meet and exceed expectations. It is our desire for all school community members to interact with a diversity of the population and have the potential to make connections within the overall community.



ANTICIPATED STUDENT BEHAVIOR

Students spend approximately 75% of their time in their assigned classrooms. The student's first responsibility is to obey the rules of the class and to carry out his/her teacher's directions. Each class and teacher will formulate their own rules that will be within the guidelines of the school corporation's disciplinary policy. The classroom rules will reflect three major themes; follow the directions of the teacher, respect for the rights of others, and work hard.

CLASSROOM RULES

Classroom rules will include, but not be limited to the following:

1. Get permission to talk by the raising of a hand.
2. Entering and exiting the classroom quietly.
3. Walk in the classroom and hallways.
4. No items of any type thrown indoors, unless for purposes during P.E. class.
5. Coats, hats and other material placed neatly in their appropriate areas.
6. All students are expected to complete all lessons and projects assigned to them.
7. Students will keep their hands to themselves, thereby not bothering or touching another student that could create a distraction or disturbance.
8. All staff will be addressed as either Ms., Miss., or Mrs., or Mr. (ex, Mrs. Staggs or Ms. Deb)

GENERAL RULES

RESPECT

Students should be respectful to all school personnel. Students should give their special teachers the same respect and good behavior that they give their regular teacher. These special classes include art, music, computers, physical education, speech/hearing, RTI, resource room, and library.

Substitute teachers and aides will be given/shown the same respect as other teachers.

HALLWAYS

Students are to behave appropriately when using the hallways and to enter and exit the building in an orderly and quiet fashion. Students should not jump in the hallway to touch items suspended from the ceiling, such as artwork, signs, and doorways.

NOISE LEVEL

Students will be instructed on proper noise level for different areas of the school.

AFFECTIONATE EXPRESSIONS

Students should refrain from kissing, hugging and holding hands, etc. during school.

CHEATING

First offense – the student will receive a 0% on the assignment

Second offense – student will receive in-school suspension for one day and 0% on assignment

Third offense – the student will be suspended from school for one (1) day

ELECTRONIC DEVICES

Students are not allowed to bring any electronic devices such as handheld video games, music devices or computers to school. Exceptions can be made by classroom teachers or principal for special purposes, like reading electronic text.

EXPLOSIVE DEVICES

Possession or use of any explosive device (including firecrackers) is not permitted on the school property. Violation of this rule will result in suspension or expulsion.

FALSE ALARMS

Students guilty of sounding the fire alarm, the tornado alarm, or calling a bomb threat may be suspended from school for 5 days with the recommendation of expulsion for the remainder of the semester and/or school year.

GANGS

Gang related activity, graffiti, symbols, and/or paraphernalia are prohibited.

GUM

At No Time will **CHEWING** gum at school be allowed.

PROPER LANGUAGE

Spoken, written, or gestured obscene language is forbidden at school. The use of language that is obscene will result in disciplinary action.

SMOKING / (This also applies to use of e-cigarettes and vaping)

Smoking is prohibited in any building that the WRV School Corporation owns, leases, or utilizes to provide education to its students. Violations of this policy will be reported to the appropriate law enforcement agency. Students are not allowed to smoke or have possession of tobacco in any form while on school property or during any school activity

THEFT

Theft of school property (anything) or property of another person during the normal school day or at school-sponsored activities will not be tolerated. Theft may result in suspension from school for up to five days. A second offense would be subject to a possible expulsion for the remainder of the semester. (Persons stealing property are also subject to prosecution under the law.)

VANDALISM

Vandalism of school property (any time) or the property of another person during the normal school day or at school-sponsored activities will not be tolerated. Vandalism may result in suspension from school. Recommendation for expulsion from school for the remainder of the semester or school year may be made unless the property is restored to its original condition, or just compensation is made to the owner. (Person damaging property is also subject to prosecution under the law.)

WEAPONS

Students are prohibited from bringing a firearm, knife, device, substance, or material capable of causing serious bodily injury. Violation of this policy may result in an automatic suspension or expulsion from school for a period of “not less than one year”.

WRV HOTLINE

White River Valley has instituted an anonymous Hotline for anyone wishing to report improper conduct. The number is 1-866-WRV-HELP or 659-4026.

ATTENDANCE POLICY

Each student enrolled in the WRV Elementary School is expected to attend school on a regular basis and to be punctual for all class attendance. To derive the maximum benefit from class time instruction, each student must develop punctuality, self-discipline and personal responsibility.

Parents are legally responsible for their child's attendance. Every absence should be an excused or certified absence.

*Note: Attendance during our E-Learning does count towards Harmony attendance.

Parents are asked to notify the school before 9:00 if their child is to be absent, otherwise, the school will attempt to contact the parent.

Students who are tardy to school **must** report to the office before going to class.

Elementary students are tardy if they arrive to class after 8:05.

A whole day absence is defined as a student being absent from school from 8:05 am through 3:00 pm. A half day absence is defined as a student arriving at school after 10:00 am or leaving school before 1:00 pm. Half days accumulate and are counted toward the six-day and ten-day absence totals. Two half days equal one whole day absence.

CERTIFIED - These days do count as a day of being absent from school. Students may make up all work and receive full credit for the work if the absence is certified within 48 hours. Absences that do not count toward the six-day quota include; (excuses must be presented within two days or the absence will not be certified.)

1. Attending a funeral
2. Any other emergency – with approval of the principal or designee
3. Absences supported by a doctor's note

CERTIFIED DOES NOT COUNT – These days do NOT count as a day of being absent from school (according to law). Students may make up all work and receive full credit for the work. These include;

1. Pre-arranged permission to fulfill a state fair assignment such as a 4-H commitment.
2. School sponsored activities; no parent/doctor statement is needed to re-enter student in school. (I.C. 20-33-2-17.5).
3. Pre-arranged permission to help candidates on Election Day. (I.C. 20-33-2-15).
4. Any student subpoenaed to appear in court and/or court appearances. (I.C. 20-33-2-16).
5. Absences while on suspension, expulsion, or exclusion from school.

EXCUSED - Parent must notify school of the student's absence. **These absences are counted toward the accumulation per year.** Students will be allowed to make up all work and receive full credit for the work. Examples include: Staying home sick without a doctor's visit and pre-arranged absences. If a student reaches six (6) excused absences in one year, additional absences that year will be unexcused without a doctor's excuse.

UNEXCUSED - **These absences are counted toward the accumulation per year.** Students will not receive credit for work missed during an unexcused absence. Examples include:

1. Being truant from school – each class missed because of truancy will count toward the **six-day absence quota per year**.
2. Being late to class twenty (20) or more minutes, but upon review of the principal or designee, it can be changed or excused.
3. Returning to school without a note or call from the parent/guardian.
4. Students who bring forged notes will have their absence(s) unexcused.

If a student reaches ten (10) unexcused absences in one school year a report can be made to Child Protective Services and the Greene County Prosecutor.

Attendance shall be required of all District students, except those exempted under Policy 5223 or by 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.

Parents will receive notification of absence following the fourth unexcused absence per year and the seventh unexcused absence per year. At 10 days non-certified absences in one school year parents will be notified that the report will be made to Child Protective Services and the Greene County Prosecutor.

CERTIFICATE OF INCAPACITY (IC 20-33-2-18) Sec. 18

If a parent of a student does not send the student to school because of the student's illness or mental or physical incapacity, it is unlawful for the parent to fail or refuse to produce a certificate of the illness or incapacity for an attendance officer not later than six (6) days after the certificate is demanded.

The certificate required under this section must be signed by:

1. an Indiana physician;
 2. an individual holding a license to practice osteopathy or chiropractic in Indiana;
 3. a Christian Science practitioner who resides in Indiana and is listed in the Christian Science Journal.
- As added by P.L.1-2005, SEC.17.*

Pre-Arranged Student Absences During the School Year

1. Pre-Arranged absence must be pre-approved by the Principal and the request must include the pre-arranged form filled out to its entirety.

2. Student pre-arranged absence for a vacation will only be approved when s/he will be in the company of his/her own parent, unless there are extenuating circumstances deemed appropriate by the Principal.

Approved pre-arranged absences will be excused (If you have remaining parent excused days) BUT will count toward the annual accumulation of a maximum of 6 parent excused days.

Notification and Penalty for Attendance Violations

Due Process for Accumulated Unexcused Absences

Parents will receive notification of absence following the fourth unexcused absence per year and the seventh unexcused absence per year. At 10 days non-certified absences in one school year parents will be notified that the report will be made to Child Protective Services and the Greene County Prosecutor.

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

Truancy is defined as absence from school without permission of the parent.

Such guidelines should provide that a student's grade in any course is based on his/her performance in the instructional setting and is not impacted for reasons of conduct. If a student violates the attendance or other rules of the school, s/he should be disciplined appropriately for the misconduct, but his/her grades should be based upon what the student can demonstrate s/he has learned.

RETURN TO SCHOOL

Students returning to school from an absence when no arrangements have been made shall have a note from a parent ***OR LICENSED PHYSICIAN***. The note should contain the student's name, reason for absence, date (s), and time of absence, a parent signature, ***OR PHYSICIAN'S SIGNATURE***, and the phone number where the parent, ***OR PHYSICIAN***, can be reached. The note (or call) is to be presented prior to re-admittance to school.

UNLESS PRIOR ARRANGEMENTS HAVE BEEN MADE WITH THE SCHOOL PRINCIPAL, A STUDENT ABSENT FOR SIX (6) OR MORE DAYS, SHALL PROVIDE A PHYSICIAN'S NOTE IDENTIFYING THE REASON FOR THE ABSENCE.

Excusable Reasons for Absence

The Corporation accepts only the reasons identified under Attendance as excusable reasons for absence from school. **Each absence shall be explained by telephone notification and in writing, signed by the student's parents. A maximum of 6 parent notices will be allowed as excused absences each year.** The excuse shall be submitted to the principal and filed as part of the student's school record.

A written excuse (parent/doctor) for absence from school may be approved for one (1) or more of the approved reasons for an excused absence. The principal may require a doctor's confirmation if s/he deems it advisable. All required confirmations will be due within 48 hours of the documented absence.

Verification of Absence

Students are to bring a parent/doctor verification note for each and every absence to the office upon their return to school. The verification must be brought no later than two days after the return to school. Verification brought after the two-day period may not be accepted.

Parents are to contact the school, via telephone call, on days when their student is absent, late, or for any other reason will not be attending classes per his/her regular class schedule. This contact will be taken into account through the verification process.

Students are expected to be actively engaged in the educational environment of their respective classroom. At the discretion of the teacher a student's request to leave a classroom may be granted, or rejected.

Truancy (IC 20-33-2)

A student shall be considered truant each day, or part of the day s/he is unexcused from his/her assigned location. Absence is defined as non-presence in the assigned location any time beyond the tardiness limit. A student will be considered tardy, rather than absent if s/he is in his/her assigned location within ten (10) minutes after the official start of the school day.

Truancy demonstrates a deliberate disregard for the educational program and is considered as a serious matter. Administrative action taken will be as follows:

1. No credit will be recorded for work missed as a result of truancy.
2. A record of the truancy will be entered in the student's attendance record.
3. A parent conference may be held.

A student shall be considered "a habitual truant" when, in spite of warnings and/or his/her parent's efforts to ensure attendance, s/he has accumulated ten (10) truantries during a school year.

Notification and Penalty for Truancy

Due Process for Truancy Violations

1 Day Truant- Personal contact for parent/guardian and assignment to lunch detention

2 Days Truant- Personal contact to parent/guardian and one (1) day In-school Suspension

3 Days Truant- Two (2) days In-school Suspension, Truancy Affidavit filed with the Greene County Juvenile Probation Officer.

4 Days Truant-Conference with parent for possible Form 16

5 Days Truant-Automatic Form 16, or expulsion of student

Note: Continued issues with Unexcused Absences, Student Accumulated Attendance, and/or Truancy may be penalized in a manner to be determined by the building principal, and/or his/her designee, up to and including Out-of-School Suspension, and Expulsion.

Tardiness

The term "tardy" means being late to school, class, or an activity, with or without permission of parents/guardians, or school personnel. The teacher will counsel with those students who are developing a pattern of being tardy. The teacher will refer to a school administrator those students who in the teacher's judgment are not making progress towards correcting the problem.

Tardy Policy

Consequences

- 1st through 4th Tardy - Teacher/Office warning
- 5th Tardy - Lunch Detention

Note: Students earning six (6) or more tardies will face additional disciplinary measures as determined by building administration. Additional measures may include, but are not limited to the following:

- Morning Detention
- In-school Suspension (ISS);
- Out-of-school Suspension (OSS);
- Other discipline measures, within District guidelines, as identified by building administration.

MAKE-UP WORK

Students absent for any reason are required to make up work missed in each class. A day's absence does not excuse a student from responsibility for all discussion work on the day of his return. Work should be made up immediately or as soon as is reasonably possible. In special cases, additional time may be granted by the teacher. Grades will be withheld if work is not completed. It is the student's responsibility to obtain all make-up work from instructors immediately upon returning to school, regardless of reason for absence. In case of extended illness, assignments may be requested through the office. Please allow two (2) days for material to be compiled.

Make-Up Opportunities

A student may make-up assignments with a properly certificated teacher, if the principal has granted prior approval.

Students will be given the opportunity for making-up work missed due to approved absences. The length of time for completion of make-up work shall be commensurate with the length of the absence.

Students will be given the opportunity to make-up work missed due to suspension. The make-up work must be completed and presented to the teacher upon his/her return to school. Tests missed during the period of suspension may be made up by the students by contacting the teacher on the day of his/her return to school. The teacher, at his/her convenience, may administer the test or assign alternate written work in lieu of the test missed.

REQUESTS FOR HOMEWORK

In order to keep students as caught up as possible during long absences, the school will, upon request from the parent or student, collect homework assignments and hold them for pick-up in the office. Please call the school by 10:00 a.m. to request homework. It will be helpful to know who will pick up the homework.

Parents/Guardians may stop by school to pick up books/materials needed between 12:00 and 3:15.

BICYCLE REGULATIONS

1. Students riding bikes are to enter school property by using the alley off North Lessie Street. They are to get off their bikes at the start of the playground asphalt and then walk their bikes to the bike rack. Students must enter through front doors of the building.
2. No bicycles are allowed on the sidewalks located on the east side of the building or riding on the playground.

BUS REGULATIONS

- Students who come to school on the bus should return home on the bus unless the school is notified on a change by a parent, through written communication or verbal permission given to the office.
 - Riding the bus is a privilege and can be revoked due to behavior or safety concerns.
1. Each student shall take his/her seat assigned by the driver.
 2. No student shall stand or move from place to place during the trip.
 3. Loud, boisterous, or profane language, or indecent conduct shall not be tolerated.
 4. Students shall not be allowed to tease, scuffle, trip, hold, hit, or use their hands, feet or body in any other objectionable manner.
 5. No windows or doors will be opened or closed except by permission of the bus driver.
 6. No student shall enter or leave the bus until it has come to a full stop and the door has been opened by the bus driver.
 7. Keep bus clean.
 8. No food or drink is allowed to be consumed on the bus.
 9. Abide by any reasonable rule established by the driver.
 10. Upon recommendation of the bus driver, school authorities will deny the privilege of riding on a school bus to any student who refuses to follow the rules.

CAFETERIA

Breakfast and Lunch will be FREE for all WRV elementary students during the 2021-2022 school year.

If you choose to bring your lunch and would like milk, there is a fee because milk is only provided with a qualified tray purchase. School lunches will meet all state and federal regulations for school cafeterias. Menus will be sent in weekly newsletter that is emailed or sent home for families without email. It is also posted on the school website.

If you would like your child to have extra food, funds must be deposited into a student's meal account prior to eating lunch that school day. It is the parents' responsibility to see that their child's meals are paid. No student will be allowed to charge extra food if funds are not in their account. If your child brings their lunch and needs a milk that has to be purchased as an ala carte item.

The State of Indiana provides Free/Reduced application forms that are available at the office and sent home the first day of school. This form is still important to fill out so you can receive textbook assistance. It also assists us with qualifying for many grants that benefit our students. Please take advantage of this benefit if you think your family may qualify.

Cafeteria Rules

1. Students are to enter the cafeteria quietly and talk softly while waiting in line.
2. Only 5 students in the service area at a time.
3. Get condiments before you sit down. Grades 1-4 will not be allowed to get them after they are seated.
4. If students need something, they should raise their hand for assistance. (if you run out of a condiment you may raise your hand and ask for more)
5. While eating, students should talk to people sitting at their table only.
6. Students should stay seated while eating.

7. Students will be encouraged to use appropriate table manners.
8. Loud noises, such as popping bags, will not be tolerated.
9. Playing with food will not be tolerated.
10. Students should not ask other students for food, touch others food, or trade food.
11. When leaving the cafeteria, students are to walk without talking or visiting with those still eating.
12. Only unopened items may be put on the extra table.
13. No food or drink is allowed out of the cafeteria. Students purchasing extra items must eat them in the cafeteria.
14. All students will immediately go to the playground, gym, or classroom (depending on weather) after they have finished eating.
15. Students should not linger in the hallways and only students with notes from parents or permission from the teacher will be excluded from going outside.

CELL PHONES

Must be turned **off** and left in backpacks or lockers while at school. Students violating the policy will have their cell phone confiscated by any supervising adult. The phone will be returned to the student after dismissal on the first offense, with additional violations, the phone will be kept at the office and returned to a parent.

Any student using a cell phone or any other electronic devise to access, transmit, or distribute pornographic, obscene, or sexually explicit material/language will be suspended from school. This policy also covers extra-curricular events and all school related activities.

CLOSING SCHOOL DUE TO WINTER STORMS AND OTHER CIRCUMSTANCES

Should the WRV Elementary School not open at its regular time due to weather, mechanical problems, etc., its students, parents, and patrons will be notified via the **School Messenger**, radio, and television stations.

The WRV Twitter site is another good avenue to check for information and school delays and closings.

If school must be closed during the day, while the students are still present, parents and patrons will be informed by the same means as above. The school has a form for you to fill out stating what you would like your child to do in case of an early dismissal. Please make sure to fill this out and if it changes let us know.

DISCIPLINE and CONSEQUENCES

Principals and teachers are authorized and expected to formulate and enforce reasonable rules and regulations.

The Indiana General Assembly has established a State Code (IC20-8.1-5.1-3) which regulate the school's rights and responsibilities in dealing with student behavior in school, at school activities and the school's rights and responsibilities in dealing with out-of-school activities which affect a student's rights to participate in school and school related activities.

The White River Valley Board of School Trustees has duly adopted this State Code as the basis on which the White River Valley School Corporation has established this Student Behavior Policy.

In establishing its Student Behavior Policy, the Board of School Trustees of White River Valley School Corporation recognizes that certain standards of behavior are necessary to assure that students seeking to express their own individual rights do not, at the same time, infringe on the rights of others.

The Board of Trustees also recognizes that it is impossible for the teaching-learning process to take place in a school unless order and a set of acceptable standards of behavior are maintained.

Students must adhere to a code of behavior which will be applied equally to all who choose to be a part of WRV Elementary School.

Students must conduct themselves in a manner, which will not be disruptive, destructive, or threatening to themselves, their schoolmates, personnel, or visitors to the school.

CONSEQUENCES AND/OR PENALTIES FOR NOT COMPLYING WITH THE GUIDELINES OF WRV ELEMENTARY SCHOOL

Each teacher will be expected to formulate his/her classroom rules. All school rules must be in compliance with the rules stated in this handbook. Consequences and/or penalties for not following school rules will include any or all of the following:

1. Verbal **or written** warning.
2. Teacher-student conference.
3. Loss of privileges such as recess time
4. Lunch Detention / Alternative class / Time Out (**Age Appropriate**)
5. Conference with principal.
6. Teacher-parent conference with principal in attendance, if needed.
7. Suspended or expelled from school.
8. Other as determined by the teacher, principal, parent, and student.

Info Students that are suspended from school will be required to make up their work. They will be allowed to make up any tests that they missed during their suspension. Students that are expelled will not be given an opportunity to make up any work or take any tests that occurred during their expulsion. All grades during their expulsion will be submitted as 0%.

STUDENT BEHAVIOR CONSTITUTING A POSSIBLE SUSPENSION OR EXPULSION FROM SCHOOL

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

1. Using violence, force, noise, coercion, threat, intimidation, fear, passive resistance, or other comparable conduct constituting an interference with school purposes, or urging other students to engage in such conduct. The following enumeration is only illustrative and not limited to the type of conduct prohibited by this subdivision:
 - 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 educational function, or of any meeting or assembly on school property.
 - e. Continuously and intentionally making noise or acting in any manner so as to interfere

seriously with the ability of any teacher or any of the other school personnel to conduct the education function under this supervision.

2. Causing or attempting to cause damage to school property, stealing, or attempting to steal school property.
3. Causing or attempting to cause damage to private property, stealing or attempting to steal private property.
4. Intentionally causing or attempting to cause physical injury or intentionally behaving in such a way as could cause physical injury to any person. Self-defense or reasonable action undertaken on the reasonable belief that it was necessary to protect some other person does not, however, constitute a violation of this provision.
5. Threatening or intimidating any student for the purpose of, or with the intent of, obtaining money or anything of value from the student.
6. Knowingly possessing, handling, or transmitting a knife or any object that can reasonably be considered a weapon.
7. Carrying, using, selling, or distributing any tobacco products. This will likely be handled by the prosecutor's office.
8. Knowingly possessing, using, transmitting, or being under the influence of any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage, or intoxicant of any kind. Use of drug authorized by a medical prescription from a physician is not a violation of this subdivision.
9. Engaging in the unlawful selling of a controlled substance or engaging in a criminal law violation that constitutes a danger to other students or constitutes an interference with school purposes or an educational function.
10. Failing in a substantial number of instances to comply with directions of teachers or other school personnel during any period of time when the student is properly under their supervision, where the failure constitutes an interference with school purposes or an educational function.
11. Engaging in any activity forbidden by the laws of Indiana that constitutes an interference with school purposes or an educational function.
12. Violating or repeatedly violating any rules that are reasonably necessary in carrying out school purposes or an educational function and are validly adopted in accordance with Indiana law, including, but not limited to:
 - a. engaging in sexual behavior on school property;
 - b. disobedience of administrative authority;
 - c. willful absence or tardiness of students;
 - d. knowingly possessing, using, or transmitting any substance, which is represented to be or looks like a narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage, stimulant, depressant, or intoxicant of any kind;
 - e. possessing, using, transmitting, or being under the influence of caffeine-based substances, substances containing phenylpropanolamine (PPA), or stimulants of any kind, be they available with or without a prescription.
13. Knowingly possessing or using on school grounds during school hours an electronic paging device or a handheld portable telephone in a situation not related to a school purpose or educational function.
14. Selling, possessing, transmitting or using fireworks.
15. POSSESSION OF A FIREARM
 - a. No student shall possess, handle or transmit any firearm on school property, as defined in Section 921 of Title 18 of the United States Code.
 - b. The penalty for possession of a firearm is ten (10) days suspension and expulsion from school for one calendar year. The length of the expulsion may be reduced by the superintendent if the circumstances warrant such reduction.

- c. A student with disabilities, as defined in IC20-1-6.1-7, who possesses a firearm on school property is subject to procedural safeguards under 20 U.S.C.1415.
- d. The superintendent shall notify the county prosecuting attorney's office when a student is expelled under this rule.

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

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

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

Grounds for exclusion of any student from school are:

- 1. If he/she has a dangerous communicable disease which poses a substantial threat to the health or safety of the school community.
- 2. Where his/her immediate removal is necessary to restore order or to protect persons or school corporation property. This includes conduct off school property where on account thereof the student's presence in school would constitute an interference with school purpose.
- 3. Where he/she is mentally or physically unfit for school purposes.
- 4. Head Lice

TERMS: The following terms are taken from State Code. They are the specific definitions for disciplinary actions utilized by the White River Valley School Corporation.

"Expulsion" means disciplinary action whereby a student:

- A. is separated from school attendance for a period in excess of ten (10) days;
- B. is separated for the balance of the then current semester or current year unless a student is permitted to complete required examinations in order to receive credit for courses taken in the then current semester or current year; or
- C. suffers some other penalty which automatically prevents his/her completing within the normal time his/her overall course of studying any school in the school corporation.

The term does not apply to situations in which a student is assigned a special course of study, enrolled in special classes, or given home-bound instruction as authorized or required by law.

"Suspension" means any disciplinary action whereby a student is separated from school for a period of ten (10) days or less.

"Exclusion" means the separation of a student from school for any of the following reasons:

- A. the student has a dangerous communicable disease.
- B. the immediate removal of the student is necessary to restore order or protect persons on school corporation property.
- C. the student is mentally or physically unfit for school purposes.
- D. the term does not include situations in which a student is assigned a special course of study, enrolled in special classes, or given home-bound instruction as authorized or required by law.
- E. Head lice.

SUSPENSION PROCEDURES

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

1. A meeting will be held prior to the suspension of any student. At this meeting the student will be entitled to:
 - (a) a written or oral statement of the charges;
 - (b) if the student denies the charges, a summary of the evidence against the student will be presented; and,
 - (c) the student will be provided an opportunity to explain his or her conduct.
2. The meeting shall precede suspension of the student except where the nature of the misconduct requires immediate removal. In such situations, the meeting will follow the suspension as soon as reasonably possible following the date of the suspension.
3. A principal may suspend a student from school for a period not to exceed ten (10) days.
4. Following the suspension, the parents or guardians of suspended students will be notified in writing. The notification will include the dates of the suspension; describe the student's misconduct, and the action taken by the principal.

EXPULSION PROCEDURES

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

1. The superintendent (or designee) may conduct an expulsion meeting, or may appoint one of the following persons to conduct the expulsion meeting:
 - a. legal counsel
 - b. a member of the administrative staff who did not expel the student and was not involved in the events giving rise to the expulsion.
2. An expulsion will not take place until the student and the student's parent are asked to appear at an expulsion meeting conducted by the superintendent or the person designated above. Failure by a student or a student's parent to appear at this meeting will be deemed a waiver of rights administratively to contest the expulsion or to appeal it to the school board.
3. The request to appear at the expulsion meeting will be in writing, delivered by certified mail or by personal delivery, and contain the reasons for the expulsion and the date, time, place, and purpose of the meeting.
4. At the expulsion meeting, the principal (or designee), will present evidence to support the charges against the student. The student or parent will have the opportunity to answer the charges against the student, and to present evidence to support the student's position.
5. If an expulsion meeting is held, the person conducting the expulsion meeting will make a written summary of the evidence heard at the meeting, take any action found to be appropriate, and give notice of the action taken to the student and the student's parent.

The student or parent has the right to appeal the decision of the person conducting the expulsion meeting to the school board within 10 days of the receipt of notice of the action taken. The student or parent appeal to the school board must be in writing. If an appeal is properly made, the board must consider the appeal unless the board votes not to hear the appeal. If the board hears the appeal, it will consider the written summary of the expulsion meeting and the arguments of both the school administration and the student and/or the student's parent. The board will then take any action deemed appropriate.

Full details of Indiana Code that pertains to student behavior resulting in an expulsion, a suspension, or exclusion is on file in the Superintendent's office.

DRESS CODE

1. Shoes are to be worn at all times during the school day.
Flip-flops/ Slides are not considered acceptable footwear at WRV Elementary.
*footwear must strap on to the back of the foot.
2. Students' dress should be clean, safe, and non-disruptive to the educational process.
3. Shorts, skirts, and dresses must be of reasonable fit and length.
4. No skin is to be exposed between the waist of the pants or skirt and the bottom of the upper garment (shirt, blouse, sweater, etc.).
5. Offensive or suggestive slogans and designs on clothing are not permitted (alcohol ads, drugs, profanity, etc.).
6. No hats, sunglasses, or pajamas are to be worn at school unless a specific activity has been proclaimed.
7. No spaghetti straps.
8. Clothing which is representative of gang involvement or activity (i.e. handkerchiefs hanging from pockets or tied around parts of the body, symbols or any other paraphernalia, etc.) is prohibited.
9. Parents may be called, students will be taken home, or clothes will be changed in order for the students to be dressed according to the above dress code.

Tennis Shoes are required for PE class.

Please read new statement on Personal Protective Equipment listed under Safe Schools in this handbook.

DRILLS-FIRE, DISASTER, LOCKDOWN, and EVACUATION

Fire drills are held monthly throughout the school year. Disaster drills are held at least two times per semester. Lockdowns are held two times per year.

Students should:

1. Listen to the directions of your teacher.
2. Check the instructions in each classroom.
3. Walk silently and quickly to your designated area.

E-LEARNING/VIRTUAL LEARNING PLATFORM

White River Valley Schools is a 1:1 Apple technology district. We thank our Board of Education for providing our students and staff with educational tools to be able to provide an E-Learning and/or virtual platform. WRV provides two types of E-Learning programs: our adopted policy provides for missing days because of inclement weather or short-term emergencies. Our extended E-Learning program will be executed as needed. Both programs have the expectation of excellence from both the student in doing his/her best work through participation, work completion, and communication with the teaching staff and from the school staff in providing quality lessons and instruction and being available to students with communications. Every effort will be made to make the very best out of every situation. For students that lack connectivity or internet access, the WRV Wi-Fi can be accessed from the exterior of any of the three building sites on a student's IPAD. Students accessing the Wi-Fi system must remain in the vehicle and shall practice social distancing.

*Note: the attendance during our E-Learning does count towards Harmony attendance.

EXTRA-CURRICULAR ACTIVITIES

Should WRV Elementary have intermural sports, the guidelines and rules governing extra-curricular activities in the Middle and High School Athletic Handbook will be in effect.

Participating and attending extra-curricular activities is a privilege and can be revoked by the Athletic Director and/or Principal.

Only students with practices beginning immediately after school will be allowed to stay later in the afternoon. Brothers, sisters, and/or friends will NOT be allowed to stay after school for any practices or meetings.

All participants in athletic activities must have appropriate insurance coverage.

ACTIVITIES CANCELLATION POLICY

When school is cancelled or dismissed early, due to inclement weather, all activities will be cancelled for the remainder of that school day. This includes all field trips, sporting events, practices, and all other ECA activities. (this action alleviates safety issues for all individuals involved and minimizes the school district's liabilities.)

The exception to the above policy is that of state contests (sectional, regional, semi-state, and state competitions). The athletic director, principal, and superintendent will assume responsibility of determining whether WRV teams will participate in these contests. (It is possible that the above guideline could eliminate us from participation if the school does not retain the latitude to make the final decision under this section)

Cancellation of Saturday activities will be determined by the athletic director, principal, and superintendent upon consideration of such factors as weather conditions, safety, and removal of snow from parking lots and sidewalks.

Non-weather related guidelines-There are times when utility disruptions (plumbing, electrical, and water shortages) occur and school is cancelled or students are dismissed early. Often problems of this nature are resolved in time for activities and events to continue as scheduled. Decisions of this nature will be determined by the athletic director, principal, and superintendent.

DELIVERIES

Deliveries of gifts to students during the school day will be held at the front office and delivered to the student at the end of the day. (Birthday, Valentine's Day, etc.)

GUIDANCE DEPARTMENT/STUDENT SERVICES

Students will have opportunity to have guidance lessons on character education and college and career education as well as anti-drug and anti-bully campaigns. These lessons will be with their class or in small groups.

The principal or a classroom teacher may recommend a child go talk with the student services director concerning an issue if needed. For example, if a student is struggling with the loss of a pet or loved one or they are having a difficult time getting along with others. If the guidance counselor feels she needs to meet with your child more than once or twice over an issue, she will notify you by letter or phone.

GRADING SYSTEM

Students in grade K will be evaluated with a non-letter grade report card. Students in grades 1 through 4 will be given the traditional A, B, C, D, F marks on their report cards.

First and Second grades students will be given S or U (satisfactory or unsatisfactory) in Social Studies and Science/Health.

The following percentages will be assigned to each letter grade:

A = 93-100	B = 83-87	C = 73-77	D = 63-67
A- = 90-92	B- = 80-82	C- = 70-72	D- = 60-62
B+ = 88-89	C+ = 78-79	D+ = 68-69	59 & below F

The grading period is approximately 9 weeks in length. Report cards will be issued the week following each grading period. The last report card of the year will be sent home on the last day of school. During the 5th week of each grading period a progress report will be sent home with all students.

Harmony

Harmony is our student information system and can be accessed by parents by going to the school website. Parent can check student attendance, grades, and lunch accounts. For information setting up a Harmony account contact the school office. If you already have Harmony set up from a previous year, you do not have set up a new account.

HONOR ROLL

Students in grades 1 through 4 will be recognized for outstanding academic achievement. After each grading period, a student that receives straight A's will be on the high honor roll. Students that receive all A's and B's will be placed on the honor roll. Conduct grades will not count toward honor roll.

LOCKERS

Lockers are school property and can be searched at any time. Padlocks are not allowed as valuables should not be brought to school.

NURSES INFORMATION

ALLERGY – Students with severe allergies.

Please see the nurse on or before the first day of school to inform them of your child's allergies to foods or other items. If your child has severe allergies, a form needs to be on file with the nurse so the staff can be notified of your child's needs. Please provide nurse with epi pen or medication if needed at the beginning of the year as well.

HEAD LICE POLICY

Head lice may be difficult to spot. The insects themselves are only one to two millimeters long, and their nits, or eggs, are sometimes mistaken for dandruff. If you suspect that your child has head lice, you should:

1. See the school nurse to confirm lice. When applying a lice treatment, do not assume that if a little is good, a lot of the product is better. Overuse of any lice medication may result in adverse effects such as contact dermatitis (skin inflammation/rash).
2. Remove the nits.
3. Clean the child's clothes and surroundings. Lice can live up to 48 hours off the human body; nits can survive for up to ten days. Therefore, it is important to clean your child's home environment to avoid reinfestation. Carefully clean clothing, sheets, blankets, and pillowcases, as well as other personal belongings that could harbor lice, by washing them in very hot water and leaving the item in the dryer set at high heat for at least twenty minutes. Dry clean items that cannot take washing and drying at high temperatures and items that cannot be cleaned, such as stuffed animals, should be placed in plastic bags for fourteen days. Vacuum carpets, upholstery and mattresses thoroughly. Clean combs and brushes in hot water. Animals do not carry human lice so there is no need to treat family pets.
4. Students must be treated and return to school the following day. Proper treatment and corrective procedure will be provided to the parents at the time student is sent home. The school nurse will

examine the child to upon return to school.

IMMUNIZATIONS

For a complete list of immunizations needed to comply with state standards, contact the nurse.

MEDICATION

All students must have a permission slip signed by their parents in order to take medication at school. This permission slip must be given to the school nurse. Students are not to carry any type of medicine, even aspirin, with them. The school nurse will keep all medicines and administer them when needed. Medications must be brought to school in a labeled prescription bottle or original OTC (**Over the Counter**) packaging. Any medication brought that does not comply with the above requirement will not be given.

MY VIRTUAL CLINIC FROM THE FAMILY OF GREENE COUNTY GENERAL HOSPITAL

White River Valley Elementary School is now offering a telehealth clinic, My Virtual Clinic, to provide medical care for your child when they become ill during school hours. My Virtual Clinic gives your child the opportunity to be seen by a licensed healthcare provider without having to leave school. Information regarding My Virtual Clinic is listed below. Also, an explanation of services offered, including services by telehealth, is listed below. You do not have to be present for your child to be seen; however, a consent form must be signed by you in order for any services to be rendered.

DESCRIPTION OF SERVICES

Care for your child will be provided by a licensed healthcare provider by telemedicine. Telemedicine is the use of telecommunication and information technology to provide clinical health care from a distance. In our setting, there will be two-way video conferencing between a healthcare provider, the school nurse or assigned school official, and your child. Any exam that is requested by the healthcare provider will be accomplished by technology that allows a high-resolution visualization of ears, throat, and skin as well as a high-fidelity sound of heart and lungs. This will allow almost any visit to the nurse's office to result in an accurate medical assessment without your child needing to leave school. When your child presents with symptoms that are beyond the scope of care for a school nurse, your child will be seen virtually using diagnostic equipment via telehealth. Contact with parents will be made prior to initiation of the primary care visit.

Services that will be provided at My Virtual Clinic for your child, include:

- Diagnosis and treatment for acute illnesses and minor injuries such as strep throat, ear infections, rash, and influenza
- Limited laboratory testing
- Management and ongoing care of existing medical conditions such as diabetes, asthma, etc.

Your insurance will be billed for services provided in the My Virtual Clinic. If you do not have insurance or Medicaid coverage, services will be provided on a sliding fee scale that is based on the parent's income. If your child is uninsured, please contact Greene County General Hospital's Patient Navigators through our partners at ASPIN Health Navigators and the PACE Community Action Agency at (812) 890-2322 or the Indiana Division of Family Resources at (800) 403-0864 to assist you with obtaining insurance.

HOURS OF OPERATION My Virtual Clinic will be open Monday-Friday from 8:00 am -3:00 pm.

PARENT CONFERENCES

Please feel free to call the office in advance to schedule a conference with a teacher or the school principal. You may also email or send a note into the classroom teacher.

PARENTS/VISITORS

1. While we want parents/visitors to feel welcome, our safe school policies require limited visitation during the day.
2. Upon arrival after 8:05 a.m., please press the button on the right side of the entrance and wait to be buzzed in.
3. Visitors must sign in at the front counter and obtain a visitor's pass.
4. Visiting classrooms and/or having lunch should only be on a very limited basis such as a student's birthday.
5. Please make prior arrangements before visiting classrooms.

PLAYGROUND RULES - General

Students are not allowed to bring personal toys to recess. Playground equipment is available for students to use during their assigned recess times.

Nothing is to be thrown at another student for the purpose of harm, such as rocks, snowballs, etc.

Absolutely NO fighting. Differences of opinions should be settled by talking things out if possible, or by asking a teacher or the Principal for help in solving the issue.

Playing outside of the established playground boundaries is prohibited. Students needing to retrieve a ball outside of the area must get permission from the playground adult.

Students are to play in a safe manner at ALL times. No rough play will be allowed.

Students need to stay away from the building and not bounce balls off the building.

Students must ask for permission from the adult on duty to enter the building.

Students must stay away from the time out benches.

Students may not kick or throw balls on the blacktop area. (exception basketball area)

Merry-Go-Round

Students are to be seated at all times.

Students are to wait until the merry-go-round comes to a complete stop before getting on or off.

Monkey Bars and other climbing equipment

Students are not to jump off the top of the equipment.

Students should stay clear of others who are hanging.

Swings

Students must sit and swing straight.

Students may not jump out of the swing.

Someone can push you in a safe manner.

Slide

Students must go up the ladder, sit down on the slide, and slide down one at a time.

Students must stay clear of the bottom when someone is sliding down.

Shelter House

This is an area for students to sit and rest or talk.

Students may not walk, sit, or stand on top of the picnic tables and railing.

Students may not write on the picnic tables or shelter house.

RECESS POLICY

Our recess policy states that all students must go outside during noon hour and regular recess unless there is a note on file from either the parent or doctor. **Parent letters exempting their child from going outside will only be valid for one (1) day at a time.** We feel that the fresh air and the change in the daily routine are very beneficial for the children. We will always use good judgment concerning the weather

and students that have forgotten their gloves, jackets, etc.

RETENTION POLICY

The decision to retain a student will be based upon either Indiana Public Law 390 and/or the recommendation of the classroom teacher and the Principal. A student being considered for retention will be evaluated by the following factors:

1. Chronological age
2. Daily classroom achievement and progress
3. Attitude and work habits
4. Results of achievement tests
5. Previous retentions
6. Frequent and/or long absences
7. The emotional effect it may have on the student
8. The acceptance or nonacceptance on the part of the parents

It will be the responsibility of the student's teacher to make the parents aware of their child's true ability. The school will notify parents in April that their child is being considered for retention. Parents can request a conference be held with the classroom teacher and principal to discuss the reasons for retention and possible placement for the next year.

Special education students' promotion or retention will be decided by the Case Conference Committee near the end of each school year in accordance with State law (Article 7).

The final decision to retain a student will be made by the principal.

Retaining Students for Athletic Purposes Only

In accordance with TITLE 511 IAC 6.1-5-10 White River Valley School Corporation prohibits retaining a student in a grade level for the sole purpose of improving the student's ability to participate in extra curricular athletic programs. This policy is in compliance with the Indiana State Board of Education guidelines.

SAFE SCHOOL

The White River Valley School Corporation Safe School Plan may be viewed by logging on to www.wrv.k12.in.us or arrangements can be made to view the plan in the school office.

Personal Protective Equipment

At the time of printing these handbooks, our country continues fighting the coronavirus. If either the Indiana or Greene County Health Departments recommend that building inhabitants wear Personal Protective Equipment, then WRV employees and students will have to adhere to those recommended guidelines. Our top priority is the safety of our students and staff. We will work together with students and staff to provide a safe and appropriate education for all.

STUDENT DROP OFF / PICK UP

For the safety of our students, we would appreciate your cooperation regarding the following procedures: When dropping off your child at school make sure the student exits the vehicle on to the sidewalk. All students should be dropped off and enter the school through the front entrance by the flagpoles. When picking up students, please park along Main St. on either side. Watch for students crossing the street. Please pay extra attention to the crosswalks and those on duty after-school. **For their safety, please make sure your child crosses Main Street only at the crosswalks.**

TELEPHONE USE

The telephones in the school office are for school business. No student is to use the phone without permission.

VOLUNTEERS

Community and parent volunteers are welcome at WRV. According to Indiana Law, all volunteers must pass a Criminal History. Volunteers for field trips and class parties are included in those needing a background check. A new background check **MUST** be completed every three school years. (not calendar years)

WRV does not control the length of time it takes to get background checks results, so please allow plenty of time. (30 days as an example)

Please visit the WRV website at wrv.k12.in.us to fill out the background check.

WRV SCHOOL CORPORATION POLICIES

(A complete list can be found on the corporation website, these are just a few that may pertain to your student.)

WRV is a tobacco free school corporation. Please do not use tobacco on our campuses. This includes the use of electronic cigarettes.

Access to Electronic Information, Services Networks –District Policy

Freedom of expression is an inalienable human right and the foundation for self-government.

Freedom of expression encompasses the right to freedom of speech and the corollary right to receive information. Such rights extend to minors as well as adults. School facilitates the exercise of these rights by providing access to information regardless of format or technology. In a free and democratic society, access to information is a fundamental right of citizenship. In making decisions regarding student access to the Internet, the White River Valley School Corporation considers its own stated educational mission, goals, and objectives. Electronic information research skills are now fundamental to preparation of citizens and future employees. Access to the Internet enables students to explore thousands of libraries, databases, bulletin boards, and other resources while exchanging messages with people around the world. The District expects that faculty will blend thoughtful use of the Internet throughout the curriculum and will provide guidance and instruction to students in its use. As much as possible, access from school to Internet resources should be structured in ways to point students to those, which have been evaluated prior to use. While students will be able to move beyond those resources to others that have not been previewed by staff, they shall be provided with guidelines and lists of resources particularly suited to learning objectives.

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. Students utilizing District-provided Internet access must first have permission and must be supervised by the White River Valley School Corporation's professional staff. Students utilizing school-provided Internet access are responsible for good behavior on-line just as they are in classroom or other area of the school. The same general rules for behavior and communications apply. The purpose of District-provided Internet access is to facilitate communications in support of research and education. To remain eligible as users, student's use must be in support of and consistent with the educational objectives of the White River Valley School Corporation. Access is a privilege, not a right. Access entails responsibility. Users should not expect that files stored on school-based computers will always be private. Electronic messages and files stored on school-based computers may be treated like school lockers. Administrators and faculty may review files and messages to maintain system integrity and insure that users are acting responsibly.

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

- To access, upload, download, or distribute pornographic, obscene, or sexually explicit material

- To transmit obscene, abusive, or sexually explicit language

- To violate any local, state, or federal statute

- To vandalize, damage, or disable the property of another individual or organization

- To access another individual's materials, information, or files without permission, and

- To violate copyright or otherwise use the intellectual property of another individual or organization without permission.

Any violation of District policy and rules may result in loss of District-provided access to the Internet.

Additional disciplinary action may be determined at the building level in keeping with existing procedures and practices regarding inappropriate language or behavior. When and where applicable, law enforcement agencies may be involved.

The White River Valley School Corporation makes no warranties of any kind, neither expressed nor implied, for the Internet access it is providing. The District will not be responsible for any damages users suffer, including—but not limited to—loss of data resulting from delays or interruptions in service. The District will not be responsible for the accuracy, nature, or quality of information stored on District diskettes, hard drives, or servers; nor for the nature, or quality of information gathered through District – provided Internet access. The District will not be responsible for personal property used to access district computers or networks or for District – provided Internet access. The District will not be responsible for unauthorized financial obligations resulting from District – provided access to the Internet.

Parents of students in the White River Valley School Corporation shall be provided with the following information:

The White River Valley School Corporation is pleased to offer its student's access to the Internet. The Internet is an electronic highway connecting hundreds of thousands of computers and millions of individual users all over the world. This computer technology will help propel our school through the communication age by allowing students and staff to access and use resources from distant computers communicate and collaborate with other individuals and groups around the world, and significantly expand their available information base. The Internet is a tool for life-long learning.

Families should be aware that some material accessible via the Internet might contain items that are illegal, defamatory, inaccurate, or potentially offensive to some people. In addition, it is possible to purchase certain goods and services via the Internet, which could result in unwanted financial obligations for which a student's parent or guardian would be liable.

While the District's intent is to make Internet access available in order to further educational goals and objectives, students may find ways to access other materials as well. Even should the District institute technical methods or systems to regulate student's Internet access; those methods could not guarantee compliance with the District's acceptable use policy. That notwithstanding, the district believes that the benefits to students of access to the Internet exceed any disadvantages. Ultimately, however, parents and guardians of minors are responsible for setting and conveying the standards that their children should follow when using media and information sources. Toward that end, the White River Valley School Corporation makes the District's complete Internet policy and procedures available on request for review by all parents, guardians, and other members of the community; and provides parents and guardians the option of requesting for their minor children alternative activities not requiring Internet use.

NOTICE: This policy and all of its provisions are subordinate to local, state, and federal statutes.

DATED FEBRUARY 15, 1996

DISCRIMINATION POLICY

White River Valley School Corporation is committed to equal opportunity and does not discriminate on the basis of age, race, color, religion, sex, handicapping conditions, or national origin including limited English proficiency, in any employment opportunity.

If any student feels he or she has been discriminated against for any of the following reasons:

Race, sex, religion, social-economic status, age, marital status, or any other reason, the procedures listed below shall be utilized.

1. File the complaint with the duly appointed discrimination officer.
2. If satisfaction is not achieved, a formal written complaint shall be submitted to the discrimination committee composed of the Principal, Student Services Director, Discrimination Officer and a designated member of the teaching staff.

3. If no satisfactory resolution is obtained, the written complaint shall be submitted to the school board with dispensation by the board to follow.
4. If no satisfactory resolution is obtained, the grievance shall be furthered to the OCS (Office of Civil Rights), whose telephone number and address follows:

Office of Civil Rights 401 Illinois Building 17 W. Market Street Indianapolis, IN 46204
Phone: 317-232-1810

There will be no discrimination shown at WRV Schools due to sex, religion, color, or nationality. Equal rights are shown to boys and girls alike. If you feel you are being discriminated against, please report to the school coordinator.

FURTHER RULES AND REGULATIONS CONCERNING A STUDENT'S PERFORMANCE AND BEHAVIOR ARE TO BE OBTAINED BY CONSULTING THE SCHOOL POLICY BOOK, STAFF MEMEBERS, OR ADMINISTRATION.

PEST CONTROL POLICY (Part of the Indoor Air Quality Policy)

The White River Valley School Corporation is committed to providing students a safe environment. It seeks to prevent children from being exposed to pests and pesticides. While pesticides protect children from pests that may be found in the school and its 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 to children.

This policy does not apply to the use of the following pesticides: 1) When used in normal cleaning activities: germ killers, disinfectants, sanitizing agents, water purifiers, and swimming pool chemicals; 2) personal insect repellents when self-applied; and 3) gel baits or manufactured enclosed insecticides when used where students and staff members do not have access to the insectides.

Pesticides will be applied by certified pesticide applicators and when students and staff members are not present, such as during non-instructional time or school vacation periods.

The corporation will:

Inform annually parents and staff members of the corporation's pest control policy at the time student registration by a separate memorandum or as a provision in the handbook.

Provide the name and phone number of the person to contact for information on regarding pest control.

Establish a registry of parents and staff members who want to receive advance notice of all pesticide use and provide such notice.

Provide notice of all pesticide applications to school nurses.

Maintain written record for 90 days for any pesticide applications.

The corporation will provide notice at least two school days prior to the date and time the pesticide application is to occur for parents and employees who have requested advanced notice. 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 the school for more information.

Anyone requesting notification needs to submit an annual written request to the school office.

In case of emergency pesticide applications because of immediate threat to the public health, the school shall give written notice as soon as possible.

The Superintendent shall prepare and disseminate regulations for the implementation of this policy.

NOTIFICATION OF PEST CONTROL SERVICES

By City Pest Control, Inc., Linton, IN

Name of School- WRV Elementary – 812-875-3839

Person to Notify if a problem occurs: Rob Kendall, License #F213322; 812-847-4525

Pests being targeted: Ants, German Roaches, waterbugs, crickets, etc.

Anticipated application area: all areas

List of Pesticide(s) that may be used:

Suspend Manufacturer: AgrEvo EPA Reg. # 432-763

Phantom Manufacturer: BASF EPA Reg. # 241-392

DiTrac for mice Manufacturer: Bell Laboratories EPA Reg.# 12455-80

565 Plus XLO Insecticide Manufacturer: BASF EPA Reg# 499-290

221L Insecticide Manufacturer: Whitmire Micro-Gen EPA Reg # 499-473

SCHOOL PROTOCOL WITH THE GREENE COUNTY DEPARTMENT OF CHILD SERVICES

It shall be the policy of the **WRV Elementary** under IC 31-33-5 to report all suspected cases of child abuse and neglect. Nothing contained herein relieves any school personnel from reporting suspected child abuse and/or neglect as required by law. This protocol has been developed to provide directions for staff members in reporting suspected child abuse and neglect cases.

Indiana Law

IC 31-33-5-2 states that any member of the staff of a medical institution, school, public or private institution who suspects or knows of child abuse or neglect must report to the person in charge of the institution or cause a report to be made with Child Protection Services. An oral report shall be made immediately. In addition, IC 31-33-5-2 states that reporting to the head of the institution does not relieve the individual of the obligation to report on the individual's own behalf, unless a report has already been made to the best of the individual's belief.

Immunity

Under Indiana Code, any person who reports suspected child abuse and/or neglect, in good faith is immune from civil liability or criminal penalty. The reporter's identity is kept confidential by Child Protection Services.

Guidelines for Reporting Cases of Child Abuse and Neglect

Any school staff member who suspects that a child has been abused or neglected shall immediately notify the school principal or his designee. If there are injuries, the school will assess the severity and determine whether medical attention is necessary. If interviews or physical inspection are done, they shall be conducted in an objective manner. The school staff member shall keep a written record of what is observed and what the involved child said. The principal or his designee shall compile a summary of the facts and make an oral report to the Greene County Child Protection Services (CPS) by calling the **GREENE COUNTY CHILD ABUSE HOTLINE NUMBER 1-812-384-8722. This number shall be used for no other purpose. THE TOLL FREE NUMBER 1-800-800-5556 CAN ALSO BE USED TO MAKE REPORTS.** Callers may also use the office phone number, 1-812-384-4404 for child abuse and neglect reports as well as for any other non-emergency purpose. The oral report shall include information directly concerning the suspected abuse or neglect, name and address of the child and his or her parent or guardian, age of the child, nature and extent of the injury including any knowledge of previous injuries and the identity of the reporter. All reports shall be made as early in the day as possible to insure that the CPS investigator can interview the child at school that same day if indicated.

Investigation Procedures

According to the Indiana Code and the Greene County Child Protection Plan, abuse and neglect reports for the public schools will be investigated if the child's health or life is endangered. CPS will investigate by interviewing students at school if possible. A contact with the child's parents will be attempted as soon as possible following the child's interview. If the CPS worker determines that the child's life or health would be endangered by returning home, the worker will call local law enforcement to the school to assist in taking the child into protective custody. CPS will keep confidential the source of any abuse or neglect referral received by the agency.

Obtaining Parental Consent Prior to Interviewing a Child:

DCS will assume exigent circumstances (risk to a child) exist when:

- a.) The parent/guardian/custodian is the alleged perpetrator or is allegedly aware of the maltreatment of the child victim and has allegedly not assured his/her safety.
- b.) The safety of the alleged child victim might be jeopardized by delaying the interview and/or notifying the parent/guardian/custodian.
- c.) There is reason to believe that essential evidence would not be available if there were delay or notice.

In these situations, parental consent prior to an interview **WILL NOT BE OBTAINED.**

If exigent circumstances **do not exist**, DCS **will** seek consent from the child's parent/guardian/custodian prior to

conducting an interview with a child.

DCS will not interview youth as a witness to an event without the consent of the parent or legal guardian. The parent/legal guardian will be given the opportunity to be present for the interview.

Reports

Any school initiated referral will receive a written follow up response from CPS within 30 days concerning the status of the investigation. If the investigation is not complete by the 30th day, a 90-day report will be sent to the school.

Principals will receive the 30-90 day reports from CPS and will share such reports as he/she deems appropriate. School personnel are encouraged to work closely with CPS case managers in the completion of investigations. School staff members are urged to keep accurate confidential records concerning all suspicion of child abuse or neglect.

POLICY CONCERNING STUDENT INTERVIEWS BY REPRESENTATIVES OF LAW ENFORCEMENT AND GREENE COUNTY DEPARTMENT OF CHILD SERVICES

Students are occasionally victims of or witness to illegal activities. Likewise, students are themselves, from time to time, suspected of criminal activity.

Representatives from law enforcement or case managers from the Greene County Department of Child Services may visit the school and ask to speak with a student.

Representatives from the school administration, the Greene County Prosecutor's Office, and the Greene County Probation Office have, after full and free discussion, established the following policies, which shall apply to students:

FIRST. STUDENTS IS SUSPECTED OF COMMITTING A CRIME.

- a. If a student is a criminal suspect and the student is likely to be taken into custody by law enforcement personnel, then every attempt will be made to notify a parent or legal guardian of law enforcement's intentions.
- b. No member of law enforcement will interview a student suspect who is less than 18 years of age, in the school, unless a parent/guardian is present and, after disclosure of the student's legal rights to the parent, the parent and student consents to the interview.

SECOND. STUDENTS WHO ARE VICTIMS OF CRIMES ALLEGEDLY COMMITTED BY PARENTS

(Note: Most common examples are children who are sexually, physically or neglectfully abused by parents or guardians.)

- a. When school officials are notified or received a report that a student is the victim of a crime committed by a parent or guardian, then, for obvious reasons, the suspect parent or guardian will not be informed of interviews of the student by officials from the school, law enforcement, or Greene County Department of Child Services.
- b. In all other cases where it is necessary to interview a student who is a victim of a crime, then reasonable attempts will be made to notify parents prior to the interview

THIRD. STUDENTS WHO ARE WITNESS TO ILLEGAL ACTIVITY

- a. School officials may interview students without advance warning to parents or guardians when the illegal conduct is directly related to school activities.
- b. Representatives of law enforcement and case managers from the Greene County Department of Child Services shall coordinate their activities with building level administrators, principals, or assistant principals, prior to student contacts.
- c. Reasonable attempts by DCS staff and/or law enforcement will be made to notify and consult with parents or guardians in advance of student interviews by officials from the Greene County Department of Child Services and law enforcement.

FOURTH. THE SCHOOL DOES NOT DESIRE TO HARASS OR INTIMIDATE STUDENTS

However, the school must cooperate with the reasonable requests of government agencies. It is the goal of the school administration to establish good communication with students and student families.

Hopefully, the aforementioned explanation of policy, which is standard throughout Greene County, serves

that goal.

“NOTICE” Annual AHERA Notification Indiana Schools

BULLYING POLICY

Bullying

1. Bullying committed by students toward other students is strictly prohibited. Engaging in bullying conduct described in this rule by use of data or computer software that is accessed through any computer, any computer system, or any computer network is also prohibited.
2. For purposes of this rule, bullying is defined as overt, unwanted, repeated acts or gestures, including verbal or written communications or images transmitted in any manner including electronically or digitally, physical acts committed, aggression, or any other similar behaviors that are committed by a student or group of students against another student with the intent to harass, ridicule, humiliate, intimidate, or harm the targeted student and create for the targeted student an objectively hostile school environment that:
 - places the targeted student in reasonable fear of harm to the targeted student’s person or property;
 - has a substantially detrimental effect on the targeted student’s physical or mental health;
 - has the effect of substantially interfering with the targeted student’s academic performance; or
 - has the effect of substantially interfering with the targeted student’s ability to participate in or benefit from the services, activities, and privileges provided by the school.
3. This rule may be applied regardless of the physical location of the bullying behavior when a student committing bullying behavior and the targeted student attend a school within the school corporation and disciplinary action is reasonably necessary to avoid substantial interference with school discipline or prevent an unreasonable threat to the rights of other students to a safe and peaceful learning environment.
4. Any student or parent who has knowledge of conduct in violation of this rule or any student who feels he/she has been bullied in violation of this rule should immediately report the conduct to the *[school administrator]* who has responsibility for all investigations of student misconduct including bullying. A student or parent may also report the conduct to a teacher or counselor who will be responsible for notifying the *[school administrator]*. This report may be made anonymously.
5. The *[school administrator]* shall investigate immediately all reports of bullying made pursuant to the provisions of this rule. Such investigation must include any action or appropriate responses that may be taken immediately to address the bullying conduct wherever it takes place. The parents of the bully and the targeted student(s) shall be notified on a regular, periodic basis of the progress and the findings of the investigation and of any remedial action that has been taken.
6. The *[school administrator]* will be responsible for working with the school counselors and other community resources to provide information and/or follow-up services to support the targeted student and to educate the student engaging in bullying behavior on the effects of bullying and the prevention of bullying. In addition, the school administrator and school counselors will be responsible for determining if the bullying behavior is a violation of law required to be reported to law enforcement under Indiana law based upon their reasonable belief. Such determination should be made as soon as possible and once this determination is made, the report should be made immediately to law enforcement.
7. False reporting of bullying conduct as defined in this rule by a student shall be considered a violation of this rule and will result in any appropriate disciplinary action or sanctions if the investigation of the report finds it to be false.
8. A violation of this rule prohibiting bullying may result in any appropriate disciplinary action or sanction, including suspension and/or expulsion.
9. Failure by a school employee who has a responsibility to report bullying or investigate bullying or any other duty under this rule to carry out such responsibility or duty will be subject to appropriate disciplinary action, up to and including dismissal from employment with the school corporation.
10. Counseling, corrective discipline, and/or referral to law enforcement will be used to change the behavior of the perpetrator. This includes appropriate intervention(s), restoration of a positive climate, and support for victims and others impacted by the bullying.
11. Educational outreach and training will be provided to school personnel, parents, and students concerning the identification, prevention, and intervention in bullying.

12. All schools in the corporation are encouraged to engage students, staff and parents in meaningful discussions about the negative aspects of bullying. The parent involvement may be through parent organizations already in place in each school.
13. The superintendent or designee will be responsible for developing detailed administrative procedures consistent with the Indiana Department of Education guidelines for the implementation of the provisions of this rule.

LEGAL REFERENCE: I.C. 20-33-8-0.2 I.C. 20-33-8-13.5

It amends the student due process law to require that a school's discipline rules prohibit bullying and include provisions for education, parental involvement, reporting, investigation and intervention. The White River Valley School District defines bullying as "overt, repeated acts or gestures, including verbal or written communications transmitted; physical act committed; or any other behaviors committed by student or group of students against another student with the intent to harass, ridicule, humiliate, intimidate, or harm the other student."

Examples of bullying include but are not exclusive to:

1. Intimidation – either physical or mental.
2. Threats of any kind.
3. Assault – verbal, physical, mental, or toward property.

The School Board expects administrators and supervisors to make it clear to students and staff that bullying in the school building, on school grounds, on the bus, or at school – sponsored functions will not be tolerated and will be grounds for disciplinary action up to and including suspension or expulsion of students, and termination for employees.

Adopted May 19, 2005

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT

Where disclosure is to a state or local juvenile justice agency and relates to the ability of such Agency to serve before adjudication the student whose records are being released and such agency receiving the information certifies in writing that the agency has agreed not to disclose it to a third party without the consent of the student's parent, guardian or custodian. Such information may not be used to aid in the supervision of a delinquent child.

RELEASE OF STUDENT DIRECTORY INFORMATION

According to the Family Educational Rights and Privacy Act of 1974 and state law, directory information" means information contained in an education record of a student that would not generally be considered harmful or an invasion of privacy if disclosed. In those definitions directory information may include, but is not limited to, the student's name, address, telephone listing, electronic mail address, photograph, date and place of birth, dates of attendance, grade level, enrollment status, participation in officially recognized activities and sports, weight and height of members of athletic teams, honors and awards received, honor roll listings and the most recent educational agency or institution attended. If parents do not wish the District to disclose this directory information from their child's educational records without prior written consent, they shall notify their school of this in writing within 10 days of receiving this annual notification. Denial of Directory Information forms may be picked up in the office.

ASBESTOS INSPECTION AND MANAGEMENT PLANS

Under the Asbestos Hazard Emergence Response Act (AHERA) of 1986, the White River Valley School District is required to annually notify all school building employees, building occupants, or their legal guardians of the availability and location of asbestos management plans, and of any post response action activities, including periodic reinspections and surveillance activities that are planned or in progress.

The AHERA management plans are available for public review at the superintendent's office, during normal working hours and within 5 days of request at individual school buildings. A reasonable charge will be made for requested copies of the management plans.

PARENTS' RIGHT-TO KNOW

In accordance with the Elementary and Secondary Education Act, Section 1111(h)(6)

PARENTS' RIGHT TO KNOW, this is a notification from White River Valley School Corporation to every parent of a student in a Title I school that you have the right to request and receive information in a timely manner regarding

the professional

qualifications of your student's classroom teachers. This information regarding the professional qualifications of your student's classroom teachers shall include the following:

- If the teacher has met state qualification and licensing criteria for the grade level and subject areas taught;
- If the teacher is teaching under emergency or temporary status in which Indiana qualifications and licensing criteria are waived;
- The teacher's baccalaureate degree major, graduate certification, and field of discipline; and
- Whether the student is provided services by paraprofessionals, and if so, their qualifications

If at any time your student has been taught for 4 or more consecutive weeks by a teacher that is not highly qualified, you will be notified by the school of this information.

If you have questions or concerns, please feel free to contact Rachel Guthrie, school principal at 875-3839.

CONFIDENTIAL STUDENT INFORMATION

“Confidential student information” shall be defined as any information regarding a student of White River Valley School Corporation or a student’s family received in the course of the employee’s employment with the School. Such information shall include, but not be limited to, all information shared with a School employee who is employed as a counselor; information regarding a student’s health or the health of a member of a student’s family; information regarding the academic record of a student; information regarding a student’s academic goals and actions in furtherance of such goals, including application for scholarships and awards and information received in the application process; and personal identification information, including birth date, address, and telephone number of a student or a member of a student’s family.

The protections provided to students under this Article are in addition to those protections provided under the Family Education Rights and Privacy Act.

A. Principals regarding confidentiality

When considering whether to divulge confidential student information, each School employee shall be guided by the following principles:

1. Appreciation of the importance of confidentiality to the student.
2. Respect for relationships developed between School employees and students.
3. The student’s expectation that information will remain confidential

B. Guidelines for sharing confidential student information

Confidential student information may not be divulged to any other person, including other school employees, except as is necessary for the protection and furtherance of the best interests of a student. If a school employee has doubt about to who information should be divulged, such employee shall consult with his/her immediate supervisor and, after such consultation, shall release information only as authorized by his or her supervisor.

Each School employee who intends to divulge confidential student information shall to do so according to the following guidelines:

1. Consult with the student and attempt to obtain the student’s consent before divulging confidential student information, unless to do so would cause harm to the student.
2. Share only such information as is reasonably required to serve the student’s best interest and divulge the student’s name only when necessary.
3. Ensure that information shared is accurate and unbiased.
4. Share information only in protected areas, not in hallways, staff rooms, or other public places here such information might be overheard by persons who should not receive such information.

C. Violations

Willful failure to comply with this policy will be considered a lack of respect for the School’s

students and will not be tolerated. Violations will be handled in a manner appropriate to the situation.

Confidentiality Policy adopted January 2006.

RETAINING STUDENTS FOR ATHLETIC PURPOSES ONLY

In accordance with TITLE 511 IAC 6.1-5-10 White River Valley School Corporation prohibits retaining a student in a grade level for the sole purpose of improving the student's ability to participate in extracurricular athletic programs. This policy is in compliance with the Indiana State Board of Education guidelines.

TRANSFER STUDENTS

The Board of School Trustees recognizes that a parent of a child must be a legal resident of the White River Valley School Corporation in order for the child to attend its schools. The Board recognizes it has the authority to accept transfer students and it is the intent of the Board that all applicable laws in regard to student transfers shall be strictly enforced. A transfer student is one whose legal settlement is not within the boundaries of the White River Valley School Corporation.

Requests by parents, guardians, or custodians of Indiana students who do not reside in the White River Valley School Corporation but who wish to enroll their child in the school corporation will be considered for enrollment under the following conditions:

1. A student requesting transfer shall complete the Application for Transfer of Non-Resident Student and submit it to the White River Valley School Corporation Superintendent's Office prior to *August 1st*. Transfers will be considered on a yearly basis.
2. The parent, guardian, custodian, or student agrees to provide his/her own transportation to and from the school.
3. Capacity for each grade level in each building as determined annually by the Board of School Trustees will be a consideration as to whether the student will be admitted or a random drawing will be necessary to determine who will be accepted. A random drawing will take place in a public meeting of the school board when the number of eligible transfer applicants exceeds the capacity of the grade level. When determining capacity space needed for resident students, current transfer students, siblings of such students, and employees' children will be taken into consideration.
4. When applicable, the parents, guardians, or custodians agree to pay the transfer tuition in a timely manner as established by the Superintendent.

Under no circumstances will a transfer student be accepted for athletic reasons.

The building principal and superintendent shall deny a transfer request based on one or more of the following criteria:

1. The student has been suspended or expelled for more than 10 school days in the 12 months preceding the request for transfer.
2. The student was suspended or expelled for possessing a firearm, deadly weapon, or destructive device in the preceding 12 months.
3. The student was suspended or expelled for causing physical injury to a student, school employee, or visitor to the school.
4. The student was suspended or expelled for violating a drug or alcohol rule.

Students transferring to this Corporation from other schools or school corporations shall be placed in those classes or at those grade levels for which their previous educational experiences appear to qualify them. The School Corporation reserves the right to change or modify such placements on the basis of later information, testing, or investigation.

The Superintendent of Schools shall develop the operational procedures and forms necessary for the implementation of this policy.

Legal References: I.C. 20-26-11-2 I.C. 20-26-11-6 I.C. 20-26-11-32