Throop Elementary Handbook

2026 - 2027

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, Assistant Principal

Throop Elementary School
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THROOP DAILY SCHEDULE

- **Office Hours: 7:00 a.m. - 4:00 p.m.**
- **Doors Open to Students: 7:30 a.m. - Please do not arrive before 7:30 a.m.**
- **Student School Hours: 8:20 a.m. - 3:05 p.m.**
- **Dismissal of Walkers (Grades K-6) - 3:02 p.m.**
- **Dismissal of Bus Students (Grades K-6) - 3:05 p.m.**

ADMISSIONS

In Indiana, a school corporation must provide a kindergarten program for eligible students who are five years old on or before August 1 of the school year. However, a school corporation may enroll a five-year-old student by October 1 if granted a waiver by the Paoli Superintendent of Schools. Parents may appeal in writing to the Superintendent of Schools for early entrance. A birth certificate must verify a student's age.

Out-of-district enrollment must be submitted to the superintendent prior to October 1 each year. Students who enroll after October 1 will not be accepted.
Out-of-district enrollment will open during the month of January 2027 and close on February 1, 2027.

When a child enrolls in a school corporation, the parent/guardian must show that the child has been immunized with the minimum state requirements. If a student is behind schedule on immunizations, the parent/guardian must bring written proof that an appointment is scheduled to finish the immunizations. The month, day, and year that the immunizations were received are required by law. Indiana law allows for medical or religious immunization exemptions. The adult/guardian is responsible for providing the school with proof of immunization or the proper medical or religious exemption.

All students must have acceptable documentation of required immunizations on record at the school they are currently attending. A satisfactory record includes a signed record from the child's health care provider indicating the name of the vaccine given and the date it was given, a record of the immunization in the state immunization registry (CHIRP) before the start of the school year, or a record from another school showing the required immunizations have been given.

A personal/religious objection MUST be filed at the school. It MUST contain the following information:

- that your objection is based on religious grounds
- the name of EACH immunization you are objecting to
- must be in writing and signed/dated by the adult/guardian
- filed EACH year

A medical exemption MUST be filled out and signed by a physician EACH YEAR.

This exemption should be presented to school staff on the registration day to be placed in your student's permanent file.

Please note – If there is an outbreak of a vaccine-preventable illness, any student who does not have immunity to the disease will be excluded from school until the appropriate shots are received or the outbreak is over. This is in accordance with Indiana Department of Health recommendations.

INDIANA 2025-2026 REQUIRED AND RECOMMENDED SCHOOL IMMUNIZATIONS

Required and Recommended School Immunizations, Indiana 2025-2026

Indiana Department of Health

Updated 11.12.2024

Grade	Required		Recommended
Pre-K	3 Hepatitis B 4 DTaP (Diphtheria, Tetanus and Pertussis) 3 Polio	1 Varicella (Chickenpox) 1 MMR (Measles, Mumps and Rubella) 2 Hepatitis A	Annual influenza COVID-19Haemophilus influenza B Pneumococcal conjugate
K-5	3 Hepatitis B 5 DTaP 4 Polio	2 Varicella 2 MMR 2 Hepatitis A	Annual influenza COVID-19
6-11	3 Hepatitis B 5 DTaP 4 Polio 2 Varicella	2 MMR 2 Hepatitis A 1 MCV4 (Meningococcal) 1 Tdap (Tetanus, Diphtheria and Pertussis)	Annual influenza 2 or 3 HPV (Human papillomavirus) COVID-19
12	3 Hepatitis B 5 DTaP 4 Polio 2 Varicella	2 MMR 2 Hepatitis A 2 MCV4 1 Tdap	Annual influenza 2 or 3 HPV 2 MenB (Meningococcal) COVID-19

HepB: The minimum age for the third dose of Hepatitis B is 24 weeks of age.

DTaP: Four doses of DTaP/DTP/DT are acceptable if fourth dose was administered on or after the fourth birthday.

Polio*: Three doses of Polio are acceptable for all grade levels if the third dose was given on or after the fourth birthday and at least six months after the previous dose.
*For students in grades K-12, the final dose must be administered on or after the fourth birthday and be administered at least six months after the previous dose.

Varicella: Physician documentation of disease history, including month and year, is proof of immunity for children entering preschool through 12th grade. Parent report of disease history is not acceptable.

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

MCV4: Individuals who receive their first dose on or after their 16th birthday only need one dose of MCV4.

Hepatitis A: The minimum interval between first and second dose is six calendar months. Two doses are required for all grade levels.

For additional immunization information, visit: **in.gov/health/immunization**
or call **1 (800) 701-0704** during normal business hours.

AFTER-SCHOOL ACTIVITIES

A variety of after-school activities will be provided. Information about each activity will be sent home.

- Permission slips are required for participation.
- Adults/guardians are responsible for the student's transportation.
- Students can only stay for after-school activities with a note from an adult/guardian enabling the student to be a walker.

To protect our students, teachers must know when a change is to be made in the way a child returns home.

- If children are to stay for an activity or if parents/guardians plan to pick up children, parents must send a permission slip to the teacher with the student in the morning, informing the teacher of the change.
- Parents are requested not to call the office to notify the teacher of these changes except in an emergency.

ALLERGIES

Throop Elementary School is a nut-free school due to students with severe allergies. Candy and food with nuts are strictly prohibited.

Students with food allergies must have a written statement from a medical provider filed EVERY school year. The statement must include the food or drink the student is allergic to and acceptable substitutions for that food or drink.

ARTICLES PROHIBITED AT SCHOOL

Problems arise each year because students have articles that are hazardous to the safety of others or interfere, in some way, with school procedures.

- Such items include skateboards, knives, laser pointers, lighters, matches, radios, video games/electronic toys/games, firecrackers, etc. These items will be taken from the students, and disciplinary action will result.
- Firearms, knives, vapes, or weapons are strictly prohibited at school or school-sponsored activities.
- Students who choose to bring cell phones or electronic devices to use after school or on the school bus are to have them secured in a book bag or personal locker throughout the school day.
- All devices must be turned off and remain untouched during the school day.
- Cell phones are prohibited in the hallway and on the bus lot.
- Students who do not comply with this policy will have their phone or electronic device confiscated by school personnel to be retrieved by an adult/guardian from the Throop office.

ATTENDANCE

Students are required to attend all 180 scheduled school days, and Indiana law allows few exceptions to this requirement. Students are expected to complete all class work or other assignments regardless of the reason for their absence to stay on pace in their classes. The time allowed to complete work will correspond with the time absent. **Attendance rules may change at any time to comply with state law.**

Excused Absences:

- Personal illness verified by a physician -
    - Parent verification should be by phone the morning of the absence;
    - Physician written verification should include any school restrictions related to the illness and the specific dates to excuse the student.

- Bereavement/funeral for the death of a family member- Funeral/Bereavement -
    - Five (5) successive school days for immediate/household family members;
    - One (1) to two (2) school days for all other relatives, as needed.
    - Administration may request documentation of services.

- Absence pre-approved by the principal and allowed by state law:
  General assembly page or honoree *(verified by a certificate of the secretary of the senate or the chief clerk of the house of representatives);* Service on precinct election board or for a political candidate or parties on election day *(verification before election day signed by the candidate, political party chairman, campaign manager, or precinct officer generally describing the duties of the student);* Witness in a judicial proceeding *(submit the subpoena to the appropriate school authority for verification);* or, any other school attendance exception allowed by law and approved by the principal.

- Documentation of absenteeism shall occur as follows:
    - Parents shall be expected to notify the school by calling the school between 7:30 - 9:00 a.m. or by emailing/writing a note to the teacher following each student's absence.
    - Adult/guardian and doctors' notes will be received within 48 hours of the absence.
    - If the parent fails to notify the school within 48 hours of the absence, the absence will be marked unexcused.

Unexcused Absences:

- Overslept/missed the school bus
- Car trouble
- Any other absence not approved by the principal.

Pre-Approved Absences:

- Pre-approved absences are school days that you know in advance your child will be absent from school.
- Pre-approved absence forms are available in the Throop office. Please complete the form and return it to the office. Then, contact the teacher to inform him/her of the absence and make plans for the missed assignments.

- Based on the Indiana attendance code, the school administration will determine the missed days as excused or unexcused.
- Pre-approved absence forms should be submitted for approval three (3) days before the absence.
- Vacations during the school year are not encouraged. If a vacation has to be scheduled, the family should discuss the matter with the principal.

Chronic Absences:

Except when building administrators identify atypical circumstances, chronic absenteeism will be handled in the following manner:

The attendance plan will be enforced each nine (9) week grading period.

4th Absence (excused or unexcused):

- The students will meet with the School Counselor to discuss their absences from school and discuss strategies for improving their attendance.

5th Absence (excused or unexcused):

- The administration will make a phone call to the parents, notifying them of five (5) absences.
- If contact cannot be made via phone, a letter will be sent to the home address listed in Harmony.

7th Absence (excused or unexcused):

- The administration will make a phone call to the parents, notifying them of seven (7) absences.
- If contact is unable to be made via phone, a letter will be sent to the home address provided in Harmony.
- Communication with the parents will entail that a meeting must be conducted upon the 8th absence.

8th Absence(excused or unexcused):

- A meeting will be conducted and may include the School Resource Officer, parent(s), and School Administration.

9th or more absences(excused or unexcused):

- The administration will communicate with the appropriate outside agency regarding attendance and compulsory attendance law.

*The above plan will be utilized each nine (9) week grading period. **However, the overall attendance record for the school year can/will be used when considering your student's retention.**

Partial Day Attendance:

The following criteria will be used to determine partial-day attendance:

- Tardy: Arrival to the building after 8:20 a.m. and before 9:30 a.m. (Arrival after 9:30 a.m. constitutes a morning half-day absence)
- A.M. Absence: Absent from school from 8:20 a.m. through 11:30 a.m.
- P.M. Absence: Absent from school from 11:30 a.m. through 2:00 p.m.
- Early Dismissal: Departure from the building before 3:00 p.m. will be recorded and will count toward absences. The Throop attendance plan will be enforced each nine weeks.
    - Early Dismissal will not be recorded for students leaving with parents on days with special school events such as field trips, parties, and school assemblies.

Tardies:

- All students are expected to arrive promptly at school. Late arrival disrupts class and causes a loss of instruction.
- Any student who arrives at school after 8:20 a.m. is considered tardy. It is the adults'/guardians' responsibility to ensure the student arrives on time each day.
- Three (3) tardy arrivals in one semester will result in the school contacting the student's adults/guardians.
- Students who must seek medical or dental care during the school day will be counted as tardy if absent for ninety (90) minutes or less and return with a note from the doctor.
- Appointments lasting more than ninety (90) minutes will be counted as one half-day absence.
- Students arriving late must be accompanied by an adult to the main office.

Health Care Appointments:

- Parents are expected to try to schedule healthcare appointments outside of school hours. However, when this is impossible, students will be excused for these special appointments.
- Students are allotted a ninety (90) minute window of opportunity to allow for these special appointments. With a note from the doctor, the absence will be documented as such.
- Please let the classroom teacher know in advance of an appointment.
- Adults/guardians must pick up their students in the Throop office.

Make-Up Work:

- The school is obligated to provide make-up work for excused absences.
- Make-up work should be requested before or immediately following the student's return to school.
- Parents should call the Throop office or contact the classroom teacher in the morning to schedule homework pick-up at the end of the school day.

- It is expected that work missed during excused absences be made up by students as expediently as possible.
- Teachers will inform students of work missed during absences and provide students with instruction necessary to complete make-up work.
- The number of missed days will determine the additional school days students must complete the work missed.
- Students with unexcused absences can make up all state and local assessments before or after the absence.
- Unexcused absences will result in students receiving a 15% deduction on classroom assignments and assessments.

BALLOON POLICY

Balloons are prohibited at school and on school buses to ensure that school bus drivers' visibility is not impeded. The school may also refuse and not accept other large items for delivery to students during the school day.

BAND

Our school has a fifth and sixth-grade band program. New band students will meet with the band director to determine their skill level and degree of interest in band participation. Students are expected to remain in the band program through the end of the semester unless approved by the administration.

BULLYING

"*Bullying means overt, repeated acts or gestures, including*

- *verbal or written communication transmitted*
- *physical acts committed or*
- *any other behaviors committed by a student or group of students against another student with the intent to harass, ridicule, humiliate, intimidate, or harm the other student*.

B*ullying may be reported through the Paoli School Corporation's "Safe Schools messaging system. That information will be forwarded to the Throop administration for further investigation.*

BUS CONDUCT

- Students who ride a school bus to and from school should be aware of their responsibilities on the bus.
- Students should enter the bus in a mannerly fashion, be seated, and remain seated until the bus stops at the destination.
- It is important that students not walk around on the bus when it is in motion.
- The noise on the bus should be reasonable so that the bus driver may drive safely.

- Students are not permitted to bring another student home on the bus.
- A student cannot ride on another bus if he/she is removed from a bus for behavior.

BUS RESPONSIBILITY

- Students are to be waiting at the bus pickup point when the bus arrives.
- Drivers are not obligated to wait after stopping if a student is not in sight.
- Bus drivers are not obligated to wait routinely while students who live off the road walk to the bus.
- Students are to go directly to the school bus at dismissal time. Students are to get on the bus and remain on the bus.
- There is no reason for students to be behind or between the buses.
- The students cannot reenter Throop after getting on the school bus.

BUS BEHAVIOR CONSEQUENCES

- The bus driver has the right to suspend a student from his/her bus for one day at a time.
- The principal has the right to suspend a student from the bus longer.
- The superintendent may expel a student from the bus permanently.
- If each student is responsible for his/her behavior on the bus, the trip to and from school should be safe.

CANCELLATION OF SCHOOL

School cancellations occur only during extreme weather, equipment failure, or public crises. The school board and administrators know the hardship caused by an abrupt cancellation. Therefore, the school will only be canceled if unusual circumstances have created a significant safety risk.

When we have snow or ice, our superintendent will check road conditions, confer with the state and county highway officials, consult meteorologists concerning weather forecasts, and talk with our bus drivers. After analyzing all available information, a decision will be made to

- run the regular bus routes;
- start school on a delay, using regular routes;
- close the schools.

As soon as a decision is made, the superintendent will communicate changes through the corporation messaging system that sends information via home phones, cell phones, and text messaging devices. WUME Radio in Paoli, WFLQ Radio in French Lick, and FACEBOOK are other ways the changes will be made.

- *Elementary students will be served breakfast when school is delayed one hour. Classroom instruction will begin at 9:20 a.m.*
- *When school is delayed two hours, elementary students will be served breakfast. Classroom instruction will begin at 10:00 a.m.*

CHANGE OF ADDRESS/TELEPHONE

- It is the adults'/guardians' responsibility to ensure that every student maintains an up-to-date record of address and telephone number at the school office.
- Contact information can be updated via our student information system at https://harmony.paoli.k12.in.us/familyaccess.nsf/hello.xsp.
- If you have questions, please notify the Throop office immediately.
- Throop Elementary School cannot be responsible for emergencies when parents cannot be contacted.
- Current contact information is also necessary to communicate changes to the school calendar through the school's messaging system.

CLASSROOM PARTIES

- Two major classroom parties will be held to celebrate Fall and Valentine's Day.
- *No gift exchanges between students*.
- Non-school aged children are not permitted to attend classroom parties.
- Parents wishing to donate food items for students should first seek the teacher's approval.
- Donated food items should remain in their original, store-bought, sealed containers.
- All classroom volunteers must have a valid background check. The free background check applications can be located on the Paoli Community Schools website. https://www.paoli.k12.in.us/

CO-CURRICULAR & EXTRACURRICULAR ACTIVITIES/ATHLETICS

Throop Elementary School offers many possibilities for students interested in extracurricular activities. These include (but may not be limited to) Boys and Girls Basketball, Cheerleading, SADD Club, Spell Bowl, Math Bowl, Science Bowl, Art Club, and Elementary Choir. Information about each activity will be sent home to families.

- Permission slips are required for participation, and a medical physical may be necessary for participation in athletic events.
- Adults/guardians are responsible for notifying the student's teachers of changes in transportation after school due to extracurricular activities and arranging a student's transportation after the activity.
- Parents are requested only to call the office to notify the teacher of these changes in an emergency.
- While extracurricular activities are considered an essential part of the total school program, the priority for all students should be their academic responsibility (Student Athletes).
- Students are expected to attend a minimum of one-half of the school day (3½ hours) to attend or participate in an extracurricular activity.
- In special circumstances, student permission to attend may be granted at an administrator's discretion.
- Students who pass four out of four core academic classes (Reading, Math, Social

Studies, and Science) on their report card in a nine-week grading period will be allowed to participate in Elementary or Junior High athletic games or activities.
- Specific coaches/sponsors may have greater academic expectations that must be communicated.
- Due to the short length of elementary sports seasons, students not meeting the grade requirement will be allowed to participate once his/her grades meet established requirements.
- Students assigned to In-School Suspension for any part of the school day will not be permitted to participate in any extracurricular activity.

CONFERENCES

Parent-teacher conferences will be held each fall. Before scheduled conferences, their child's classroom teacher will notify all adults/guardians, and a conference time will be arranged. Face-to-face conferences are the best, but Google Meet and telephone are other options. Some adults/guardians are hesitant about participating in conferences. Throop teachers can do much better with students if they can share their understanding of the student directly with the adult. Waiting for the regular conference time is unnecessary if a parent has a special concern. Parent conferences are encouraged and can be arranged anytime during the school year by contacting your child's teacher.

CONVOCATION BEHAVIOR EXPECTATIONS

Many students may be new to attending convocation/assembly events. We must establish proper behavior habits from the beginning.

- Be a positive representative of your school at all times
- Be polite
- Remain seated during the entire performance
- NO talking

COUNSELOR

A student ambassador is a full-time staff member at Throop Elementary School. The student ambassador can assist students with classroom problems, social problems, crises, and academic goals. Students may seek the services of the school counselor, or a student may be referred by an adult/guardian or teacher.

DAILY SCHEDULE

- Arrival - 7:55 a.m. - 8:120 a.m. - Breakfast served
- Classes Begin - 8:20 a.m..

- Lunch (times may vary)
  Kindergarten Lunch - 11:05-11:35
  First Grade Lunch - 11:20-11:50
  Second Grade Lunch - 11:55-12:25
  Third Grade Lunch - 11:40-12:10
  Fourth Grade Lunch - 11:35-12:05
  Fifth grade Lunch - 12:25 -12:55
  Sixth Grade Lunch - 12:40-1:05

- Dismissal of Walkers (Grades K-6) - 3:02 p.m..
- Dismissal of Bus Students (Grades K-6) - 3:05 p.m.

- Our doors are open to students at 7:30 a.m. Please do not arrive before 7:30 a.m.
- Also, students should ride the bus home, walk home, or be picked up by their adults/guardians by 3:15 p.m. each day.
- A crossing guard is available to assist students before and after school.
- Parents are expected to communicate dismissal changes to the teacher by sending a note, email, or text on the day of the change. That note may indicate the change that needs to be made for a series of days.
- Students are not allowed to ride the school bus home with another student.
- Refrain from calling the Throop office unless there is an emergency.

DISMISSAL CHANGES MUST BE MADE BEFORE 2:00 p.m.

DELIVERIES

Throop Elementary prohibits balloons and glass containers. Flowers or other items delivered cannot be breakable.

DETENTION POLICY - Teacher Assigned

Students assigned to serve detention are expected to comply with the following rules:

Failure to show up or stay for detention will result in two days OSS.

LUNCH/RECESS DETENTION:

- Students serving lunch/recess detention will serve during their scheduled lunch/recess time in the assigned detention room.
- All school rules apply during detention, especially cell phone and electronic device policies. Anyone not following school rules will be

referred to the administration for further disciplinary action the following day.
- Teachers will assign students work to do during detention. The following day, those who do not complete schoolwork will be referred to the administration for further disciplinary action.
- Students will not be allowed to talk to other students.

AFTER-SCHOOL DETENTION (Grades 3 - 6): Admin Assigned

- Students serving after-school detention will report to the assigned detention room at 3:05 p.m. on the day they are scheduled to serve it and will be done by 4:00 p.m. Parents/Guardians can pick them up from the main office.
- Students assigned to detention will be given at least 24 hours notice of the detention.
- All school rules apply during detention, especially cell phone and electronic device policies. Anyone not following school rules will be referred to the administration for further disciplinary action the following day.
- Teachers will provide students with work to do during detention. Those not working on schoolwork will be referred to the administration for further disciplinary action the following day.
- Students will not be allowed to talk to other students.

MORNING DETENTION (Grades 3 - 6): Admin Assigned

- Students serving morning detention will report to the assigned detention room at 7:15 a.m. on the day they are scheduled to serve and will be done by 8:00 a.m. Parents/Guardians will be responsible for getting them to school so they can serve their detention.
- Students assigned to detention will be given at least 24 hours notice of the detention.
- All school rules apply during detention, especially cell phone and electronic device policies. Anyone not following school rules will be referred to the administration for further disciplinary action the following day.
- Teachers will provide students with work to do during detention. Those not working on schoolwork will be referred to the administration for further disciplinary action the following day.
- Students will not be allowed to talk to other students.

FRIDAY DETENTION: (Grades 3 - 6) Admin Assigned

- Students serving a Friday detention will report to the assigned detention room at 3:15 p.m. on the day they are scheduled to serve and will be picked up by a parent/guardian at 5:00 p.m. in the Throop office.
- Students assigned to detention will be given at least 24 hours notice of the detention.
- All school rules apply during detention, especially cell phone and electronic device policies. Anyone not following school rules will be referred to the administration for further disciplinary action the following day.
- Students must have work to do during detention. Those not working on schoolwork will be referred to the administration for further disciplinary action the following day.
- Students will not be allowed to talk to other students.

DISCIPLINE

Teachers have the authority and responsibility to maintain discipline in the classroom.

- School and classroom discipline policies will be established and consistently enforced.
- Students are not permitted to use obscenities and vulgar language.
- The students are not permitted to state threatening language such as "will kill....”
- When a student has a problem, the teacher may confer with the student, conference with the adults, use classroom disciplinary procedures, refer the situation to the school counselor, or refer it directly to the principal.

Every student has a right to a positive behavior and intervention support system. According to the Indiana code 513 IAC 1-1-13, "Positive behavior intervention and support" means a systematic approach that

- uses evidence-based practices and data-driven decision-making to improve school climate and culture, and
- includes a range of systematic and individualized strategies to reinforce desired behavior and diminish the reoccurrence of problem behavior, achieve improved academic and social outcomes, and increase learning for all students.

Throop Elementary strives to promote a Restorative Discipline Approach that resolves discipline or conflict issues cooperatively and constructively.

- The Restorative Discipline Approach promotes inclusion and accountability using praise and positive reinforcement as effective methods for proactively educating children in socially acceptable behaviors.

- When children are immersed in positive interactions with adults and peers, they develop self-regulation and respect for themselves and others.

We do:

- Establish clear rules
- Apply rules consistently
- Use positive language to explain desired behavior
- Speak calmly
- Explain unacceptable behavior
- Communicate with children on their level
- Model appropriate behavior
- Set up classroom environment to proactively avoid conflict
- Provide alternatives and redirect behaviors
- Give clear choices
- Listen to children and respect their points of view
- Use discussions to work through common conflicts

Throop Elementary Progressive Discipline System

CONSEQUENCE CHARTS CAN BE FOUND IN THE ADDENDUM

Behaviors and consequences include but are not limited to

LEVEL 1:

- WARNING and/or INDIVIDUAL CONFERENCE, PARENT CONTACT, LUNCH/RECESS DETENTION
- Misbehavior: Classroom disturbances, out-of-classroom disturbances, leaving the classroom without permission, profanity, public display of affection, refusing to follow directions or complete work, defiance/insubordination, minor misuse of technology, out of the seat, disrespect, unprepared for class, cell phone violation, dress code violations.

LEVEL 2:

- PARENT CONTACT, LUNCH/RECESS DETENTION; MORNING/AFTER SCHOOL or FRIDAY DETENTION, ISS, OSS
- Misbehavior: *CONTINUED* (LEVEL 1) classroom disturbances, out-of-classroom disturbances, profanity, public display of affection, refusing to follow directions or complete work, defiance/insubordination, misuse of technology, out of the seat, disrespect, unprepared for class, cell phone violation, dress code violations.

LEVEL 3:

- PARENT CONTACT, ISS, OSS

- Misbehavior: Illegal activities, repeated level 2 violations, fighting, skipping/missing detentions

LEVEL 4:

- PARENT CONTACT, 5 to 10 DAYS OSS, POSSIBLE EXPULSION
- Misbehaviors: Violation of drug policy, repeated level three violation

REMOVAL FROM CLASS OR ACTIVITY - TEACHER:

- An elementary teacher has the right to remove a student from his/her classroom or activity for up to one (1) school day if the student is assigned regular or additional work to be completed in another school setting.

SEARCH OF PERSON & Seizure of Items:

- As used in these rules, “reasonable suspicion for the search” means circumstances causing a person to reasonably believe that searching a particular person, place, or thing will lead to the discovery of contraband.
- The principal or his designee may search a student's person during a school activity if the principal has reasonable suspicion for a search of that student.
- A search of a student may include:
    - searches of the pockets of the student;
    - any object in possession of the student, such as a purse or briefcase;
    - a “pat down” of the exterior of the student’s clothing;
    - searches of data/information on electronic devices, including cell phones, when reasonable suspicion exists
    - The device was used in violation of school policy.
    - Searches of a student that require the removal of clothing other than a coat, jacket, outer clothing, shoes, or socks shall be conducted in a private room by a person of the same gender as the student being searched. At least one, but not more than three, additional persons of the same gender as the student being searched shall witness, but not participate in, the search.
    - The parent or guardian of any student searched shall be notified of the search as soon as possible.
    - When law enforcement officials are in communication with the school administration and that communication results in reasonable suspicion of school policy violation, the school administration will either:
    - (A) Use available information to determine if the school administration should search a person, their belongings, or a

locker (s) and its contents based on school administration's reasonable suspicion that school policy has been violated; or
    - (B) Upon receiving a search warrant from law enforcement, the school administration will comply with the search warrant and law enforcement.
    - Anything found in the course of a search that is evidence of a violation of the student conduct policy of this school system may be:
    - Seized and admitted as evidence in any suspension or expulsion preceding;
    - Returned to the parent or guardian of the student from which it was seized;
    - Destroyed if it has no significant value, or turned over to law enforcement

Recognizing that the behavior of some students may be so disruptive that it interferes with school purposes or the educational functions of the school corporation, school officials may find it necessary to discipline a student. In this event and in accordance with the provisions of l.c. 2033-8, administrators and staff members may take the following actions:

SUSPENSION FROM SCHOOL:
A school administration (or designee) may deny a student the right to attend Throop Elementary or take part in any school function for up to ten school days.

EXPULSION:
A student may be expelled from school for a period no longer than the remainder of the current semester plus the following semester, except for possession of a firearm, destructive device, or a deadly weapon listed under the Grounds for Suspension and Expulsion.

GROUNDS FOR SUSPENSION OR EXPULSION:
The grounds for suspension or expulsion listed below apply when a student is:

- 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.
- Off school grounds at a school activity, function, or event;
- Traveling to or from school or a school activity, function, or event, or
- During summer school.

Student Misconduct and/or Substantial Disobedience

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

- Using violence, force, noise, coercion, threat. intimidation, fear, passive resistance, or other conduct constituting an interference with school purposes. or urging other students to engage in such conduct. The following enumeration is only illustrative and not limited to the type of conduct prohibited by this rule:
- Occupying any school building, school grounds, or pan thereof with intent to deprive others of its use.
- Blocking the entrance or exits of any school building or corridor or mom therein with intent to deprive others of lawful access to or front, or use of the building, corridor, or room.
- Setting fire to or damaging any school building or property.
- Prevention of or attempting to prevent by physical act the convening or continued functioning of any school or education function. or any meeting or assembly on school property.
- Intentionally making noise or acting in any manner to interfere with the ability of any teacher or any other person to conduct or participate in an education function.
- "Bullying" means overt, repeated acts or gestures, including l) verbal or written communications transmitted; 2) physical acts committed, or 3) any other behaviors committed; by a student or group of students against another student with the intent to harass, ridicule, humiliate, intimidate, or harm the other student.
- Causing or attempting to cause damage to school property, stealing or attempting to steal school property.
- Causing or attempting to cause damage to private property, stealing or attempting to steal private property.
- Causing or attempting to cause physical injury or behaving in such a way as could reasonably cause physical injury to any person. Self-defense or reasonable action is undertaken on the reasonable belief that it was necessary to protect some other person does not constitute a violation of this rule.
- Threatening or intimidating any person for any purpose, including obtaining money or anything of value to the student.
- Failing to report the actions or plans of another person to a teacher or administrator where those actions or plans, if carried out, could harm another person or persons or damage properly when the student has information about such actions or plans.
- Possessing, handling, or transmitting a knife or any object that can reasonably be considered a weapon is represented as a weapon or looks like a weapon.
- Possessing, using, transmitting, or being affected by any controlled substance, prescription drug, narcotic drug, a hallucinogenic drug, amphetamine,

barbiturate, marijuana, alcoholic beverage, intoxicant or depressant of any kind, or any paraphernalia used in connection with the listed substances. Also prohibited is the consumption of any of the stated substances immediately before attending school or a school function or event.

- Possessing, using, or transmitting any substance which is represented to be or looks like a narcotic drug, or hallucinogenic drug. amphetamine, barbiturate, marijuana, alcoholic beverage, stimulant. depressant, or intoxicant of any kind.
- Possessing, using, transmitting, or being affected by caffeine-based substances, substances containing phenylpropanolamine (PPA), or stimulants of any kind, be they available with or without a prescription.
- Engaging in the selling of a controlled substance or engaging in a criminal law violation that constitutes a danger to other persons or constitutes an interference with school purposes or an educational function.
- Failing in several instances to comply with directions of teachers or other school personnel during any period when the student is properly under supervision, where the failure constitutes an interference with school purposes or an educational function
- Falsely accusing any person of sexual harassment or of violating a school rule, and/or a state of federal law.
- Engaging in any activity forbidden by the laws of Indiana that constitutes an interference with school purposes or an educational function.
- Aiding, assisting, or conspiring with another person to violate these student conduct rules or state or federal law.
- Violating any rules that are reasonably necessary for carrying out school purposes or an educational function, including, but not limited to:
    - engaging in sexual behavior on school property;
    - disobedience of administrative authority;
    - willful absence or tardiness of students;
    - engaging in speech or conduct, including clothing, jewelry or hairstyle, which is profane, indecent, lewd, vulgar, or offensive to school purposes;
    - failing to tell the truth about any matter under investigation by school personnel.
    - possessing or using a laser pointer or similar device.

An exception to the Rule:

- A student with a chronic disease or medical condition may possess and self-administer prescribed medication for the disease or condition if the student's parent has filed a written authorization with the building principal. The written authorization must be filed annually. The written authorization must be done by a physician and must include the following information:
- That the student has an acute or chronic disease or medical condition for which the physician had prescribed medication.

- The nature of the disease or medical condition requires emergency administration of the prescribed medication.
- The student has been instructed on how to self-administer the prescribed medication.
- The student is authorized to possess and self-administer the prescribed medication.

Possessing a Firearm or a Destructive Device

- No student shall possess. handle or transmit any firearm or a destructive device on school property
- The following devices are considered to be a firearm under this rule:
    - any weapon which will or is designed to or may readily be converted to expel a projectile by the action of an explosive.
    - the frame or receiver of any weapon described above
    - any firearm muffler or firearm silencer
    - any destructive device which is an explosive, incendiary, or poison gas bomb, grenade, rocket having a propellant charge of more than four ounces, missile having an explosive or incendiary charge of more than one-quarter ounce. mine, or any similar device.
    - any weapon which will, or may be readily convened to, expel a projectile by the action of an explosive or other propellant and which has any barrel with a bore of more than one-half inch in diameter.
    - any combination of parts either designed or intended {Or use in convening any device into any destructive device described in the two immediately preceding examples and from which a destructive device may be readily assembled.
    - an antique firearm
    - a rifle or a shotgun that the owner intends to use solely for spotting. recreational. or cultural purposes.

For purposes of this rule, a destructive device is

- an explosive, incendiary, or overpressure device that is configured as a bomb, a grenade, a rocket with a propellant charge of more than four ounces, a missile having an explosive or incendiary charge of more than one-quarter ounce, a mine, a Molotov cocktail or a device that is substantially similar to an item described above.
- a type of weapon that may be readily converted to expel a projectile by the action of an explosive or other propellants through a barrel that has a bore diameter of more than one-half inch, or
- a combination of parts designed or intended for use in the conversation of a device into a destructive device. A destructive device is NOT a device that, although originally designed for use as a weapon, is redesigned for use as a signaling, pyrotechnic, line throwing, safety, or similar device.

- The penalty for possession of a firearm or a destructive device: suspension of up to 10 days and expulsion from school for at least one calendar year, with the student's return to be at the beginning of the first semester after the one year. The superintendent may reduce the length of the expulsion if the circumstances warrant such reduction.
- The superintendent shall immediately notify the appropriate law enforcement agency when a student is expelled under this rule.

Possessing a Deadly Weapon

- No student shall possess, handle or transmit any deadly weapon on school property.
- The following devices are considered to be deadly weapons as defined in I.c. 35-41-1-8:
    - A weapon, taser, or electronic stun weapon, equipment, a chemical substance, or other material that in the manner it is used, or could ordinarily be used, or is intended to be used, is readily capable of causing serious bodily injury.
    - An animal readily capable of causing serious bodily injury and used in the commission or attempted commission of a crime.
    - The penalty for possession of a deadly weapon: up to 10 days suspension and expulsion from school for up to one calendar year.
    - The superintendent shall immediately notify the appropriate law enforcement agency when a student is expelled under this rule.

Unlawful Activity

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

LEGAL SETTLEMENT

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

RIGHT TO APPEAL

The student or parent has the right to appeal an expulsion decision to the school board within 10 days of receiving notice of the action taken. The student or parent's appeal to the school board must be in writing. If an appeal is properly made, the board will consider the appeal unless it 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 the school administration and the student and/or the student's parents. The board will then take any action deemed appropriate.

LEGAL REFERENCE: l.C.20-33-8
l.C.3541-l-8
I.C.35-47.5-2-4
l.C.3547-l-5

SUSPENSION PROCEDURE

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

- A meeting 'Will be held before the suspension of any student. At this meeting the student will be entitled to:
    - a written or oral statement of the charges;
    - 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.
    - 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.
    - Following the suspension, the parent or guardian of a suspended student 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 PROCEDURE

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

- The superintendent (or designee) may conduct an expulsion meeting or may appoint one of the following persons to conduct the expulsion meeting:
    - legal counsel
    - a member of the administrative staff who did not expel the student during the current school year and was not involved in the events giving rise to the expulsion.
    - An expulsion will not take place until the student and the student's parents are given notice of their right to appear at an expulsion meeting conducted by the superintendent or the person designated above. Failure to request and to appear at this meeting will be deemed a waiver of rights administratively to contest the expulsion or to appeal it to the school board.

- The notice of the right to an expulsion meeting will be in writing, delivered by certified mail or personal delivery, and contain the reasons for the expulsion and the procedure for requesting the meeting.
- 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. An attorney may not represent the student at the expulsion meeting, but the attorney may be available for consultation outside the meeting room during the meeting.
- 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 or the person conducting the expulsion meeting to the school board within 10 days of receiving notice of the action taken. The student or parent's 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 argument of both the school administration and the student and/or the student's parents. The board will then take any action deemed appropriate.

EMERGENCY DRILLS

- Fire drills are conducted once each month and other drills are practiced per Indiana Code regarding school safety.
- Detailed exit plans are posted inside the door of each classroom.
- Throop Administrators and Staff are trained in procedures that ensure the safety of all students.
- In the event of tornadic weather, Throop Administration will keep all at Throop to ensure the safety of all.

In the event of a tornado watch or warning, the Throop Elementary Safety Team has established a multi-level evacuation protocol to ensure the safety of students, staff, adults/guardians, and other building occupants.

- Awareness/Precaution (Tornado Watch): Administrators and School Safety personnel know potential severe weather situations and monitor weather via National Weather Service, television, and radio.
- State of Alert/Safe Zone (Tornado Warning): Administrators and School Safety personnel instruct Staff to move students to Safe Zones. Staff is to be prepared to account for all students via enrollment rosters.

- Lock Down/Duck and Cover (Tornado Approaching): Administrators and School Safety personnel instruct Staff and students to move into Duck and Cover positions.

The Throop Elementary Safety Team has established a proactive adults/guardians interaction protocol to ensure the safety of students.

- Administrators and School Safety personnel will communicate appropriate updates to adults/guardians via the school's alert messaging system as directed by the Superintendent.
- Administrators and School Safety personnel will name an individual to interact with adults/guardians.
- Adults/guardians will be directed to Throop's Conference Room or another designated safe area to wait for student pick up.
- Administrators and School Safety personnel will notify students to join the waiting adults/guardians.
- Adults/guardians will sign students out before leaving the building.

The Throop Elementary Safety Team has established the following proactive procedures to ensure the safety of all Throop stakeholders.

- Awareness/Precaution: During this stage, adults/guardians may enter the building to take their students from Throop. Early dismissal will be documented. The dismissal may count against the student's attendance at the discretion of the Superintendent.
- State of Alert/Safe Zone: During this stage, adults/guardians may enter the building to take their students from Throop at the discretion of the Principal/School Safety Officer. Early dismissal will be documented. The dismissal may count against the student's attendance at the discretion of the Superintendent.
- Lock Down/Duck and Cover: Adults/guardians may enter the building to take cover during this stage. No one will leave the building during Lock Down/Duck and Cover.

EMERGENCY EVACUATION PLAN

If a crisis makes it unsafe to remain at Throop, adults/guardians will be notified of a reunification plan through the school's messaging system. Teachers and other adults will supervise the children until an adult arrives. Students will be released systematically, and a parent/guardian signature may be required. This plan will provide a safe and orderly procedure and avoid confusion.

EMERGENCY PLAN

In case of emergency each student is required to have on file at the school office the following information:

- adult(s) or guardian(s) name(s),
- complete and up-to-date address,
- home phone and parent(s) work phone,
- emergency phone number of a friend or relative,
- physician's name and phone number, and
- medical alert information

FIELD TRIPS

- Field trips around Paoli and to nearby points of interest are scheduled by various classroom teachers throughout the school year.
- These trips are designed to supplement different aspects of the classroom curriculum and introduce students to the community's resources.
- Adults/guardians will receive notices of field trips before the scheduled trip date, and adults/guardians' signatures for field trips will be required.
- Sometimes a small amount of money may be requested from each student to help defray transportation or facility costs.
- Chaperones MAY be asked to attend field trip outings with their children. Limited background checks are required.
- Field trips are opportunities and can be used as a consequence of repeated poor choices.
- A signed consent for a medication to be given at school also allows for your student to receive that medication while on a field trip. The school nursing staff does not accompany students on field trips.

Chaperones will follow these “field trip” guidelines:

- No Smoking....Tobacco-Free Environment
- Siblings, preschool, and/or others cannot accompany parent chaperones.
- Chaperones are expected to ride the school bus and assume a supervisory role.
- Chaperones will follow dress code guidelines listed in the Parent-Student Handbook.
- Chaperones must have a limited background check on file with Paoli Community Schools and be approved by the Throop Administration

FIGHTING

Fighting is strictly forbidden in the school or on school grounds. Breaking this rule may result in in-school suspension or suspension from school and a conference with the student's adults/guardians.

FOOD SERVICES

The Paoli Community Schools serve nutritious meals daily. Throop Elementary School has a Community Eligibility Provision (CEP), meaning all students may eat breakfast and lunch free of charge daily. Families still have the option of sending lunch. Since these options are available, there is no need for charging meals. Professional cooks prepare an essential meal. Students are encouraged to take advantage of the service, which meets the requirements for the Federal School Lunch Program.

- Breakfast is served from 7:45 a.m. - 8:20 a.m. daily.
- Breakfast is served on 2 Hour Delay days.
- Lunch is served from 11:00 a.m. - 12:45 p.m. daily.

The cafeteria uses a computerized program to keep track of meals. Each child will have an account. The program will keep track of the number of lunches and breakfasts your child is eating. If you have questions concerning your child's eating habits, you may call the school administration.

- Carbonated drinks (Coke, Pepsi, Big Red, etc.) will not be permitted in the cafeteria during meals or in the classrooms.
- Alainis and energy drinks are not permitted at Throop Elementary.
- Milk is provided with all school meals. Additional milk may be purchased for $.40.
- Students bringing their lunch to school may purchase milk or bring a water container.
- Water is always available in the cafe and in the water fountains.

- The students may bring a water bottle to school. The bottles must contain water only (Juice and carbonated drinks are prohibited.)
- Student lunches will NOT be kept refrigerated or heated. The student can bring an ice pack or thermos if lunches need to be kept hot or cold.

Free Breakfast and Lunch Applications will be available to all students at enrollment. Completed applications should be returned to school as soon as possible. Notification of' approved applications will be sent to those applying within the first few weeks of school.

GRADING SCALE AND PROMOTION GUIDELINES

- Kindergarten integrates a Standards-Based Report Card.
- Grades One through Six utilizes the following grading scale.
- Teachers may use any or all of the suggested grading scales for their daily class work:

Letter	Points	Percentage
A+	12	98-100
A	11	94-97
A-	10	90-93
B+	9	87-89
B	8	84-86
B-	7	80-83
C+	6	77-79
C	5	74-76
C-	4	70-73
D+	3	67-69
D	2	64-66
D-	1	60-63
F	0	0-59

- Minuses and pluses may be used at the teacher's discretion.
- A space shall be provided on the report card for informative remarks by the teachers to the parents.
- An average of .60 a point will be considered passing in all grades.

GRADE REQUIREMENTS for STUDENT ATHLETES

- Students passing 4 out of 4 core academic classes (Reading, Math, Social Studies, and Science) on their report card in a nine-week grading period will be allowed to participate in Elementary or Junior High athletic games or activities.
- Specific coaches/sponsors may have greater academic expectations that must be communicated.
- Due to the short length of elementary sports seasons, students not meeting the grade requirement will be allowed to participate once his/her grades meet established requirements.
- Students assigned to In-School Suspension for any part of the school day will not be permitted to participate in any extracurricular activity.

GUM

Throop Elementary has a NO-GUM policy. In addition, candy and food should be limited outside of classrooms or the cafeteria to avoid choking hazards and to preserve the cleanliness of the building.

IN-SCHOOL SUSPENSION POLICY

The purpose of In-School Suspension is to provide a means of discipline while still keeping up with class work. Students in In-School Suspension are expected to comply with the following rules:

- A room will be provided for the In-School Suspension Program where students will still have access to the curriculum.
- Teachers may refer students for In-School Suspension by using the form in Harmony.
- Lunch will be supervised and restroom breaks will be given when regular students are in class.
- Parents will be notified in writing of students assigned to In-School Suspension.
- Students who refuse to take advantage of In-School Suspension as a means of correcting their rules violations by violating the In-School Suspension rules will be suspended from school for three days.
- Student Athletes assigned to In-School Suspension for any part of the school day will NOT be permitted to attend/participate in any extracurricular activity.
- Students will be assigned to In-School Suspension by the Principals based upon referrals by teachers and other rules violations.

- If a teacher sends a student to ISS, the teacher will notify the family.

- If the administration sends a student to ISS, the administrator will notify the family.

In-School Support Room

Students may utilize the in-school support room for a time-out. The In-School Support Room has at least one person supervising the students. The time-out break is limited to fifteen minutes. The time-out break is not a consequence and will not be recorded in Harmony.

INVITATIONS

At no time will Throop School allow the distribution of personal party invitations to specific students. The exception is inviting the entire class to attend. Please use the post office or the telephone to issue your personal invitations.

LIBRARY

- The library is open on a regularly scheduled basis and is supervised by the librarian.
- Students are allowed to use the library during library hours with the permission of their classroom teacher.
- They may use the library to read, check out books, books. use audio-visual materials, do resource work, or work on special projects.
- Each student may check out one book for up to one week.
- There is no fine for overdue books.
- Parents are responsible for paying the cost of lost or damaged books. Book charges are to be paid before the close of the current school year.
- The library collection is constantly updated and expanded. Books are chosen for either their educational or recreational value.

LICE POLICY

Paoli Community Schools follow a "No Lice" policy. When a student is found by the school nurse or member of the nursing staff to have live head lice, a parent will be contacted and asked to pick the student up no later than the end of the school day. An FDA approved treatment must be administered. The absence of live lice is the criterion for returning to school.

Upon return to school:

- A student should be brought to school by the parent/guardian, and a head check will be done by the school nursing staff. The student will only be allowed back in school if the hair is free of live lice. If nits are found upon reinspection, the parent/guardian will be given a letter informing them how best to remove nits.
- The students will be reinspected by the nursing staff 10 days after the initial treatment. If live lice are present at that time, the process starts over.

LOCKERS

- Students in the fifth and sixth grades will be provided with a school locker.
- All lockers made available for students are the property of the school corporation.
- The school retains the right to inspect lockers and their contents to ensure the locker is used in accordance with its intended purpose and to prevent the storage of prohibited materials.

- All students must keep a school lock on their locker at all times.
- Locks must be purchased from the school ($1.00) at the beginning of the school year, so school officials can access all lockers in case of an emergency.
- Any other locks will be removed and cut off from lockers.

- School locks may be reused from one year to the next.
- A replacement lock is $6.00.
- Students are expected to keep their lockers clean and not abuse them in any way.
- The school cannot be responsible for valuables left in lockers.
- Sometimes there may be special circumstances that require a student to carry significant cash or valuables to school. Cash or valuables can be safeguarded by leaving them with the classroom teacher.

Lunch with a Student

- Lunch arrangements must be made 24 hours in advance.
- The administration must approve the visit.
- The visitor must have a limited background check.
- All visitors must adhere to school rules.
- Taking a student away from campus for lunch is NOT recommended.

MAKE-UP WORK

The school is obligated to provide make-up work for excused absences.

- Make-up work should be requested before or immediately following the student's return to school.
- Parents should call in the early morning for homework to be picked up at the end of that school day.
- Prearranged absence forms may be picked up in the office if the dates of a student's absence are known in advance. The teacher should be notified, and a prearranged absence form should be completed and returned to the office for approval at least three (3) days before the absence.
- Students with unexcused absences can make up all state and local assessments before or after the absence.
- Unexcused absences will result in students receiving a 15% deduction on classroom assignments and assessments.
- It is expected that work missed during excused absences be made up by students as expediently as possible.
- Teachers will inform students of work missed during absences and provide students with instruction necessary for the completion of make-up work.
- The number of missed days will determine the additional school days students will have to complete the work missed.

MEDICATION

School policy allows for medications to be given at school if necessary.

Requirements regarding both prescription and non-prescription medications are as follows:

- Must be in the original container.
- Must be accompanied by the school-provided consent form giving the child's name, dosage amounts, specific dosage time, and permission to give the medicine.
- Only school personnel approved by school policy will administer medication. The classroom teacher may administer medication to students while on field trips.
- Permission to give medication should not be taken over the telephone.
- When non-prescription medicine is brought to school in a container, we encourage the parent or guardian to place the child's name on the container as well as the note.
- In addition, prescription medication must have the prescription label attached with the child's name, drug identification, dosage instructions, doctor's name, and prescription date.

Indiana Code 20-34-3-18 allows a student to transport his or her medication to and from school with signed consent from a parent or guardian.

Upon request, local pharmacies will issue two containers: one for school and one for home. These guidelines are necessary for the safe dispensing of medications to your child.

MENINGOCOCCAL (MENINGITIS) DISEASE

Indiana Code 2-30-5-18 (2022) provides that public and non-public schools shall ensure information about meningococcal disease and vaccines are provided to students and parents/guardians at the beginning of each school year.

One type of meningitis is caused by a bacterium called Neisseria meningitis. Infection caused by this bacterium is serious and may lead to death. Symptoms of an infection with Neisseria meningitis may include a high fever, headache, stiff neck, nausea, confusion, and a rash. This disease can become severe very quickly. The bacteria are spread from close person-to-person contact through the nose and mouth secretions, as when kissing or sharing eating or drinking utensils. The bacteria are not spread by casual contact or simply breathing the air where a person with meningitis has been.

There are two vaccines that can help prevent cases of this disease in teens and young adults. The United States Centers for Disease Control and Prevention (CDC) recommends vaccination of children with the meningococcal conjugate vaccine at 11 or 12 years of age with a booster dose of the vaccine at 16 years of age. The booster dose at age 16 provides ongoing protection from the disease after high school.

The state of Indiana requires all students in grades 6-12 to have the appropriate number of meningococcal conjugate vaccine doses. One dose of meningococcal conjugate vaccine is

required for all students in 6th-11th grade. A second booster dose is required for students entering 12th grade. These vaccines are a legal requirement for school entry.

Many local health departments, private healthcare providers, and pharmacies offer this vaccine. Please contact your healthcare provider for a specific inst regarding your child. More information about meningococcal disease can be found on the CDC website Meningococcal Vaccination | CDC or on the Indiana Department of Health website: http:www.in.gov/isdh/25455.htm.

MUSIC

All students in grades K-6 are enrolled in general music classes. These classes vary from 35 to 45 minutes in length. The music program provides opportunities for students to develop music skills and have a better understanding and enjoyment of music. The basic elements of music are presented to students through various experiences involving singing, playing instruments, listening, movement, expression, and music reading.

NEWSLETTERS

A school newsletter containing items of interest to students and parents will be distributed on the first of each month by the school principal. Classroom newsletters are issued bi-weekly and can be accessed on the school's website and/or the teacher's webpage. Parents may request a hard copy of the classroom newsletter by contacting the child's classroom teacher.

NURSE

The nurse's responsibilities include caring for minor injuries and illnesses, maintaining health records and individual health care plans, conducting routine health screenings, and communicating with parents about health issues. Additionally, the nurse may assist with health education and promotion.

Students who require medical attention can visit the nurse's office. The nurse or a designated assistant will assess the student and provide necessary treatment.

Unless a student meets school exclusion criteria outlined by the Indiana Department of Health and the Indiana Department of Education, they will likely return to class after assessment and treatment. Students are not allowed to call parents when ill; staff will make necessary calls. If further medical treatment is needed, the nurse will attempt to contact a parent/guardian or emergency contact. Emergency Medical Services will be called for life-threatening situations.

A parent/guardian is responsible for contacting the nurse if a child is absent from school due to a communicable disease as precautions may need to be taken to protect other children.

PARENT TEACHER ORGANIZATION (PTO)

Throop Elementary School would like to invite all parents to be active and take part in the Parent Teacher Organization (PTO) group that has been organized. Your input is welcomed. The group meets monthly after school. Classroom teachers are encouraged to be a PTO representative.

PARENT VOLUNTEERS

Throop Elementary School considers its volunteers a very special resource.

- Volunteers are encouraged to help in all classroom programs and extracurricular activities.
- Please call the school counselor or classroom teacher if you have time or skills to share to make our school a better place for students to learn and grow.
- Volunteers providing instruction in the classroom must make arrangements at home for the supervision of other siblings or preschool children.
- Volunteers are expected to abide by school policy concerning dress codes and cell phone usage.
- All volunteers/chaperones must have a free limited background check on file. Please visit the school website to apply.

Personal Communication Devices

Personal Communication Devices include cell phones, camera phones, tablets, electronic devices, recording devices, and smartwatches.

- Students in grades K-6 are not permitted to use their cell phones during the school day.
- Students will be required to power down the devices upon entering the school building. (**not** in Airplane Mode)
- All devices must be kept in their backpacks/lockers during school hours.
- Cell phones **are not allowed** during transitions between classes, at lunch, or during recess.
- Cell phones are not allowed in the restroom or locker rooms.

Failure to comply with school policy will result in confiscation of the device by school staff.

Exceptions to the Rule:

- Devices may still be used if:
  - They are required for medical management (e.g., monitoring blood sugar).
  - They are listed in the student's IEP or 504 plan.
  - They are needed for language translation for multilingual learners.

PHYSICAL EDUCATION

The staff at Throop Elementary School believes that physical education is an important part of the educational experience. The development and maintenance of a healthy body is essential for physical well being and good mental health. We also believe that attitude development is an important part of an education. We attempt to create an atmosphere for the development of leadership, sportsmanship, and congeniality through our physical education program. Physical education classes are provided once each week for all students K-6.

- Students will be required to have a pair of tennis shoes to be kept at school and worn only during gym class. Students will change into their tennis shoes in the classroom before gym class and, upon returning to their room from gym, will change back into their street shoes.
- Following an illness or injury, a student may be excused from physical education class for that day only with a note from the parent or guardian.
- To be excused for more than one day requires a note from the physician describing the illness or injury and the necessary activity restrictions.

PLAYGROUND and RECESS RULES

- Weather permitting; students are given a recess each day.
- Decisions to have outside recess during cold weather depend upon the temperature and the wind chill factor.
- Shorter outside recess times may be scheduled on very cold days. Students should always dress for outside recess.
- All students must be in the designated play area during outside recess.
- Students will have supervised choice time in the classroom on days when bad weather prevents recess.
- Students are to remain on the playground or blacktop play area during outdoor recess.
- Students will have grade-level recess expectations clearly communicated at the beginning of the school year and will be expected to follow said expectations.
- When the field is muddy, the area will be off-limits.
- Tackle football is not permitted.
- Misuse or destruction of playground equipment will not be tolerated.
- Failure to return to the building when the end of recess is signaled may result in loss of future recess time.
- Paoli Schools recognize that daily recess is an essential part of a student's day. However, recess may be taken away as a consequence for behaviors as part of a student's discipline plan.

******Please see Throop Elementary Progressive Discipline Plan for additional***

consequences.

PLAYGROUND SUPERVISION

School staff will supervise the playground during the school day. The playground is not supervised before or after school. Students are expected to leave for home immediately following dismissal.

RELATIONSHIPS

It is understood during the course of a school year one student may have a strong feeling for another, but in no manner is this to be expressed by physical contact such as holding hands, walking arm-in-arm, kissing. hugging, or other expressions of intimacy at school. Those who choose to disregard the policy will be assigned a consequence.

******Please see Throop Elementary Progressive Discipline Plan for additional consequences.***

REPORT CARDS

- Report cards are issued following the completion of each nine-week grading period.
- Please carefully review your child's progress and contact the school if you have questions regarding grades.
- Parents of students in grades K-6 have the opportunity to access a student's grade on-line through the school's Harmony student information system. Access codes will be provided to you at the beginning of each new school year and upon request.
- If you would like to request a paper copy of your child's report card, please contact your child's teacher.

RETENTION POLICY K-6

- When considering the promotion or retention of any student, the individual's welfare will be of primary importance, and each case will be considered on its own merits.
- The principal, teacher(s), and other members of the professional staff will work cooperatively with the parents to place the pupil in a setting where he/she will have the greatest opportunity to develop his/her potential.
- The teacher will use all available information to evaluate the student's academic, physical, social, and emotional growth. This will include, but not be limited to, results of weekly classroom assessments, other measures of skill and mastery of content standards, standardized test results, teacher observations of student performance, and information gleaned through parent-teacher conferences.
- Retention at any grade level will be considered if the student is achieving below grade-level standards for the following reasons:

    - Indifference or lack of effort on the part of a capable student.
    - Not achieving grade-level testing standards
    - Failing grades are indicated
    - Reading levels are not passed
    - Schools are required to retain students who do not pass IREAD3 in 3rd grade unless the student has an IEP and is granted a Good Cause Exemption, or has been retained twice previously (House Bill 1367).
    - Physical or social immaturity
    - Achievement is related to frequent and/or long absences.

- During the third grading period, the teacher(s) involved will correspond with the parents on two additional occasions. This correspondence may be in the form of a note, phone call, or personal contact.
- At the end of the third grading period, teacher(s) will notify parents through a face-to-face meeting that retention may be necessary. A signed retention letter will be kept in the student's permanent record, and a copy will be given to the school principal.
- If parents are not receptive to the idea of retention, they will be asked to meet with the principal and the teacher(s) to discuss their child's academic achievement.
- The teacher and the principal will meet to discuss all factors above (if the parents disagree). The principal will make a final decision regarding what is in the child's best interest.

Public Law 109 – Third-grade students must pass the Indiana Reading Evaluation and Determination (IREAD-3) assessment given in the second semester of grade three. Any third-grade student who does not pass will be required to attend summer school and retake the test.

- If a student does not pass the IREAD-3 assessment in the summer, the Good Cause Exemptions included in Public Law 109 allow flexibility in determining access to the grade four curriculum. These Good Cause Exemptions may be given to students who do not pass IREAD-3 and who fit one of the following criteria:
    - Students who have previously been retained two times prior to promotion to grade four (In other words, students can only be retained a maximum of two times in grades K-3 combined).
    - Students with an IEP whose case conference committee has determined that promotion is appropriate.
    - English Learners (ELs) whose Individual Learning Plan (ILP) committee has determined that promotion is appropriate. The test results and established good cause exemptions will determine the child's grade-level placement for the next school year.

In 2025, all second-grade students will take IREAD3. Students who receive 'on-track' status will receive intensive remediation and will retake the test in May. Students who do not pass will retake the test in third grade. Summer school is not recommended for 'on-track' students, but are welcome to attend.

Second grade students who are 'at-risk" will be given intensive interventions and will be highly recommended to participate in summer school and retest. "At-risk- students will retest in third grade.

SCHOOL AND THE LAW

- Any unlawful activity taking place on school grounds or buses not only makes the student subject to penalties that the courts may prescribe, but also may result in suspension or expulsion from school.
- Knowingly possessing, using, transmitting, or being under the influence of any narcotic drug, amphetamine, barbiturates, marijuana, alcoholic beverages, steroids, or intoxicants of any kind are not only illegal but may result in permanent physical or psychological damage and is usually the first step toward drug addiction. Glue sniffing or inhaling of solvents, etc. is included among intoxicants (l.c. 35-46-6-1).
- Students are warned against their use. Anyone found possessing, using, selling, or buying drugs of any kind on school grounds or during a school activity will be subject to the provisions of the school's drug policy.

SEXUAL HARASSMENT

It is the policy of the Paoli Community School Corporation to maintain a learning and working environment that is free from sexual harassment.. It shall be a violation of this policy for any member of the Paoli Community School Corporation staff to harass another staff member or student through conduct or communications of a sexual nature as defined in Section A. It shall also be a violation of this policy for students to harass other students through conduct or communication of a sexual nature as defined in Section A. This policy similarly applies to non-employee volunteers who work subject to the control of school authorities.

DEFINITION

General Prohibitions

- **Unwelcome Conduct of a Sexual Nature**
  - Conduct of a sexual nature may include verbal or physical sexual advances and/or comments regarding physical or personality characteristics of a sexual nature.
  - Verbal or physical conduct of a sexual nature may constitute sexual harassment when the allegedly harassed employee has indicated, by his or her conduct, that it is unwelcome. An employee who has initially welcomed such conduct by active participation must give specific notice to the alleged harasser that such conduct is no longer welcome for any such subsequent conduct to be deemed unwelcome.

- **Sexual Harassment**
  - For the purposes of this policy, unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment if:
  - submission to the conduct is made either an explicit or implicit condition of employment;

- submission to or rejection of the conduct is used as a basis for an employment decision affecting the harassed employee; or
- the conduct substantially interferes with an employee's work performance, or creates an intimidating, hostile, or offensive work environment.

- **Specific Prohibitions**
  - **Administrators and Supervisors**
    - It is sexual harassment for an administrator or supervisor to use his or her authority to solicit sexual favors or attention from subordinates when the subordinate's failure to submit will result in adverse treatment, or when the subordinate's acquiescence will result in preferential treatment.
    - Administrators and supervisors who either engage in sexual harassment or tolerate such conduct by other employees shall be subject to sanctions, as described below.

- **Non Administrative and NonSupervisory Employees**
  - It is sexual harassment for a nonadministrative and nonsupervisory employee to subject another such employee to any unwelcome conduct of a sexual nature. Employees who engage in such conduct shall be subject to sanctions as described below.

- **Reporting Investigation and Sanctions**
  - It is the express policy of the Paoli Community School Corporation to encourage persons who believe that they are victims of a sexual harassment to come forward with such claims. This may be done through the following procedure:
  - Employees who feel that the administrators or supervisors are conditioning promotions, increases in wages, continuation of employment upon sexual favors, are encouraged to report these conditions to the appropriate administrator. If the employee's direct administrator or supervisor is the offending person, the report shall be made to the next higher level of administration or supervision.
  - Employees are also urged to report any unwelcome conduct of a sexual nature by supervisors or fellow employees if such conduct interferes with the individual's work performance or creates a hostile or offensive working environment.
  - Confidentiality will be maintained and no reprisals or retaliation will be allowed to occur as a result of the good faith reporting of charges of sexual harassment.
  - In determining whether alleged conduct constitutes sexual harassment, the totality of the circumstances, the nature of the conduct, and the context in which the alleged conduct occurred will be investigated. The Superintendent has the responsibility of investigating and resolving complaints of sexual harassment.

- Any employee found to have engaged in sexual harassment shall be subject to sanctions, including, but not limited to, warning, suspension, or termination subject to applicable procedural requirements.

SHARING OF INFORMATION

During the school year, Throop Elementary School sometimes needs or is required to share information. Student names may be released to area newspapers and radio stations that are covering an event at school. The school also provides names [for identification purposes to the publisher of the school yearbook.] The school also shares information with the South-Central Area Special Education Cooperative, the Indiana Department of Child Services, and the Orange County Probation Officer. Guardians may consent to sharing of information to other entities by completing a Permission for Sharing. This will be done on a case-by-case basis.

SMOKING

- Throop Elementary School is a tobacco-free facility.
- The smoking of any tobacco products and the smoking of electronic devices (including but not limited to e-cigarettes and vaporizers) is prohibited by students, teachers, administrators, non-certified employees, and visitors.
- Students shall not have any tobacco products, smoking devices, or lookalikes in their possession on school grounds before, during, or after the school day.
- Any student caught using or possessing one of these items will receive a consequence using the attached grade-level discipline charts.

SOLICITATION

Students are not to be solicited for money unless a project has been approved by the principal. No sale of items is to be conducted at the school by students for community drives.

SPEECH/LANGUAGE PATHOLOGIST

Overview: Speech-language pathology (SLP) services are available to eligible students at Throop Elementary as part of their educational program. These services are designed to support students in accessing the general curriculum and participating fully in the school environment.

Who Provides Services? Speech-language services are delivered by licensed Speech-Language Pathologists (SLPs) or Speech-Language Pathology Assistants (SLPAs) who hold the necessary state credentials and meet the standards outlined by the American Speech-Language-Hearing Association (ASHA).

Areas Addressed May Include:

- Articulation (speech sound production)

- Language (comprehension and expression)
- Fluency (stuttering)
- Voice
- Pragmatics (social communication)
- Augmentative and Alternative Communication (AAC), when needed

Eligibility: A student may be eligible for SLP services through:

- A Speech/Language Response to Intervention Program (RTI)
- An Individualized Education Program (IEP) under Speech Impairment
- As an additional eligibility under another eligibility category (e.g., OHI, Autism)
    - NOTE: Eligibility is determined through a formal evaluation and review by a Case Conference Committee (CCC).

Screening, Referral, and Evaluation Process

Throop Elementary is committed to identifying and supporting students who may have speech and/or language needs. The following procedures are in place:

- Routine speech and language screenings are conducted for students in Kindergarten, 1st Grade, 2nd Grade, as well as for all newly enrolled students.
- Teachers, parents/guardians, or school staff may refer any student for a screening or evaluation at any time during their academic career if concerns arise.
- If concerns are noted, and with written parental consent, a formal speech/language evaluation may be completed to determine whether a communication disorder is present and if it is impacting the student's educational performance.

Hearing Screenings

In accordance with Indiana state law, Throop Elementary provides annual hearing screenings for the following groups:

- Students in Kindergarten, Grades 1, 4, 7, and 10
- All newly enrolled students
- Students referred by a teacher or those undergoing evaluation for special education services

If a student does not pass the initial hearing screening, it is school policy to re-screen the student. If the student fails the second screening, parents/guardians will be notified.

Opt-Out Policy: No student is required to participate in a hearing test if a **written objection** from a parent/guardian is provided to the school speech-language pathologist.

Service Delivery: Services may be provided:

- Individually or in small groups
- In the general education classroom or a designated therapy space
- Through consultation with teachers and staff
- Service frequency and setting are based on each student's unique needs as outlined in their IEP or RTI program.

Parental Involvement: Parents/guardians are essential members of the evaluation and IEP teams. They receive regular updates on progress and participate in decision-making related to their child's services.

Confidentiality & Compliance: All evaluations and services are conducted in compliance with state and federal laws, including IDEA (Individuals with Disabilities Education Act) and FERPA (Family Educational Rights and Privacy Act).

SPORTS BEHAVIOR EXPECTATIONS

- Attending sporting events may be new to many students. It is important that we establish proper behavior habits from the beginning.
- Only team players and cheerleaders are to use the gym floor. No spectators are to shoot baskets at halftime or between games. Only team players and coaches may use locker rooms.
- Students are not allowed to bring cell phones into the locker rooms.
- Remain at the game you came to see. Running back and forth is not permitted.
- Remain in the building. Students should not go outside and play in the parking lot during the game.
- Be a positive representative for our school at all times. Be polite, courteous, use good judgment and be a good sportsperson. It is courteous to remain seated during the game and to buy refreshments at half time and between games.
- Students are expected to wear a shirt at all sporting events and practices, including athletic events.
- Footballs, basketballs and other items are prohibited at sporting events.

STUDENT DRESS/PERSONAL APPEARANCE CODE

Personal Appearance: Throop Elementary School operates on a philosophy that all students should be **Comfortable and Covered**. In addition to educational responsibilities, school personnel at all grade levels recognize the opportunity and obligation to work with parents in the development of positive student attitudes toward personal hygiene, and appearance. and dress/attire. A spirit of support and cooperation between parents and school personnel is needed to ensure that students come to school appropriately dressed in attire that does not pose health or safety hazards and is not disruptive or distracting to the school environment.

Specific Throop Elementary appearance guidelines are as follows:

- No spaghetti straps or thin strap shirts or dresses without an overshirt worn at all times
- All tank tops should be four fingers wide--if the child puts a hand on his/her shoulder, the shirt should cover or approach covering the fingers on the hand
- No loose under arm shirts that expose torso or chest areas without an undershirt
- All shorts/skirts should come mid-thigh (a good measure is to have the child's hands hang to his/her side--the shorts and skirts should all be below the longest finger--this is not a fool-proof method but is a good start)
- No rips/holes in jeans above mid-thigh that expose skin

- Shirts should all meet or exceed the waistband of the pants--no stomach exposures with raised arms
- No lewd or objectionable statements on clothing (including references to alcohol or drugs)
- No cleavage
- No masks
- No face paint or face tattoos
- No hats or hoods indoors (unless a designated Hat Day)

Shoes:

- Heels are prohibited for the safety of all students. Your child will be active during PE, recess, and brain breaks on a daily basis.
- Flat, athletic shoes are best.
- Wheelies are prohibited.

All students not in compliance with Throop Elementary appearance guidelines will be addressed promptly upon arrival at school. If the professional opinion of the administration or teacher dress/attire such as wearing winter gear such as oversized jackets, hats, and gloves will be limited if the articles become a safety issue or a distraction from learning the student will:

- Directly modify his/her attire or personal appearance while at school with clothes from the Clothes Closet
- The violation will be recorded in our Student Information System (SIS).
- Repeated noncompliance with the appearance guidelines will result in disciplinary actions by the administration.
- Students who fail on multiple occasions to follow the approved dress code are subject to school disciplinary measures including After School Detention, In-School Suspension, Out of School Suspension, and in extreme cases Expulsion from school (pursuant to Indiana Student Due Process Code I.C.20-22-8.)

******Please see Throop Elementary Progressive Discipline Plan for additional consequences.***

STUDENT PLACEMENT

Students new to Throop Elementary will be placed in a grade level according to their ability to succeed regardless of previous school placement and/or chronological age. Throop Administration reserves the right to change student placement under special circumstances.

Throop Elementary administration does not take requests for certain teachers. Several factors are considered when placing students, which may include birth date, gender, high ability, special education, academic performance, and behaviors.

STUDY SKILLS

Specific skills and techniques can make learning easier and more enjoyable. The following are student guidelines for achieving good study habits:

- Come to class prepared with pencil, paper and other necessary materials
- Be an active participant in class. Listen well and take part in class
- Ask questions to clarify problems
- Plan your day and schedule time for homework
- Use what is learned and apply it to new situations
- Strive to do the very best work possible.

SUBSTITUTE TEACHERS

Every student will periodically be taught by a substitute teacher. The most common reason for using substitute teachers is when the regular teacher is ill. However, substitutes are also used when regular teachers are on leave for personal business, professional training, or family emergency. Students are expected to be extra courteous to substitute teachers. Any misconduct in the classroom will be dealt with immediately.

TECHNOLOGY DEVICES

- Students at Throop Elementary will have access to a learning device during the school day.
- However, devices will only be sent home at the teacher's discretion.
- The school reserves the right to access, review, monitor, audit, log, and intercept computer/technology use at all times without notice.
- The use of technology is a privilege that can be revoked at the discretion of the school and its administration.
- Accessing the computer systems which the student has not been authorized to use is in violation of the law and may constitute a Class D felony. Such use of the computer system or sending profane or inappropriate messages may result in disciplinary action.
- School-provided technology is a learning tool and should be used as such.

TESTING

Per Indiana Code (referenced below), students will participate in a variety of state, local, and classroom assessments throughout the school year. Students are encouraged to be present and prompt for each testing session.

Part A: General Guidance. Every student attending a public school, charter school, state-accredited nonpublic school, or Choice-participant school in Indiana must take the required Indiana assessments. Furthermore, it is a violation of Indiana's compulsory school

attendance laws for a parent/guardian to refuse to send his or her child to school for the purpose of avoiding tests, including state assessments (see IC 20-33-2), unless applicable under Part B. As with any test, additional consequences for failing to participate in a statewide assessment, and procedures to manage students who refuse to participate, should be determined at the local school level.

School administrators should be aware that section 1111(b)(2)(A) of the Elementary and Secondary Education Act (as amended by the Every Student Succeeds Act, or ESSA) requires the implementation of high-quality student academic assessments in mathematics, reading or English/language arts (ELA), and science. Section 1111(b) (2) (B) (i) (II) requires these assessments to be administered to all elementary and secondary school students. In addition, section 1111(c) (4) (E) requires participation rates in statewide assessments of at least 95 percent for all students and that each subgroup of students be factored into the state's federal accountability system. Students' failure to take Indiana's assessments may result in a lower federal accountability rating. Lastly, federal law requires that 100 percent of English learners (ELs) participate in the annual English language proficiency assessment (i.e., WIDA ACCESS).

TITLE I PARTICIPATION

Paoli School Corporation will participate in the federally funded Title I program. If a parent should have a complaint regarding Title I, the following complaint procedure is in effect.

- **Definition Complaint**
  An allegation that Throop Elementary School has violated Title I statutes, regulations, or rules.
- **Contents of a Complaint**
  A signed statement that includes the violation and supporting evidence.
- **Who May File a Complaint**
  Any parent, teacher, individual, organization or student over 18 years of age.

Procedure for Hearing a Complaint

Step I:
The person or organization originating the complaint will submit a written statement that includes the specific charge and supporting evidence to the Throop Elementary Principal. Both persons will date and sign the statement. The principal has five (5) school days to resolve the complaint unless both parties agree to an extension. At no time will more than a five (5) day extension be granted. If the complaint isn't resolved in Step I, it may be appealed to Step II.

Step II:
The complainant will make a written request for an appeal to the Superintendent of the Paoli Community Schools. A copy of the complaint and the results of Step I will be forwarded to the Superintendent by the Throop Principal. The Superintendent has twenty (20) school days to resolve the complaint or it may be appealed to Step III.

Step III:
If a complaint is not resolved in Step I or II, it may be appealed to the State Department of Education. The complainant should check with the Throop Principal to obtain the name, address, and phone number of the Title I contact person in Indianapolis. be appealed to the State Department of Education.

Title I Parent Involvement

The Board of School Trustees endorses the parent involvement goals of Title I and encourages the regular participation of parents of Title I eligible children in all aspects of the program. The education of children is viewed as a cooperative effort among the parents, school, and community. In this policy, the word "parent" also includes guardians and other family members involved in supervising the child's schooling. To ensure the success of the parent involvement program, Paoli Community School Corporation will provide the coordination, technical assistance, and other support necessary to assist participating schools in planning and implementing effective parent involvement activities to improve student academic achievement and school performance. (Bold indicates paragraph Adopted/Updated: June 12, 2006).

Pursuant to federal law, the corporation will develop jointly with, and agree on with the distribution to parents of children participating in the Title I program a written parent involvement policy. At the required annual meeting of Title I parents, parents will have opportunities to participate in the design, development, operation, and evaluation of the program for the next school year.

Proposed activities shall be presented to fulfill the requirement necessary to address the requirements of parental involvement. In addition to the required annual meeting, the least three additional meetings shall be held, at various times of the day and/or evenings, for parents of children participating in the Title I program. These meetings shall be used to provide parents with:

- Information about programs provided under Title I;
- A description and explanation of the curriculum in use, the forms of academic assessment
- Opportunities to formulate suggestions and to participate, as appropriate, in decisions
- The opportunity to bring parent comments, if they are dissatisfied with the school's Title I program, to the district level.

The parents of children identified to participate in Title I programs shall receive from the school principal and Title I staff an explanation of the reasons supporting each child's selection for the program, used to measure student progress, and the proficiency levels students are expected to meet; relating to the education of the children; and program, to the district level. a set of objectives to be addressed, and a description of the services to be provided. Opportunities will be provided for the parents to meet with the classroom and Title I Teachers to discuss their child's progress. Parents will also receive guidance as to how they can assist in the education of their children at home. Each school in the corporation receiving Title I funds shall jointly develop with parents of children served in the program a "SchoolParent Compact" outlining the manner in which parents, school staff and students share the responsibility for improved student academic achievement in meeting state standards.

The "School-Parent Compact" shall:

- Describe the school's responsibility to provide high-quality curriculum and instruction in a supportive and effective learning environment enabling children in the Title I program to meet the State's academic achievement standards;
- Indicate the ways in which each parent will be responsible for supporting their children's learning, such as monitoring attendance, homework completion, monitoring television watching, volunteering in the classroom, and participating, as appropriate, in decisions related to their child's education and positive use of extracurricular time; and
- Address the importance of parent-teacher communication on an ongoing basis, with at a minimum, parent-teacher conferences, frequent reports to parents, and reasonable access to staff.

Legal Reference: 20 U.S.C. 6318
Policy adopted: April 14, 2003

Title I Parent Involvement

In order to achieve the desired level of Title I parent involvement desired by the Board of School Trustees policy on this topic, these regulations guide the development of each school's annual plan designed to foster a cooperative effort among the parents, school, and community.

Guidelines

Parent involvement activities developed at each school will include opportunities for

- volunteering;
- parent education;
- home support for child's education
- parent participation in school decision-making.

The school corporation will provide opportunities for professional development and resources for staff and parents/community regarding effective parent involvement practices.

Roles and Responsibilities

It is the responsibility of the parent to:

- actively communicate with school staff;
- be aware of rules and regulations of the school;
- take an active role in the child's education by reinforcing, at home, the skills and knowledge the student has learned in school; and
- utilize opportunities for participation in school activities.

It is the responsibility of the staff to: develop and implement a school plan for parent involvement;

- promote and encourage parent involvement activities;
- effectively and actively communicate with all parents about skills, knowledge, and attributes student is learning in school and suggestions for reinforcement;
- send information to parents of Title I children in a format and, to extent practicable, in a language the parents can understand;
- coordinate and integrate parent involvement with other programs including Head Start, Early Reading First, Even Start, the Home Instruction Programs for Preschool Youngsters, the Parents as Teachers Program, and public preschool, and State run preschool programs;
- conduct other activities, such as parent resource centers, that encourage and support parents in more fully participating in the education of their children.

Community members who volunteer in the schools have the responsibility to:

- be aware of the rules and regulations of the school;
- utilize opportunities for participation in school activities
- get a background check

It is the responsibility of the administration to:

- facilitate and implement the Title I parent involvement policy and plan;
- provide training and space for parent involvement activities;
- provide resources to support successful parent involvement practices;
- provide inservice education to staff regarding the value and use of contributions of parents and how to communicate with and work with parents as equal partners;
- send information to parents of Title I children in a format and, to the extent practicable, in a language, the parents can understand.

TRANSPORTATION CHANGES

Adults must communicate dismissal changes to the teacher via text, email, or note. All changes must be made by 2:00 p.m. All adults should limit calls to the main office unless it is

an emergency or a sudden change of plans.

VALUABLES

Common sense and consideration are the best guides in determining whether or not to bring personal possessions to school. The school administrators and staff cannot be responsible for valuables that students bring to school. It is recommended that students leave all valuables at home. If special circumstances make it necessary for a student to bring substantial cash or other important possessions to school, these items can be safeguarded by leaving them with the child's teacher.

VANDALISM AND PROPERTY DAMAGE

Our school buildings and equipment cost the taxpayer to construct, purchase, and maintain. Students who destroy or vandalize school property will be required to pay for losses or damages. If you happen to damage anything by accident, you should report it to school personnel immediately.

VISITORS

- All Throop visitors must report to the main office where they will sign in, noting the time and destination.
- Visitors will receive a Throop guest badge to be worn at all times.
- Visitors will be expected to go directly to their designated destination only. Upon departure, visitors must sign out and return the Throop guest badge.
- Parents/grandparents are discouraged from accompanying their child/student to individual classrooms.
- Visitors delivering personal items to students will be expected to leave items at the front office. School personnel will deliver said items.
- It is not permissible for students to bring friends to visit Throop Elementary School during the school day.

WALKER POLICY/STUDENT DROP-OFF

With the rising concerns of parents and educators nationwide about the safety of our children coming home from school we feel more precautionary measures need to be put in place here at Throop. We have made a few changes for our students who will be walking home or whose parents pick them up at school.

Safety FIRST: Creating a safe environment includes more than just a locked door! Your child's safety is our main concern. Please take a few moments to review the following procedures:

DROP OFF:

- Student Drop-off: Student Drop-off Procedures are in place. Please, follow

closely.

- Grade K-2 students are dropped off in front of Throop Elementary after 7:45 a.m.
- Grade 3 -6 students are dropped off at the Throop gym after 7:45 a.m.
- A designated far right lane is clearly marked for student DROP-OFF ONLY.
- If you wish to accompany your child into the building, use the small lot on the north end of the building, PLEASE DO NOT PARK IN THE DROP-OFF LANE.
- The center lane is for THROUGH-TRAFFIC ONLY. NO PEDESTRIANS. NO DROP-OFF.
- The top right lane will be reserved for bus loading and unloading.
- The top left is designated handicapped parking only and persons are expected to cross in the designated crosswalk only.

WALKERS:

- All walkers must have a note from their parent stating that their child is to walk home or that the parent or a designated adult will pick their child up in the gymnasium.
- To protect our students, it is necessary for teachers to know when a change is to be made in the way a child returns home.
- If your child is to stay for an activity or if parents plan to pick up their child rather than have them ride the bus, parents must send a permission slip with the student to the teacher in the morning informing the teacher of the change.
- It is requested that parents not call the office to inform the teacher of these changes except in case of emergency.
- Walker Policy: Please remember to pick your child up in the Throop gym at dismissal time, not the front hallway.

- All walker students (students who are to be picked up) will enter the gym and walk directly to their grade level sign and have a seat on the floor in a straight line behind their sign.
- The student will remain seated until the parent/person who is to pick up the child walks over to his/her grade level sign.
- All caretakers enter the east doors and exit the west doors.
- Please take a few minutes to discuss the walker policy with your child/children.

- At the end of school each day, students physically walking home will meet in the hallway outside the Throop band room.
- All students who walk home will be escorted across the street together.

- If a child needs to leave school before the end of the school day the parent must report to the office where their child will be signed out.

Call-ins and Walk-ins:

- It is a school policy that parents notify Throop preferably by a written note or

email to the classroom teacher if there is a change in a student's regular means of dismissal. Example: Johnny is to ride Bus P-21 today, February 25th, to his Grandmother Smith's residence at 888 Elm Street, phone number 723-0000.

- Recognizing that circumstances change in the course of the regular school day, phone calls to the Throop office or walk-ins are acceptable through 2:00 P.M. This will greatly reduce the number of last minute "change of plans" that cut into the instructional day and create uncertainties for our students. By planning ahead, we will be ahead in the dismissal of over 700 students.
- As always, your cooperation regarding these procedures is greatly appreciated. Thank you!!

WELLNESS POLICY ON PHYSICAL ACTIVITY AND NUTRITION

The Board of School Trustees of Paoli Community School Corporation supports the health and well-being of the school corporation's students by promoting nutrition and physical activity at all grade levels. In accordance with federal law, it is the policy of the Board to provide students access to healthy foods and beverages; provide opportunities for developmentally appropriate physical activities; and require that all meals served by the school corporation meet or exceed the federal nutritional guidelines issued by the U.S. Department of Agriculture. A Coordinated School Health Advisory Council will be formed and maintained to oversee these activities.

The School Wellness Policy shall be made available to students and families on the school corporation's website.

Coordinated School Health Advisory Council

The board will engage parents/guardians, food service professionals, teachers of physical education, students, school health care professionals, school board members, school administrators, and other interested community members in developing, implementing, monitoring, and reviewing corporation-wide nutrition and physical activity policies. A Coordinated School Health Advisory Council will be formed and maintained at the corporation level to oversee the development, implementation, and evaluation of the school corporation's wellness policy.

The Advisory Council shall meet at least annually to review nutrition and physical activity policies and to develop an action plan for the coming year. The Council shall meet as needed during the school year to discuss implementation activities and address barriers and challenges.

The Advisory Council shall report annually to the Superintendent and the School Board on the implementation of the wellness policy and include any recommended changes or revisions. The School Board will adopt or revise nutrition and physical activity policies based on recommendations made by the Advisory Council.

Nutrition Education and Nutrition Promotion

Nutrition topics shall be integrated within the comprehensive health education curriculum and taught at every grade level (K-12) according to the standards of the Indiana Department of Education. Schools will link nutrition education activities with existing coordinated school health programs or other comparable comprehensive school health promotion frameworks.

Standards for USDA Child Nutrition Programs and School Meals

The board will provide and promote the National School Lunch and Breakfast Programs to ensure that all students have access to healthy foods to support healthier choices and promote optimal learning.

Nutrition Standards for Competitive and Other Foods and Beverages

The Board will allow foods and beverages that comply with federal and state law in vending machines, school stores, and concession stands. This also includes food and beverages made available in schools during the school day for such events as school fundraisers and food and beverages brought into the schools by students or other persons for such events as birthdays and classroom celebrations.

The Board will allow marketing in school buildings and on school grounds during the school day for only those food and beverages provided by the school that complies with federal and state law. Marketing that promotes student health will be permitted in school buildings and on school grounds.

Physical Activity and Physical Education

The board supports the health and well-being of students by promoting physical activity through physical education, recess, and other physical activity breaks; before- and after-school activities; and walking and bicycling to school. Additionally, the board supports physical activity among elementary students by providing them with at least 30 of the recommended 60 minutes of physical activity per day.

Other Activities that Promote Student Wellness

The board supports the health and well-being of our students and staff by creating and promoting policy and environmental supports to provide physical activity and healthy eating opportunities.

Evaluation

Through implementation and enforcement of this policy, the corporation will create an environment that supports opportunities for physical activity and healthy eating behaviors. To ensure continuing progress, the corporation will evaluate implementation efforts and their impact on students and staff at least every three years. The board will notify the public of the results of the three-year assessment and evaluation.

The board designates the superintendent to ensure compliance with this policy and its administrative regulations. The superintendent is responsible for retaining all documentation of compliance with this policy and its regulations, including but not limited to each school's three-year assessment and evaluation report and this wellness policy and plan. The superintendent will also be responsible for public notification of the three-year assessment and evaluation report, including any updates to this policy made as a result of the corporation's three-year assessment and evaluation.

LEGAL REFERENCE: 42 U.S.C. 1758b7 CFR Part 21020069-18.5
EFFECTIVE JULY l, 2006
REVISION ADOPTED: November 14, 2016
REVIEWED: December 11, 2017

WITHDRAWALS

The school should be notified as soon as possible of students expecting to withdraw. Teachers and staff will summarize the student's progress and prepare the student's file for forwarding to his/her next school of enrollment. Records will be sent once a request is received from the school of enrollment.

ADDENDUM

NOTIFICATION OF AVAILABILITY OF ASBESTOS MANAGEMENT PLAN

August 2026

The Asbestos Hazard Emergency Response Act (AHERA) of 1987, required the compilation of all asbestos containing building materials (ACBM) within public and private schools (Grades K-12). This compilation was designed to identify, not only if asbestos was present, but its location, amount, and condition. The compiled data, assessments, and recommendations, along with other pertinent information, were to be assembled into an Asbestos Management Plan for each school building.
The AHERA also requires in-house periodic surveillance of identified asbestos containing materials every six months and a reinspection of the asbestos containing materials by an Indiana Department of Environmental Management (IDEM) accredited asbestos inspector every three years. The purpose of AHERA is to have a plan for managing asbestos in the schools and does not require removal of asbestos containing material.
The Paoli Community School Corporation has complied with AHERA by developing and implementing an Asbestos Management Plan for its school facilities. In 1988, the School Corporation employed Energy Design Concepts, Inc. of Zionsville, Indiana, to assist in the management of asbestos containing materials by conducting the original inspection and preparing a management plan for each building. The School Corporation employed Asbestos Laboratory, Inc. of Cloverdale, Indiana, to conduct the required triennial inspections in 2007. In 2010 the School Corporation employed Environmental Management Consultants, Inc. of Evansville, Indiana, to conduct the required triennial inspections. In 2013 the School Corporation employed Environmental Management Consultants, Inc. of Evansville, Indiana, to conduct the required triennial inspections. . In 2016 the School Corporation employed Environmental Management Consultants, Inc. of Evansville, Indiana, to conduct the required triennial inspections. In 2023 the School Corporation employed Environmental Management Consultants, Inc. of Evansville, Indiana, to conduct the required triennial inspection. In 2026 the School Corporation employed Environmental Management Consultants, Inc. of Evansville, Indiana, to conduct the required triennial inspection.

Throop Elementary School and Paoli Junior-Senior High School do have some asbestos containing materials. These materials are being monitored and maintained in good condition in all occupied areas. Asbestos which is maintained in good condition is not considered a health hazard.
The AHERA regulations require the School Corporation annually inform workers,

building occupants, or their legal guardians of the availability of the Asbestos Management Plan for each facility for review.

The AHERA Asbestos Management Plan for the school in available for your inspection/review at the office of the Principal for each school and at the office of the Superintendent.
If you have any questions concerning the AHERA Management Plan, please contact the school Principal and/or the Designated Person, Superintendent of Schools.

RESOLUTION OF POLICIES & NONDISCRIMINATION

Be It Resolved: The Board of School Trustees of Paoli Community School Corporation adopts and duly declares the following policies to be the official policies of Paoli Community School Corporation, Paoli, Indiana. Be It Further Resolved: It is the policy of the Paoli Community School Corporation not to discriminate on the basis of race, color, religion, sex, national origin, age, or disability in its educational programs or employment policies as required by the Indiana Civil Rights Act (1.C.2291}, l.C. 208.12, Titles VI and VII of the Civil Rights Act of 1964, the Equal Pay Act of 1973, Title IX (1972 Education Amendments), Section 504 of the Rehabilitation Act of 1973. It is the policy of the Paoli Community School Corporation not to discriminate against any otherwise qualified disabled person, solely by reason of his/her disability, in admission or access to, or treatment or employment in, any program or activity sponsored by this school corporation. Be It Finally Resolved: If any policy or statement of this Policy Handbook of Paoli Community School Corporation is held contrary to law, then such policy or statement will be deemed valid only to the extent permitted by Law, but all other provisions of this Policy Handbook will continue in effect.

Inquiries regarding compliance with Title IX, Section 504 , or the Americans with Disabilities Act should be directed to Title IX
Coordinator: Superintendent of Paoli Community School Corporation, 501 Elm Street, Paoli, Indiana 47454, 8127234717
The Paoli Community School Corporation Superintendent's Office is located in the south end of Paoli Jr.Sr. High School, 501 Elm Street, Paoli, Indiana. Office hours are from 8:00 A.M. to 4:30 P.M. Monday through Friday. The Superintendent's telephone number is (812) 7234717.

Adopted: 6/1987
Revised: 7/2013
Reviewed: 1/2014
Reviewed: 11/2015

DISABLED INDIVIDUALS POLICY STATEMENT

It is the policy of the Paoli Community School Corporation not to discriminate against any otherwise qualified disabled person, solely by reason or his/her disability, in admission or access to treatment or employment in any program or activity sponsored by this school corporation.

Inquiries regarding compliance with this policy should be directed to the Superintendent of the Paoli Community School Corporation, 501 Elm Street, Paoli, Indiana 47454, or to the Office for Civil Rights, U.S. Department of Education, Washington. DC

Note: The Paoli Community School Corporation Superintendent's Office is located in the south end of Paoli Jr.-Sr. High School, 501 Elm Street, Paoli, Indiana. Office hours are from 8:00 A.M. to 4:30 P.M. Monday through Friday. The Superintendent's telephone number is (812) 723-4717

PAOLI COMMUNITY SCHOOL CORPORATION
NOTICE OF PARENT/STUDENT RIGHTS IN IDENTIFICATION, EVALUATION, AND PLACEMENT OF INDIVIDUALS WITH DISABILITIES

In Compliance with the procedural requirements of Section 504 of the Rehabilitation Act of 1973. the following Notice of Parent/Student Rights in Identification, Evaluation, and Placement shall be utilized in the Paoli Community School Corporation.

The following lists of rights are given to ensure the parent/guardian's awareness of the regulations about the evaluations of and/or special instruction which may be offered to his/her child. Should the parent/guardian have any questions, contact the Superintendent of Schools. The parent also has the right to meet with the superintendent or designee and/or the local school board to resolve any objections to either the evaluation or educational placement or the student.

- Organizations and agencies which the parent/guardian may contact to obtain assistance with evaluation and/or placement questions include, but are not limited to the following:

A. Federal
Office of Civil Rights
100 North Senate Ave., Room NI 03
Indianapolis, IN 46204
(317) 232-2600 or 1-800-628-2909

B. State
Indiana Department of Education
Office for Civil Rights - Region V
Student Services Unit
401 South State Street,
Room 700 C
Room 229, State House
Chicago, IL 60605-1202

Indianapolis, IN 46204-2798
(312) 886-3456
(317)232-9111

C. Local
Office of Vocational Rehabilitation
Indiana Protection and Advocacy
% First Chance Center
% First Chance Center
PO Box 267
Paoli, IN 47454
(812) 723-4985 or (812) 723-4486
(812) 723-4985 or (812) 723-4486

D. Low Cost Legal Services
Legal Organization of Indiana, Inc.
242 West 7th Street
Bloomington, Indiana 47407
(812) 339-7668 or 1-800-882-4774

II. The following is a description of the rights granted by federal law to individuals with disabilities. The intent of the law is to keep you informed concerning decisions about your child and to inform you of your rights if you disagree with any of the decisions. You have the right to:

- Have your child take part in and receive benefits from public education programs without discrimination because of his/her disability.
- Have the school corporation advise you of your rights under federal law.
- Receive notice with respect to the identification, evaluation. or placement or your child.
- Have your child receive a free appropriate public education. This includes the right to be educated with non-disabled students to the maximum extent appropriate. It also includes the right to have the school corporation make reasonable accommodations to allow your child an equal opportunity to participate in school and school-related activities
- Have your child educated in facilities and receive services comparable to those provided to non-disabled students.
- Have your child receive special education and related services if s/he is found to be eligible under the Individuals with Disabilities Education Act (IDEA) and/or general education intervention/modifications outside or special education under Section 504 of the Rehabilitation Act of 1973.
- Have evaluation, educational, and placement decisions made based upon a variety of information and sources, and by persons who know the student, evaluation data, and placement options.

- Have transportation provided to and from an alternative placement setting at no greater cost to you than would be incurred if the student were placed in a program operated by the school corporation.
- Have your child given an equal opportunity to participate in nonacademic and extracurricular activities offered by the school corporation.
- Examine all relevant records relating to decisions regarding your child's identification, and evaluation. an educational program, and placement.
- Obtain copies of educational records at a reasonable cost unless the fee would effectively deny you access to the records.
- A response from the school corporation to reasonable requests for explanations and interpretations of your child's records.
- Request amendment of your child's educational records if there is reasonable cause to believe that they are inaccurate, misleading, or otherwise in violation of the privacy rights of your child. If the school corporation refuses this request for amendment, it shall notify you within a reasonable time, and advise you of the light to a hearing.
- Request mediation, an impartial hearing, and an appeal of any decisions or actions taken by the school corporation regarding your child's identification, evaluation, educational program, or placement. The costs for these due process procedures will be borne by the school corporation. You and your student may take part in these proceedings and have an attorney represent you. Requests for due process must be made to the superintendent or the Section 504 coordinator.

The following details the procedures:

- If the parent/guardian disagrees with the identification, evaluation, educational placement, or with the provisions of a free appropriate public education for his/her child, the parent/guardian may make a written request for a hearing to the superintendent, indicating the specific reason(s) {Or the request.
- The school corporation may initiate a hearing regarding the identification, evaluation, or educational placement of the student or the provision of a free appropriate public education to the student. The school corporation shall notify the parent/guardian of the specific reason(s) the request.
- Such hearings shall be conducted within twenty (20) instructional days after the request is received. unless the hearing oiT1cer grants an extension, and at a time and place reasonably convenient to the parent/guardian. Upon receipt of a request for a hearing, the superintendent shall appoint the independent heating officer. The school corporation shall bear all costs pertaining to the hearing, including the transcription, heating officer fee and expenses, but shall not be responsible for the fees and expenses incurred by the parent/guardian except for those detailed below. The parent/guardian involved in a hearing shall be given the right to have the child who is the subject or the hearing present, open the hearing to the public, and be represented by counsel or any other representative.
- During the pendency of an administrative or judicial proceeding, unless the school corporation and the parent/guardian or the child agree otherwise, the child involved

in the proceeding shall remain in his/her present educational placement. If there is a dispute regarding this present placement, the hearing officer shall order an interim placement. The present educational placement of the child shall include normal grade advancement if the proceedings extend beyond the end of the school year. If the issues involve an application for initial admission to school, the child, with the consent of the parent/guardian, shall be placed in the school until the completion of the proceedings. In the absence of an agreement, the hearing officer shall determine the child-s placement during the proceedings.

- The child and the parent/guardian shall have the right to legal counsel and/or other representation or their own choosing. The school corporation shall inform the parent/guardian of any free or low-cost legal services available in the area if the parent/guardian requests the information or if the school corporation initiates a hearing. The school corporation shall bear the burden of proof to the appropriateness of any placement, transfer, or the denial of the same.
- A tape recording or other verbatim record of the heating shall be made and transcribed and, upon request, shall be made available to the parent/guardian or representative, at the school corporation's expense. At a reasonable time prior to the hearing during school hours, the parent/guardian or representative shall be given access to all records of the school corporation, and any of its agents or employees. pertaining to the child, including all tests and reports upon which the proposed action may be based. The parent/guardian or representative shall have the right to compel the attendance, to confront, or to cross-examine any witness who may have evidence upon which the proposed action may be based. The patent/guardian or representative and school corporation shall have the right to present evidence and testimony, including expert medical. psychological, or educational testimony. Introduction of any evidence at the hearing that has not been disclosed to both parties at least five (5) days before the hearing is prohibited, subject to the discretion of the hearing officer.
- Within fifteen (15) instructional days after the hearing, the hearing officer shall render a decision in writing.

Such decisions shall include findings of fact, conclusions of law, and orders, if necessary, which will be binding on all parties. The dated decision shall be sent by mail to the parent/guardian and the superintendent of the school corporation, and shall contain notice of the right to appeal the decision. The decision shall be implemented no later than twenty (20) instructional days following the date of the decision, unless review is sought by either pally. Should the parent/guardian be represented by legal counsel and ultimately prevail on the issues at administrative and/or judicial proceedings, the parent/guardian may be entitled to payment of all or part of the attorney fees and other costs incurred by the parent/guardian.

- Request a review (appeal) of the hearing should you not prevail. The following details or the procedure:
- A petition to review (appeal) the decision of the hearing officer may be made by any party to the hearing. The request must be in writing, filed with the superintendent and the opposing party, be specific as to the objections, and be filed within twenty

(20) instructional days or the date the hearing officer's decision is received. The school corporation is responsible for the appointment of an independent appeals officer to conduct an impartial review of the record as a whole and may. at his/her election, conduct the review with or without oral argument. Such review shall be conducted within twenty (20) instructional days of the receipt of the petition to review, unless either party requests an extension of time.

- The appeals officer shall ensure that a transcript or the review is prepared and made available to any party upon request.
- Any party disagreeing with the decision of the appeals officer may appeal to a civil court with jurisdiction.
- A parent/guardian represented by legal counsel during the proceedings of a due process hearing, appeal, or civil action may be entitled to reimbursement of legal fees if the parent ultimately prevails.
- Ask for payment of reasonable attorney fees if you are successful on your claim.
- File a local grievance.

The person in this school corporation who is responsible [Or assuring that the school is in compliance with Section 504] is the Superintendent.

RIGHT TO INSPECT CERTAIN INSTRUCTIONAL MATERIALS

In addition to any other rights with respect to the inspection of instructional materials, the parent or guardian of a child enrolled in a school within the Paoli Community School Corporation which received funds from the United States Department of Education either directly or indirectly, shall be entitled to inspect those instructional materials which will be used in connection with any survey, analysis, or evaluation as part of any school program or curriculum.
LEGAL REFERENCE: 20 U.S.C. 1232h(a)

STUDENT SUBMISSION TO REQUIRED SURVEYS, ANALYSIS, OR EVALUATIONS OF SCHOOL PROGRAMS

Any complaints arising under this policy may be submitted in accordance with the policy for parental (public) complaints. No student shall be required without the prior written consent of the student's parent or guardian, as part of any school program or curriculum which receives funds from the United States Department of Education, to submit to a survey, analysis, or evaluation which reveals information concerning:

- political affiliations;
- mental and psychological problems potentially embarrassing to the student or his/her family;
- sex behavior and attitudes;
- illegal, antisocial, self-incriminating and demeaning behavior;

- critical appraisals of other individuals with whom respondents have close family relationships;
- legally recognized privileged and analogous relationships, such as those of lawyers, physicians, and ministers; or
- income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program);
- religious beliefs or practices.

LEGAL REFERENCE: 20 U.S.C. 1232h(b)

DISCLOSURE OF STUDENT LISTS

The Board of School Trustees of the Paoli Community School Corporation in order to maintain the privacy of its students prohibits the disclosure of any student list to any commercial organization that intends to use the list for commercial purposes. "Student list" is defined as a list containing the names and addresses of any or all students enrolled in the school corporation. "Commercial organization" is defined as any entity that is a for-profit organization "Commercial organization" does not include any of the "armed forces of the United States" as defined by state law. "Commercial purpose" is defined as any activity that is an attempt to solicit business or profit. The Superintendent shall establish a procedure to be followed by all corporation employees when a request for a student list is made by a commercial organization.

Indiana law requires a high school to provide access to student directory information to recruiting representatives of the military services. Military services include the U.S. Air Force, the U.S. Army, the U.S. Coast Guard, the U.S. Marine Corps, the U.S. Navy, any reserve component of these military forces, any service academy of these military forces, the Indiana Air National Guard, and the Indiana Army National Guard. Student directory information for purposes of this requirement is the student's name, address, and listed or published telephone number. A parent or student has the option to restrict the release of such information to the military services recruiting representatives upon written request to the high school principal at the end of the student's sophomore year in high school.

Under federal law, the school corporation is required to release to military recruiters upon request, a secondary student's name, address, and telephone listing. The parent of the student has the right to request in writing that such information not be released to military recruiters.

LEGAL REFERENCE: l.c.5-14-3-4(c) l.C.20-lO.1-29-1 seq.
20 U.S.C. 7908
10 U.S.C. 503

PAOLI COMMUNITY SCHOOL CORPORATION

ACCEPTABLE USE POLICY FOR PUBLIC SCHOOL INTERNET

Access to Internet public programming is available to students, teachers, clerical staff, and the administrators of the Paoli Community School Corporation. We are very pleased to provide this service and believe the network offers vast, diverse, and unique resources. Our goal in providing this service to students and staff is to promote educational excellence in our school system by facilitating resolute sharing, innovation, and communication. Each Internet user will be assigned his/her own account. The user will be responsible for the use of passwords to secure the account. Internet accounts will be limited to a few teachers and administrators. All use of the Internet will be monitored by the selected teachers and administrators through their own accounts. They will access the Internet account taking precautions to protect password security. This should safeguard personal information such as name, address, telephone number, etc.

Students and clerical staff may access the Internet by receiving a teacher or administrator's permission. Students must be supervised when using the Internet. Whenever a student or staff member receives questionable unsolicited online contact, the teacher or administrator in charge should be informed immediately.

If the user violates school policy on the use of the Internet, his/her account privileges will be suspended immediately. The length of suspension will be determined by the school administration. Penalties, beyond account suspension. may also be issued. Paoli Community School Corporation will not be responsible for unauthorized financial obligations resulting from the use of school corporation resources and accounts to access the Internet.

Paoli Community School Corporation prohibits Internet users from engaging in any of the following:

- Accessing, uploading, downloading, or distributing pornographic, obscene, or sexually explicit materials:
- Transmitting obscene, abusive, or sexually explicit language;
- Violating any local, state, or federal statute;
- Vandalizing, damaging, or disabling the property of another person or organization;
- Accessing another person's materials, information, or files without the implied or direct permission.
- Violating the copyright, or otherwise using another person's intellectual property without prior approval or proper citation:
- Using the network for commercial or for-profit business;
- Using the network for product advertisement or political lobbying; and
- Transmitting hate email, harassment, or discriminatory remarks.

The Paoli Community School Corporation reserves the right to prohibit other usage. The educational value of student Internet access is the joint responsibility of students. parents,

and employees of the school corporation. It is of utmost importance that each respective group understands this policy and the consequences of violating this policy. This policy will be made available for review by all parents, guardians, staff members, and members of the community. A copy of the policy can be obtained by contacting the Superintendent's office, the Principal's office at the Junior-Senior High School, or the Principal's office at Throop Elementary.

NOTIFICATION OF STUDENT AND PARENTS' RIGHTS UNDER FERPA

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

- The right to inspect and review the student's education records within 45 days of the day the School receives a request for access. Parents or eligible students should submit to the School principal [or appropriate school ofT1cialJ a written request that identifies the record(s) they wish to inspect. The School official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.
- The right to request the amendment of the student's education records that the parent or eligible student believes is inaccurate. Parents or eligible students may ask the School to amend a record that they believe is inaccurate. They should write to the School Principal [or appropriate school official], clearly identify the part of the record they want changed, and specify why it is inaccurate. If the School decides not to amend the record as requested by the parent or eligible student, the School will notify the parent or eligible student of the decision and advise them or their right to a hearing regarding the request for amendment. Additional information regarding the heating procedures will be provided to the parent or eligible student when notified of the right to a Hearing.
- The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the School as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the school has contracted to perform a special task (such as an attorney. auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.
- A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. [Optional]

Upon request, the School discloses education records without consent to officials or another school district in which a student seeks or intends to enroll. [NOTE: FERPA requires a school district to make a reasonable attempt to notify the parent student or the records request unless it states in its annual notification that it intends to forward records on request.]

- The right to file a complaint with the U.S. Department of Education concerning alleged failures by the School District to comply with the requirements of FERPA. The name and address of the office that administers FERPA are:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-4605

RIGHTS OF NONCUSTODIAL PARENTS UNDER FERPA

The Family Educational rights and Privacy Act (FERPA) sets out requirements designed to protect the privacy of parents and students. In brief, the law requires a school district to: l) provide a parent access to the records that are directly related to the students; 2) provide a parent an opportunity to seek correction of the record he or she believes to be inaccurate or misleading; and 3) with some exceptions, obtain the written permission of a parent before disclosing information contained in the student's education record.

The definition of parent is found in the FERPA implementing regulation under 34 CFR 99.3. "Parent means a parent of a student and includes a natural parent, a guardian, or an individual acting as a parent in the absence of a parent or a guardian. Section 99.4 gives an example of the lights of the parents.

> *An educational agency or institution shall give full rights under the Act to either parent unless the agency or institution has been provided with evidence that there is a court order, State statute, or legally binding document relating to 10 such matters as divorce, or separation. or custody. that specifically revokes these rights. This means that, in the case of divorce or separation, the school district must provide access to both natural parents. custodial and non-custodial, unless there is a legally binding document that specifically removes that parent's FERPA rights. In this context, a legally binding document is a court order or other legal paper that prohibits access to the education record or removes the parent's right to have knowledge about his or her child's education.*

Custody or other residential arrangements for a child do not, by themselves, affect the FERPA rights of the child's parents. One can best understand the FERPA position on parents' rights by separating the concept of custody from the concept of rights that FERPA gives parents. Custody. parent-student, establishes where a child will live, and often, the duties or the

person(s) with whom the child lives. FERPA, on the other hand. simply establishes the parents' right to access and control the education record related to the child.

PARENTAL NOTIFICATIONS REQUIRED BY NCLBA

Parent notifications required by "No Child Left Behind Act" will include the following informational opportunities:

- Open House to present School Improvement Plan and Indiana State Standards
- Monthly newsletters to highlight instruction and parent /student opportunities; Classroom newsletters highlighting Standards instruction
- Parent Instructional Workshops
- Present School Improvement Plan to School Board with public invitation

CORPORATION PEST CONTROL POLICY

The 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.

The corporation will:

- Inform parents and staff members of the corporation's pest control policy at the time of student registration at the beginning of the school year by a separate memorandum or as a provision in the student handbook.
- Provide the name and phone number of the person to contact for information 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 planned pesticide applications to parents and employees who have requested advanced notice.
- Provide notice of all pesticide applications to school nurses.
- Maintain a written record for at least 90 days of 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. 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. In case of emergency pesticide applications because of an immediate threat to the public health, the school shall give written notice as soon as possible.

The corporation may provide training for school employees to become certified pest control applicators. Financial support for such training may be provided by the corporation subject to budgetary constraints of the corporation. The Superintendent shall prepare and disseminate regulations for the implementation of this policy.

DATE ADOPTED: MARCH 12, 2001
Adopted this 13th day of March, 2008

NON-RESIDENT TRANSFER STUDENTS

Paoli Community School Corporation recognizes and values the many resources dedicated to the complete curricular and extra-curricular experiences our students are provided, including the tax base within the school corporation provided by the homes, property, and businesses within our school attendance boundary.

Paoli Community School Corporation recognizes and values the importance of ongoing partnerships between schools and families and the increased probability of success when students transition from grade level to grade level within the same school or school corporation.

Paoli Community School Corporation recognizes and values the needs of all students, including students with disabilities and students with enrichment, cultural, emotional, or health-related needs. Paoli Community School Corporation is dedicated to meeting those needs by effectively leveraging the time, resources, and expense available without unnecessary student attendance mobility or unforeseen financial burdens due to attendance mobility, whenever possible. To ensure the available resources and partnerships are most effectively utilized on behalf of students, Paoli Community School Corporation (PCSC) will not accept non-resident transfer students, except in the following circumstances:

- Out of district enrollment must be submitted to the superintendent by October 1 each year. After October 1, out of district students will not be accepted.
- Non-resident students were already enrolled as a K-12 student (included in the ADM) at PCSC before the adoption date of this policy and their enrollment continued without interruption through the 2024-2025 school year.
- Non-resident student is a member or a household in which another member is a current K-12 student at PCSC, enrolled prior to the adoption date or this policy, and the current K-12 student's enrollment continued through the 2024-2025 school year.
- Non-resident student living in the same household as a parent who is an employee of the school corporation.

However, a request to transfer under exceptions (A). (B), or (C) above will be denied if the student has been suspended or expelled during the twelve (12) months preceding the request to transfer for any of the following:

- for ten (10) or more school days;
- for a violation under IC 20-33-8-16:
- for causing physical injury to a student, a school employee, or a visitor to the school; or
- for a violation of a school corporation's drug or alcohol rules. For purposes of (A), student discipline received under

IC 20-33-8-25(b)(7) for a violation described in (B) through (D) shall be included in the calculation of the number of school days that a student has been suspended.

ADOPTED by the Board of Trustees of Paoli Community School Corporation on April 13, 2015.

U.S. DEPARTMENT OF AGRICULTURE LONG NONDISCRIMINATION STATEMENT

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Inquiries regarding compliance by the Indiana Department of Education with Title IX and other civil rights laws may be directed to the Title IX Coordinator, Indiana Department of Education, Room 229, State House, Indianapolis, IN 46204-2798. or by telephone to (3 17) 232-6610 or the Director of the Office for Civil Rights, U.S. Department of Education, I l I North Canal Street. Suite 1053, Chicago, IL, 60606-7204 (312)8868434.

Throop Elementary Progressive Discipline Plan

Is this behavior classroom managed or office managed?

Classroom Managed

- Minor classroom disruption
- Refusing to follow directions or complete work
- Defiance/insubordination
- Minor misuse of technology
- Being out of seat
- Disrespect
- Unprepared for class

Office Managed

- Continued defiance or insubordination
- Obscene or targeted inappropriate language
- Damage to property or vandalism
- Bullying or harassment
- Inappropriate use of technology
- Continued cell phone violation
- Fighting or physical aggression
- Stealing
- Continued disrespect
- Dress code violation
- Cell phone violation
- Substance abuse or possession of a weapon
- Illegal activity

Office Referral

Have there been at least two interventions for the same issue without student improvements?

NO

YES

Office Referral

Teacher Responsibility:

- Input all issues in Harmony prior to admin involvement (notes)
- Harmony initial discipline report
- Office referral

Administrator Responsibility:

- Student interview (due process)
- Admin. Assigns interventions or discipline
- Parent Contact
- Harmony discipline report (finalized)

Teacher Intervention

Including, but not limited to:

- Individual conference
- Conference with school social worker or counselor
- Parent contact
- Parent meeting
- Contact administration
- Other intervention chosen by teacher

Behavior Interventions

Including, but not limited to:

- Parent meeting
- Loss of privileges
- Lunch/Recess Detention
- Before/After school detention
- Friday Detention
- ISS/OSS
- IEP/504 addendum
- FBP