

**NACS ELEMENTARY STUDENT HANDBOOK**  
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## **MISSION OF THE CORPORATION**

The mission of Northwest Allen County Schools is to develop the talent and nurture the creativity of each learner. We attain our mission by providing healthy and safe learning environments that engage, support, and challenge each learner in a culture of achieving excellence so each learner can become a leading member of our community.

## **STATEMENT OF PHILOSOPHY**

The School Board believes that the purpose of education in the Northwest Allen County School education program is ongoing. While recent test scores for all grade levels indicate high degrees of academic achievement for students, the School Corporation is constantly seeking new and better methods of motivating, encouraging, developing, and preparing learners. The educational program is designed to draw from the students' past experiences and internalized knowledge, and equip them with the process necessary for continued daily application of personally possessed skills. The program philosophy is greatly influenced by the fact that the students' self-concept directly affects their learning ability. Thus the School Corporation efforts are directed toward creating positive learning situations, which stress individual needs.

## **NACS Anti-Harassment Statement**

Northwest Allen County Schools believes each child, regardless of race/ethnicity, religion, creed, economic advantage or disadvantage, native language, sexual orientation, gender identity, or mental, emotional, or physical challenges, can be successful, and as a result, the School's purpose is to provide a healthy and safe learning environment that helps each child achieve by engaging, supporting, and challenging each of them.

Unlawful discrimination and/or harassment is not tolerated by the School. It is the policy of the School Board to maintain and provide a safe and civil school environment in which all members of the School Corporation community are treated with dignity and respect. To that end, the School Board has in place, policies, procedures, and practices that are designed to reduce and eliminate unlawful discrimination and/or harassment as well as processes and procedures to deal with incidents of unlawful discrimination and/or harassment.

Members of the School Corporation community and third parties are encouraged to promptly report incidents of unlawful discriminatory and/or harassing conduct to an administrator, supervisor or other School Corporation official so that the School may address the conduct before it becomes severe, pervasive, or persistent. The School is committed to promptly investigating all reports of unlawful discrimination and/or harassment. Any members of the School Corporation community, including students, faculty, and staff, determined to have engaged in acts of unlawful discrimination and/or harassment will be disciplined.

Members of the School Corporation community or third parties who believe a student has been unlawfully discriminated against or harassed by another member of the School Corporation community or a third party may utilize the Board's informal and/or formal investigation and complaint process. Initiating a complaint, whether formally or informally, will not adversely affect the complaining individual's participation in educational or extra-curricular programs. Individuals should make every effort to file a complaint as soon as possible after the conduct occurs while the facts are known, and potential witnesses are available.

The Complaint Coordinator is responsible for ensuring that all reports of unlawful discrimination and/or harassment are investigated. The Complaint Coordinator may be contacted at:

**Sam DiPrimio, Dir. Secondary Education**  
**Northwest Allen County Schools**  
**13119 Coldwater Schools, Fort Wayne, Indiana 46845**  
Email: [Sam.DiPrimio@nacs.k12.in.us](mailto:Sam.DiPrimio@nacs.k12.in.us)

## **EQUAL OPPORTUNITY EMPLOYER NOTICE**

NACS' Equal Employment Opportunity policy is in compliance with Federal and State laws and regulation, particularly Part 104 of Section 504 of the Rehabilitation Act of 1973 (34 CFR) and the Americans with Disabilities Act (ADA).

## **SCHOOL DAY AND ARRIVAL TIME**

The student's day begins at 7:45 a.m. and ends at 2:30 p.m. each day. It is important that parents be on time when picking up or delivering their child. Students are not allowed to be in the halls before the busses arrive. Due to the unavailability of assigned supervisory personnel, students walking or dropped off at the school will not be allowed in the school building before 7:25 a.m. and only in designated areas.

## **DELAY SCHEDULES**

### **DELAYS**

The following schedules are to be used in the event of a school delay:

- 1 hour delay ~ school day . . . . . 8:45 – 2:30
- 2 hour delay ~ school day . . . . . 9:45 – 2:30
- 3 hour delay ~ school day . . . . . 10: 45 – 3:30 (Lunch will be served)**

## **INCLEMENT WEATHER AND SCHOOL CLOSING**

In the event of severe weather, snow, ice, fog, low temperatures or mechanical failure, or early dismissal, the official closing of school will be announced via the NACS website or over local radio and television stations and the Internet [www.wane.com](http://www.wane.com) – school closings/delays). Subscribing to INC Textcaster or follow on Twitter @NWAllenSchool FW **PLEASE DO NOT CALL THE SCHOOL OR ADMINISTRATIVE OFFICE.**

## **ENROLLMENT**

The policy for enrollment, which follows State guidelines, is as follows:

1. In order to be eligible to enter Kindergarten, children shall be five (5) years of age for enrollment on or before August 1<sup>st</sup>.
2. In order to be eligible to enter first grade, children should be six (6) years of age for enrollment on or before the date that is established by state law.
3. Parents must be legal residents of the Northwest Allen County School Corporation, or be granted an exemption from the Superintendent's office (i.e.: a live with affidavit) in order for their children to be eligible for enrollment.
4. Parents shall submit the following documents:
  1. birth certificate
  2. immunization records
  3. divorce decree (if applicable)
  4. custody papers (if applicable)
  5. any other court ordered papers
  6. proof of residency (purchase contract or a current utility bill)

## **LEGAL STATUS OF STUDENTS**

### **CHANGE OF LEGAL STATUS**

Any change in the legal status of a student should be reported immediately to the school office. This involves divorce action, guardianship, court orders prior to divorce or separation, etc... Unless written notice is made to the principal, no student will be released to any other adult.

### **STUDENTS RESIDING WITH NACS PROPERTY OWNERS**

The legal guardian and the student must complete the NACS Affidavit at the Central Office and both must reside with a property owner in NACS boundaries. Within 30 days after enrolling the legal guardian is required to document their residency at the stated address via state issued ID or driver's license. If this documentation is not presented the student may be unenrolled.

## STUDENT ATTENDANCE/ABSENCE

Good school attendance is an important part of any school program. Students are permitted no more than 15 undocumented absences per academic year. After the 15<sup>th</sup> undocumented absence, a referral to Allen County Juvenile Probation and/or the Department of Child Services will occur. Documented days of absence will not count towards the 15 undocumented absences. A student who is chronically absent from school could be subject to expulsion.

### **Exempt**

Indiana Code 20-33-2 recognize the following reasons for days missed counted as present: (1) working as a page in the state legislature, (2) working as an official at the election polls, (3) student is subpoenaed to appear in court, (4) Student is called to active duty with the National Guard or Civil Air Patrol, (5) Participation in the Indiana State Fair by him/herself or a sibling.

### **Documented Absences**

Local policies recognize the following reasons for a documented absence: (1) personal medical or dental appointments with appropriate verification stating that student was seen at said office, or sent home by the school nurse (2) religious holidays, (3) legal obligations with appropriate documentation or (4) attendance at the funeral of family, friends or relatives. The principal or his/her designee may consider other situations when extenuating circumstances arise.

Every attempt should be made to schedule appointments after school hours. When appointments must be scheduled during the school day, ***the parent/guardian must call the school or send a note before the student will be permitted to leave the building.*** Students are expected to attend school before and after appointments when time permits. Absences from school for medical or legal reasons need to be verified with a **written** statement from a licensed medical practitioner or legal counsel on official letterhead with whom the student met. **All documentation must be submitted to the Attendance Secretary within 3 school days in order to be considered documented.** The school may require medical notes for ongoing medical problems requiring frequent absence.

### **Undocumented Absences-Students are allowed 15 Undocumented Absences per year.**

Undocumented absences are those that are not accompanied by documentation. Examples of undocumented absences include parent call for illness without medical documentation, vacation, car trouble, non-verified appointment, pre-arranged school absence without a physician's note (For example; out of town events for non-school activities, or any other absence that does not fall under the documented or exempt sections above). **Please limit vacation days to normal school holidays.** The school recognizes that there may be unusual circumstances, emergencies, or opportunities for which a parent feels that the student must miss school. If an unusual circumstance arises for a family, the principal or his designee will make a determination in regard to absences and work missed. The school encourages the parent and student to pre-arrange family days with attendance office as well as all teachers.

Students are permitted no more than 15 undocumented absences within a school year. Families will receive verbal and/or written communication from the school up until the 15<sup>th</sup> undocumented absence.

### FAMILY VACATIONS

Parents must notify the school prior to the family vacation. NACS does not encourage students to miss the classroom instruction or assignments but will work with the families to limit hardships on the students. **Work may not be available ahead of time; however, children will be given all appropriate assignments and tests when they return from the absence.** We do encourage the student to read, do math flash cards, and journal on a daily basis while away from school. All missed assignments and tests must be completed within five (5) school days of the return from the absence. Long term projects and test scores will be counted in assessing the material the student missed. Questions regarding the interpretation of this policy will be at the discretion of the building administrator.

### TARDY POLICY

Elementary students arriving to school between 7:45 and 8:15 must be escorted into the building by the parent and signed in. If the reason for the late arrival is not covered by one of the above-listed excused absences, the student will be marked as unexcused tardy. Students will not be admitted to class without a pass from the office.

Elementary students leaving school between 2:00 and 2:30 p.m. must be signed out by a parent. If the reason for the early departure is not covered by one of the above-listed excused absences, the student will be marked unexcused tardy.

Excessive unexcused tardies will be dealt with as necessary.

If a student will be late or absent from school for any reason, a phone call from the parent/guardian is required by 8:30am.

## TEMPORARY WITHDRAWAL FROM SCHOOL

If any student is absent from school for non-medical reasons for a period of time greater than 10 consecutive school attendance days, the student will be temporarily withdrawn from school from the first day of the absence until the student returns to school. This policy is intended for students who have extenuating family circumstances which may require them to be absent from school. For example: to visit their families' country of origin, to travel internationally, be exposed to an extraordinary educational experience in another geographic location etc.

Parents/Guardian will need to notify the school in writing of such an absence. Other circumstances not specifically defined in this policy will be dealt with on an individual basis subject to the building level administrator's discretion. *Parents are strongly discouraged from taking this leave during any state required testing windows.*

## WITHDRAWAL FROM SCHOOL

Parents of students moving to another school district should report to the principal's office before withdrawing their child. It is necessary to sign a release of your child's school records, pay any unpaid bills, and sign a claim for refund of book rental fees. A refund will be given on book rental only, and will be made according to a policy as follows:

- $\frac{3}{4}$  refund during the first quarter
- $\frac{1}{2}$  refund during the second quarter
- $\frac{1}{4}$  refund during the third quarter

Workbooks are the property of the student, therefore no refund will be given on consumable items.

## EARLY DEPARTURE

**Students are not permitted to leave the school or grounds from the time they arrive in the morning, until they are dismissed in the afternoon without individual specific permission from the school office.** Permission will be granted upon the receipt of a note or phone call requesting such action from the parent/guardian. Since we want to insure the safety and well being of our students, we are requiring all children leaving the building to be signed out at the office by their parent/guardian. (This includes students leaving due to illness).

## CHANGE IN DISMISSAL PROCEDURES

If parents desire that their child either get off the bus at a stop that is not their home, wait to be picked up at school, or go home other than the regularly established manner, a note each day a change is requested is needed for the teacher and bus driver. The building principal or his/her designee must sign these notes. If this procedure is not followed, the student will be sent home in the regular manner.

## EMERGENCY EARLY DISMISSAL BY THE SCHOOL

During registration, parents must complete the "Just In Case" Form. Information from this form will be followed in case of early school dismissal. If any information changes in the plan, the school must be notified. It is recommended that the parent discuss early dismissal arrangements with his/her children. If NACS dismisses students prior to the regularly scheduled dismissal time, each elementary's detailed Early Dismissal Procedure will be followed.

## REPORTING STUDENT PROGRESS

The grading periods are nine weeks in length, two each semester. The dates for the closing of each period are published on the school calendar. Report cards will be distributed approximately five (5) school days after the end of the grading period.

(Mid-term reports may be sent home approximately  $\frac{1}{2}$  way through the grading period). Parents are encouraged to contact the school as soon as possible if there are questions concerning their child's behavior or academic progress.

The following will be used as the grade scale:

A+	98-100	B+	88-90	C+	78-80	D+	68-70	F	0-59
A	94-97	B	84-87	C	74-77	D	64-67		
A-	91-93	B-	81-83	C-	71-73	D-	60-63		

Additionally, proficiency levels for standards-based reporting are as follows:

4.0 - (Proficient)

- Student consistently demonstrates an understanding of concepts, skills, and processes taught this grading period.
- Student shows confidence with the standard.
- Student can identify and apply the standard independently.
- Student can explain independently.

3.0 - (Progressing)

- Student demonstrates a concrete understanding of skills taught this grading period.
- Student may seek assistance to gain a deeper, conceptual understanding of the standard.
- Student shows a few mistakes in understanding or in completion of processes.

2.0 - (Inconsistent)

- Student inconsistently demonstrates an understanding of skills taught this grading period.
- Student is beginning to understand, but relies on examples or tools.
- Student is dependent upon the teacher for assistance.
- Student has not yet reached a level of basic understanding.

1.0 - (Needs Improvement)

- Student does not demonstrate understanding of grade level concepts, skills, and processes.
- Student does not have an understanding of the standard.
- Student is dependent upon the teacher to identify and apply the standard.

### **PARENT/TEACHER CONFERENCES**

Parent conferences are scheduled on the corporation schedule, but conferences may be scheduled upon request. Should a parent desire a conference with a teacher to discuss any aspect of his/her child's development at school, an appointment must be made with the teacher, at least a day in advance (unless it is of an emergency nature). Teachers will be available until 2:45 p.m. daily (barring other commitments). It is not necessary that you go through the office for such an appointment. Contact may be made directly with the teacher involved by letter, e-mail, note, or phone call. Contact should be made during school hours.

### **PROMOTION-RETENTIONS**

Promotion and retention decisions will be determined on an individual basis. Each student will be expected to achieve reasonable academic growth. For some pupils, it is deemed advisable for a grade to be repeated. Parents are informed of this possibility as soon as feasible, sometime after the end of the first semester. The following information will be reviewed prior to a decision or recommendation being made:

- Individual classroom performance
- Student attendance
- Individual and/or standardized test results
- Past history of promotions and/or retention

Before the final decision to retain a student is made, the above criteria will be carefully evaluated by the teacher and the principal in consultation with the parents.

### **CLASS PLACEMENTS**

The teaching staff and the principal establish classroom rosters for the next school year. Parents may provide written insights or comments that may be pertinent in determining classroom placement. These documents **should** be submitted to the school office by April 15. Specific teacher requests will not be considered.

### **HOMEWORK**

Homework assignments are designed to be an extension of the classroom under the direction of the teacher. Occasionally it will be necessary for a student to devote out-of-school time to complete daily assignments and projects, study for tests, or conduct research.

## **STUDENT HEALTH INFORMATION**

The school nurse works in partnership with parents/guardians, primary care providers, specialists, ancillary health professionals, secretarial staff, teachers and administrators to promote health and wellness during the school year. Family and personal health habits at home are vital for the physical and emotional health of children and have a huge direct impact on a child's ability to learn. These include healthy family relationships and communication, nutrient rich foods, good hydration, regular physical activity and adequate hours of uninterrupted of sleep.

### **A. ILLNESS OR INJURIES**

If a child becomes ill or injured at school that goes beyond minor first aid, we make every effort to contact parents/guardians directly. Therefore, it is imperative that your school secretaries be given your correct and updated contact information including home, cell and/or work phone numbers. If a student misses classroom work due to an absence, please contact the student's teacher in a timely manner for instructions on making up the missed work. The responsibility for making up this work belongs with the student.

### **B. NEED FOR EMERGENCY CONTACT INFORMATION**

Should an injury or sudden illness occur at school when a parent/or guardian is not available to be reached by phone, the school will attempt to contact the next adult emergency contact listed. It is important to have one or more alternate contacts. If you have not done so, please make available the name and phone number of someone local to contact in case of emergencies when you cannot be reached at the numbers provided.

### **C. STUDENTS WITH SPECIAL HEALTH CONDITIONS/NEEDS**

It is important that the classroom teacher and school office personnel, especially the school nurse, be notified of any special health condition and special needs that a student may have. (This includes acute or chronic health conditions; medications needed at school; and potential side effects of medications taken at home which may affect a student during the school day.) With this information, the nurse may be able to suggest individualized interventions appropriate for your student's needs and help facilitate care.

### **D. STUDENT MEDICATION POLICY**

The purpose of administering medication during the school day is to support students in maintaining optimal health required for learning. Most medications should be given at home whenever possible, either before or after school. Medications given during school hours should only be those necessary to provide the student access to his or her educational program.

1. A Medication Permit Form must be signed by parents/guardians for each medication given at school. This form will be kept on file in the medication permit binder. A blank Medication Permit Form may be found on the NACS webpage under the "Departments" tab, choose the file labelled "Health".
2. If the medication is a prescription drug, it must be in the original container with the pharmacy label intact. (The pharmacy label will serve as the physician order.)
3. If it is an over-the-counter medication, it must be age appropriate and in the original manufacturer's bottle with the student's name clearly written on the bottle. Any medication your child needs must be provided from home. Over the counter medication will not be supplied by the school.
4. Herbals and supplements requested to be given at school require an additional form with a physician signature as they are not FDA tested for purity or content, nor researched for pediatric use and pose additional safety concerns.
5. Children in grades K-12 may not carry any medication while in school or on the bus. If it is medically necessary for a student to carry a medication during school hours: an additional Self-Carry Permit form will be signed by the parent/guardian, prescribing healthcare provider, the nurse and the principal. One copy of the form is carried by the student with the medication at all times, and a second copy is kept on file in the clinic.
6. All medications will be stored in the school clinic in locked medicine cabinets, unless there are specific arrangements made for emergency medication to be kept in the classroom or self-carried with the required additional signed permit.
7. Medication kept at school for students in grades K-12 may be released only to the student's parent or to an individual who is at least 18 years of age and designated in writing by the student's parent to receive the medication.
8. Nurses may send empty bottles home for refills as needed. The refilled bottles should be returned to the school nurse or office staff by an adult.
9. The parent/guardian is responsible at the end of the treatment regimen for removing from the school any unused medication for his/her child. Any medication not picked up by the end of the school year in a timely manner will be disposed of according to current practice guidelines.
10. The student must share the responsibility for taking the medication at the right time.

E. REQUESTS FOR STUDENTS TO REMAIN INSIDE DURING RECESS/NOON

Frequently we receive requests from parents to have their child stay in at recess and noon due to colds, etc. We will honor these requests for a period of two (2) consecutive days with a parent or guardian note. Any additional length of time will require a doctor's statement requesting the child to stay in at recess or noon.

F. HEALTH SERVICES-Elementary Level

**Health Screenings**

**Hearing** screenings are administered to all students in grades 1 and 4.

**Vision** screenings are administered to all students in grades 1, 3, and 5.

Referral letters for students needing professional follow up for failed hearing or vision screenings will be sent to parents/guardians. Professional vision examination forms should be returned to the school nurse. Hearing referrals are processed through your school's Speech and Language Pathologist who will notify parents or guardians.

**School Clinic Nurses and Health Exclusion Policy**

Northwest Allen County School District employs a nurse in each building. Minor injuries or ailments may be cared for at school, and general first aid will be administered. It is the student's responsibility to inform the teacher or school office personnel if they have had an injury at school. Unusual health status or the potential for contagious disease will be investigated. If staff have any questions or concerns regarding an illness or injury, attempts will be made to contact parents/guardians directly first and then emergency contacts if needed.

Each school year we face the possibility of excluding children for illnesses. This is done for the welfare of the child as well as his/her classmates and adult staff.

According to the Allen County Board of Health, school officials are required to exclude ill and potentially contagious children from school; therefore, any child who has any of the following conditions\* will be excluded:

1. **Fever:** An elevated oral (or equivalent) temperature of 100 degrees Fahrenheit or higher. Child may return to school if fever free for at least 24 hours without taking anti-fever medication. Please do not send a febrile child to school on medication.
2. **Any vaccine preventable disease or other communicable disease** will be excluded according to Indiana State Department of Health (ISDH) guidelines.
3. **Rash or Infectious Sores:** Any undiagnosed/untreated rash or other skin diseases/parasites such as scabies, ringworm, hand-foot-mouth, or impetigo requires a healthcare provider note prior to return to school.
4. **Draining wounds** not contained by dressings.
5. **Conjunctivitis (pink eye)** requires a healthcare provider note in order to return to school.
6. **Uncontrolled coughing or sneezing.** Students should not come to school if they have a cough or sneezing which they cannot contain or if it is not controlled.
7. **Vomiting or Diarrhea-** Must be without any vomiting or diarrhea for 24 hours prior to return.
8. **Pediculosis (head lice)** -Although state guidelines do not require schools to send home students with lice the school maintains the authority to send children home for treatment as necessary.

\*These are not the only reasons a child may be sent home, referral decisions will be made according to the nurse's professional discretion and ISDH policy.

Often before a child is allowed to return to the classroom, the parent will be requested to obtain a note from their primary care provider, or in certain cases, the Fort Wayne-Allen County Department of Health, stating that the child is no longer contagious. This is to help insure that a minor problem does not turn into an epidemic. **THE SCHOOL NURSE IS NOT DESIGNED TO BE A STUDENT'S PRIMARY HEALTH CARE PROVIDER.**

G. IMMUNIZATION REQUIREMENTS FOR SCHOOL

When a student enrolls in the school corporation for the first time or subsequently requires any new vaccinations by grade level, the parents or guardians must submit the student's current immunization record. Each year, current immunization requirements are posted online and printed copies may be obtained from your school nurse or office staff.

Immunization requirements and blank Immunization History forms may be accessed online at the NACS website under "Departments" menu and "Health".

If a student has a religious objection or medical exemption to required immunizations, an objection/exemption form must be signed each year and placed on file in accordance with Indiana state law. These forms may be obtained from the school nurse. If



the student is on a catch up schedule for immunizations, a signed note from the healthcare provider is required stating the catch up schedule.

If an identified outbreak of a vaccine preventable disease occurs for which a student cannot show proof of vaccination, the student may be excluded from school during such time as determined by the board of health. For example: In the case Measles (Rubeola), a student without proof of immunity would be excluded from attending school for 21 days (3 weeks) after the onset of the last reported case.

All students will need to have an immunization record (or forms) on file with the school nurse prior to the first day of the school year; children may be excluded from attending class after the first 20 days for incomplete immunization records.

## **STUDENT CONDUCT AND DISCIPLINE**

NORTHWEST ALLEN COUNTY SCHOOLS HAS A COMPLETE SET OF POLICIES AND GUIDELINES FOR PARENT REVIEW. Northwest Allen County Schools abides by all local, state and national laws regarding discipline and due process. An acceptance of the responsibility for personal acts shall be expected of each student.

No pupil has the right to interfere with a fellow pupil's right to learn! In most disciplinary actions, the teacher will handle the problem. If the problem is repeated or severe enough, the principal will contact parents by phone and/or letter. Repeat offenses can result in an in-school suspension or at-home suspension.

The following is a partial list of student conduct which shall constitute grounds for suspension and/or expulsion, in accordance with due process procedure.

1. Bullying, the use of violence, force, noise, coercion, threat, intimidation, fear, passive resistance or other comparable conduct which constitutes an interference with school purposes, or urging other students to engage in such conduct (I.C.20-3-8. Section 7).
2. Causing or attempting to cause substantial damage on school property.
3. Theft.
4. Intentionally attempting to cause physical injury to another person.
5. Threatening hazing, harassing or intimidating another person.
6. Knowingly possessing any object, which can reasonably be considered a weapon, or a source of destruction (such as matches, knives, and combustibles.)
7. Knowingly possessing, using, transmitting, selling or being under the influence of any narcotic-type or mind-influencing drug or like-substance, and/or paraphernalia related to the same.
8. Failing to comply with directions of, defiance of, or disrespect shown toward teacher and staff members.
9. Using or possessing tobacco in any form on school property.
10. Using profanity and/or other objectionable language.
11. Repeated truancy and/or tardiness, or nonattendance.
12. Failure to maintain satisfactory scholastic progress.
13. Repeated violation of school rules, policies and procedures, including class disruptions. NACS has a complete set of policies, procedures, and guidelines available at each building for parent review.
14. Students sending, sharing, viewing, or possessing pictures, text messages, emails, or other material of a sexual nature in electronic or any other form, including the contents of a cell phone or other electronic device may receive up to a suspension, or expulsion depending on the severity. It is important to note that Child Exploitation [I.C. 35-42-4-4(b)] and Child Pornography [I.C. 35-42-4-(c)] are felonies and require school officials to notify law enforcement or child services of violations.
15. The following are additional offenses which are named as grounds for possible discipline: intimidation, knowingly possessing, transmitting or being under the influence of drugs, including alcohol; and others specifically listed. The term "drugs" and "alcohol" world include any substance which is, or contains alcohol, marijuana, a stimulant, an intoxicant, a narcotic, a depressant, or a hallucinogenic, whether prescription or sold over the counter (without a prescription), or any substance represented by a provider to be any of the listed substances. Also, providing or possession of drug paraphernalia is illegal.
16. Engaging in activities that constitute an interference with school purposes or an educational function.
17. False Reporting: Knowingly making a false statement, with intent to deceive, that is material to an investigation against another individual for an infraction against state and/or federal law, and/or the rules outlined in the student handbook.

In addition to the grounds listed above, a student may face discipline action for engaging in unlawful activity on or off school grounds if the unlawful activity may be reasonably considered to be an interference with school purposes or an educational function, or the student's removal is necessary to restore order or protect persons on school property. This includes any unlawful activity meeting the

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

### SCHOOL DRESS POLICY

At the discretion of the school administrator, the student's appearance must not interrupt the orderly process of education in the school at any time. Please keep in mind that children have a tendency to behave according to the way they are dressed. When a student comes to school dressed in clothing usually associated with play, it is reflected in the student's attitudes and general mood, and is carried over into the classroom performance. School dress should be governed by common sense and the weather.

Students may wear comfortable clothing during warmer weather, which includes appropriate shorts and T-shirts. We do ask that all clothing be clean, with no holes, and not so short, tight, or brief that it is distracting or in bad taste (i.e., older students should not wear halter-tops or tank tops). Hats, skull hoodies, midriff shirts, sleepwear or clothing which advertise alcohol, tobacco or drugs or depict scenes or symbols associated with violence, clothes that expose or show undergarments are not considered proper dress for school. Hats and pajamas may be worn in the building only on specially designated days or for reasons approved by the building administration. The appearance of the student must not interrupt the orderly process of education in the school at anytime.

While participating in school-day activities taking place at the NACS Natatorium, students are required to wear the following attire: for females, an appropriate one-piece swimming suit; for males, a swimming suit with an interior liner. Students must follow their regular school rules and policies in addition to those of the NACS Natatorium.

## **CRIMINAL GANGS AND CRIMINAL GANG ACTIVITY IN SCHOOLS**

The School Board is committed to providing a safe, positive, productive, and nurturing educational environment for all of its students. The Board encourages the promotion of positive interpersonal relations between members of the school community. Consistent with these beliefs, Northwest Allen County Schools prohibits gang activity or illegal group behavior on school property, school buses or at school-sponsored functions.

Northwest Allen County Schools also prohibits reprisal or retaliation against individuals who report gang activity, illegal group behavior or who are victims, witnesses, bystanders, or others who have reliable information about an act of gang activity and similar destructive or illegal group behavior.

Definition of "criminal gang" and "criminal gang activity"

"Criminal gang" defined (per IC 35-45-9-1) - "criminal gang" means a group with at least three (3) members that specifically:

1. either:
  - a. promotes, sponsors, or assists in; or
  - b. participates in; or

2. Requires, as a condition of membership or continued membership:

the commission of a felony or an act that would be a felony if committed by an adult or the offense of battery (IC 35-42-2-1).

"Gang Activity" occurs when- a student knowingly or intentionally participates in a criminal gang, or a student knowingly or intentionally solicits, recruits, entices, or intimidates another individual to join a criminal gang.

As required by IC 20-33-9-10.5, a school employee shall report any incidence of suspected criminal gang activity, criminal gang intimidation, or criminal gang recruitment to the principal and the school safety specialist. The principal and the school safety specialist may take appropriate action to maintain a safe and secure school environment, including providing appropriate intervention services.

Appropriate consequences and remedial actions are those that are graded according to the severity of the offenses and consider both the developmental ages of the student offenders and students' histories of inappropriate behaviors, per the code of student conduct.

Any school corporation or school employee who promptly reports an incident of suspected gang activity and make the report in compliance with the procedures of this policy, is immune from a cause of action for damages arising from any failure to remedy the reported incident.

The principal or designee shall conduct a thorough and complete investigation for each report of suspected gang activity.

The Superintendent or designee shall develop procedures for reporting suspected criminal gang activity and the prompt investigation of suspected criminal gang activity.

The Superintendent of the school corporation shall annually disseminate this policy to all parents who have children enrolled in a school within the school corporation. The Superintendent shall ensure that notice of the corporation's policy appears in the student handbooks and all other publications of the school corporation that set forth the comprehensive rules, procedures and standards for behavior by students attending the school corporation.

Information about the supports and services available for students who are 'at risk' for and/or suspected of participating in gang activity and their families will be made available at each school.

I.C. 20-26-18

Adopted 5/23/16

## SURVEILLANCE EQUIPMENT

In order to promote student safety and safeguard taxpayer property, NACS has installed video and/or audio recording surveillance equipment in its buildings, buses and surrounding facilities. Be advised that your actions and/or words are possibly being recorded.

## SCHOOL DISCIPLINE

Except in an extenuating or exceptional circumstance, the following discipline applies:

### First Offense:

1. The principal/designee will confront the student and identify the specific violation that has occurred.
2. The principal/designee will review with the student the current Board policy and related procedures.
3. The principal/designee will notify, if appropriate, parents/guardians of the violation and ask for their assistance.
4. The principal/designee may apply short-term suspension, or recommendation for expulsion, if appropriate.

### Second Offense:

1. The principal/designee may recommend long-term suspension or expulsion, if warranted.

### Third Offense:

1. The principal/designee will follow the same procedures as set forth for the second offense except that for a third offense the student shall be recommended for expulsion.

## TRANSPORTATION

### PRIVILEGE

Riding the school bus is a privilege and not a right. This privilege must continually be earned by the students. Those students choosing to misbehave have decided to forfeit this privilege of riding the school bus. The bus driver has the responsibility and authority to revoke the riding privilege for a one (1) day period. The building principal has the responsibility and authority to revoke this privilege for up to five (5) days. The Transportation Director has the final authority regarding student bus privileges.

### BUSES

The bus is an extension of the classroom. The bus drivers must get the pupils to and from school safely. Your full cooperation is needed to ensure injury-free transportation. Some NACS busses have seatbelts, and it is mandatory that students wear seatbelts on these busses. The general rules of good behavior as outlined by the adopted policy of Northwest Allen County Schools on "School Behavior" will be adhered to at all times. Other rules deemed necessary are written up in the transportation code or established by individual drivers, and will also apply. The driver may issue behavior notes. These are to inform you (parents) of a condition that involves your child on the bus. Signing this only indicates a conference or telephone call between the driver and parent may be in order.

### WALKER AND DROP OFFS

Due to unavailability of supervision, students walking or dropped off at the school building before 7:25 am will not be allowed in the building. Appropriate clothing should be worn to effectively protect the student during the trip to school. Care should be taken regarding traffic, and the student should respect the rights and property of others.

### BICYCLES

Riding of Bicycles to school is only allowed if a valid permission slip is on file in the school office. The permission slip must be signed by the parent and the school administrator.

## STUDENT RECORDS

### Release of Records

In accordance with the Family Education Rights and Privacy Act, school records for a student may be released only by the parent's or guardian's permission if the student is under 18 years of age except in instances where the records are requested by an educational agency to which the student seeks to apply or intends to enroll. If the student is 18 or older, the student may grant permission for records to be released.

### Release of Directory Information

As a general rule, NACS may release directory information about students without securing the prior written consent of the parent; however, NACS will be very selective as to whom it will release the information. Directory information includes the following: Name, address, telephone number, date and place of birth, major field of study, participation in officially recognized school activities, roster information, photograph/video, dates of school attendance, honors and awards. Examples of various groups that would request directory information include military recruiters, trade schools, news media, and alumni groups. Parents and adult students may refuse to allow NACS to disclose any or all of such "directory information" upon written notification to NACS within twenty (20) days after receipt of this notification. NACS may disclose "directory information" on former students without student or parental consent.

## **SEXUAL AND OTHER FORMS OF HARASSMENT**

The School Board recognizes that a student has the right to learn in an environment untainted by sexual or other forms of harassment or discrimination.

Offensive conduct which has the purpose or effect of unreasonably interfering with learning performance or creating an intimidating, hostile, discriminatory, or offensive learning environment disrupts the educational process and impedes the legitimate learning concerns of the Corporation.

Sexual harassment includes all unwelcome sexual advances, requests for sexual favors, and verbal or physical contacts of a sexual nature. Other prohibited conduct includes that which has the purpose or effect of creating an intimidating, hostile, discriminatory, or offensive learning environment on the basis of gender, religion, race, color, ethnicity, age, and/or disability.

The harassment by a student toward a staff member or fellow student of this Corporation is strictly forbidden. Any student who is found to have harassed a staff member or student will be subject to discipline in accordance with law and the Code of Conduct. The Superintendent shall establish administrative guidelines which address the conduct prohibited by this policy and describe a reporting procedure. The Superintendent shall ensure that the prohibited conduct and reporting procedures are available to all students and are posted in appropriate places throughout the Corporation.

### **STUDENT TO STUDENT**

On August 14, 1996 the Office of Civil Rights of the U.S. Department of Education issued draft guidance on the issue of whether student to student sexual harassment can create hostile environment harassment covered by Title IX of the Education Amendments of 1972 for which schools may be held liable if they fail to respond promptly and appropriately to such harassment once they have actual or constructive notice of the conduct giving rise to the harassment. The guidance, reflecting established OCR policy and practice, answers these questions with an unequivocal yes.

The guidance indicates that where a student is subject to unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature by one or more other students, this constitutes hostile environment sexual harassment if the conduct is sufficiently severe, persistent or pervasive to limit a student's ability to participate in or benefit from the education program, or to create a hostile or abusive educational environment.

A school will be held in violation of Title IX for such peer sexual harassment where a school knows of but fails to remedy the harassment in its education programs or activities. The school is not responsible for the acts of the harassment, but instead, of failing to take immediate appropriate steps once the school has notice of them.

In order for the harassment to be actionable, the sexual conduct must be unwelcome, i.e., the student being harassed did not incite or solicit it and regarded it as undesirable or offensive. Mere acquiescence or failure to complain does not mean the conduct will be deemed to have been welcome. If there is a dispute as to whether the harassment occurred or whether it was welcome, OCR will consider statements by any witnesses to the alleged incident, evidence of the relative credibility of the allegedly harassed student and the alleged harasser, corroborative evidence, evidence that the alleged harasser has harassed others, evidence of the harassed student's reaction or behavior immediately after the alleged harassment, evidence that the alleged victim filed a complaint or otherwise protested the conduct soon after the incident and any other contemporaneous evidence.

As to whether the conduct is sufficiently severe, persistent or pervasive to limit a student's ability to participate in or benefit from the education program, or to create a hostile or abusive environment, the guidance instructs OCR investigators to consider the issue from both a subjective and objective perspective. Among the relevant circumstances are: 1) the degree to which the conduct affected one or more students' education; 2) the type, frequency and duration of the conduct; 3) the number of individuals involved; 4) the age and sex of the alleged harasser and the subject(s) of harassment; 5) the size of the school, location of the incidents, and context in which they occurred; 6) other incidents at the school; and 7) incidents of gender-based, but non-sexual harassment.

OCR will deem the school to have notice when it actually "knew or in the exercise of reasonable care, should have known" about the harassment. One method that will assist schools in discovering sexual harassment as early as possible is an effective grievance procedure. While this procedure need not be separate from other grievance mechanisms, it must provide students with an awareness of what constitutes sexual harassment and that such conduct is prohibited. This means that the policy must be easily understood and widely disseminated so that students know about the grievance procedure, how it works and how to file a complaint.

The procedures must provide for at a minimum: 1) notice of the procedures to students, parents and employees; 2) application of the procedures to complaints alleging harassment by students; 3) adequate and reliable investigation of complaints by an impartial

investigator; 4) designated time forms for the major stages of the complaint process; 5) notice to the parties of the disposition of the complaint; and 6) steps to prevent recurrence of any harassment and to correct its effects on the complainant and others.

Once a school determines that sexual harassment has occurred, it must take reasonable, timely and effective corrective action, including steps tailored to the specific situation. Appropriate steps to end the harassment may include counseling, warning or taking disciplinary action against the harasser; separating the harassed student from the harasser; or directing the harasser to apologize to the harassed student. Corrective action must also address the effects on those who have been subject to harassment. This could even include providing or reimbursing the student for professional counseling.

Finally, preventive measures should be instituted including making sure the harassed students and their parents know how to report further problems, making follow up inquiries to see if any further incidents occur and ensuring that no retaliation is taken against a student for raising a sexual harassment complaint.

Although OCR expects effective procedures to provide for notice of disposition of a harassment complaint, the guidance cautions that this must be done in a manner consistent with the requirements of the Family Educational Right and Privacy Act (FERPA) and its regulations. For example, FERPA, may prevent a school from informing the complainant of any sanction or discipline imposed on a student found guilty of harassment where that information is contained in the latter's education record. The complainant does have a right to access any personally identifiable information in the education record of another student only if that information is directly related to the first student; e.g., where a disciplinary order requires the student harasser to avoid contact with the complainant.

The guidance concludes with a cautionary note that schools should exercise care in their harassment policies in order to prevent any violation of students' free speech rights. OCR says that it recognizes that the offensiveness of particular expression as perceived by some students, standing alone, is not legally sufficient to establish a sexually hostile environment under Title IX.

## **GENERAL SCHOOL GUIDELINES**

### **A. STUDY TRIP**

Study trips off school premises taken in connection with the work of an organized class or activity may be scheduled throughout the year. Parents will be notified when such a study trip is being considered. You are requested to sign a blanket form at the opening of school giving permission for your child to participate in school sponsored study trips, with the understanding that you/we may rescind approval at any time. If there is a cost for a study trip, no student will be excluded because of inability to cover those costs. Routine study trips will not be permitted after the second Friday in May.

### **B. BIRTHDAY PARTIES AND OTHER CELEBRATIONS**

Birthday parties are discouraged but parents wishing to may bring store-bought treats to be passed out at the end of the day (individually wrapped recommended). Distribution of invitations to private birthday parties or other celebrations is discouraged and will not be distributed if there are exclusions within the classroom or gender group. Participation / responsibility for such activities is a parental matter. The building administrator has final discretion on the distribution of the request.

The school does not permit flowers, balloons, etc. to be delivered to students during the school day.

### **C. DISTRIBUTION OF LITERATURE**

The selling of merchandise, tickets, etc. is prohibited, unless school-sponsored or approved. Announcements of non-school activities will be made only as such announcement or activity has a direct bearing on the operation of the school or school personnel. All announcements, posters, and advertisements of activities must have the approval of the Superintendent.

### **D. TELEPHONE USE**

School phones are for official school business. Students may request the use of the office phone to call home or for school business or emergencies. UNLESS ESSENTIAL, PARENTS ARE NOT TO CALL PUPILS DURING SCHOOL HOURS.

### **E. DESKS AND LOCKERS**

Desks and lockers are public property, for which no rental fee is charged by Northwest Allen County Schools. School authorities and personnel may make reasonable regulations regarding their use by students. When there is a reasonable cause, in the sole determination of school authorities or personnel, they may search the lockers and desks. The search may be conducted by a school official in the presence of the student whose desk or locker is being searched, and a third party. Otherwise, the search may be conducted by a school authority or any school personnel. In addition, for the safety of all students and school personnel, a general and specific search of lockers and/or desks may be conducted without any consideration for the presence of any student whose locker or desk is being searched. Any item discovered therein, which violates any of the restrictions or policy set forth in this document, shall be confiscated. Students may not use personal locks on school lockers unless approved by the office. The lock must be a combination lock with the combination on file.

### **F. LOST AND FOUND**

A lost and found area will be maintained. Many of these items turned into the lost and found are never claimed. Students should check the designated area for all misplaced items.

#### G. COMMUNICATION DEVICES OF ANY SORT, RADIOS, TV, ELECTRONIC GAMES, ELETRONIC TABLETS,CAMERAS, CELL PHONES, TRADING CARDS, ETC.

Due to the disruptive nature and the possibility of damage or theft, these items are not permitted to be used at school unless they receive written or verbal permission. If a student would choose to bring these items for unauthorized use, he or she assumes responsibility and liability of loss. If a student intends or is permitted to use these items in before or after school programs, they must remain in their book bag during school hours. In addition, students sending, sharing, viewing, or possessing pictures, text messages, emails, or other material of a sexual or disruptive nature in electronic or any other form, including the contents of a cell phone or other electronic device may receive up to a suspension, or expulsion depending on the severity. It is important to note that Child Exploitation [I.C. 35-42-4-4(b)] and Child Pornography [I.C. 35-42-4-(c)] are felonies and require school officials to notify law enforcement or child services of violations.

**Wireless hubs, air cards, or other internet accessible devices are prohibited.**

#### H. VISITORS AND SCHOOL VISITATIONS

Northwest Allen County elementary schools have a very active volunteer program. There will also be select opportunities provided by our elementary schools throughout the year to visit with your child during the school day.

1. Upon arrival visitors will be asked to present a government issued ID such as a driver's license or identification card. The ID will be passed through a scanner to gather the visitor's name, birthdate, and photo. This information will be checked against the National Sex Offender Registry database and, upon clearing, a personalized badge will be printed with photo, name, date, and destination or purpose of visit. The personalized badge will be worn during the visit and returned to the office upon the conclusion of the visit. Visitors to our district will be required to produce their ID a single time as the name, date of birth, and photo will be accessible by name search at any of our buildings on future visits to be compared to the continuously updated national sex offender registry.
2. ALL VOLUNTEERS ARE REQUIRED TO HAVE A CRIMINAL BACKGROUND CHECK COMPLETED PRIOR TO THEIR VOLUNTEERING.
3. Visitors to the school are not permitted on the school playground during school hours.
4. Visitors will not be permitted to eat lunch with students in the cafeteria.
5. Classroom observations will require administrative and teacher approval.
6. It is helpful, but not required to have an appointment when meeting with your child's teacher, counselor, or principal.
7. **Students from other schools and/or communities are only permitted to visit under specific guidelines set by the building principal.**

#### I. COUNSELING

Counseling services are available upon request of the student, teacher, parents, or counselor. Students can meet with the counselor to discuss feelings, problems, or concerns that they may be experiencing. Students may be referred to the counselor by the principal as a student management strategy or as a discipline measure. We normally advise parents that their child has received services from the counselor after initial and follow up visits.

#### J. RELIGIOUS BELIEFS

Patrons whose religious beliefs preclude their child from taking part in various physical activities, school parties, specific areas of social studies instruction, Pledge of Allegiance, etc., should make every effort to confer with the classroom teacher at beginning of the school year in order for the school to prevent infringement on these beliefs.

#### K. TEXTBOOK RENTAL PROGRAM

Textbooks are rented to students. These are the student's responsibility for care and use. If excessive damage is noted to a book just issued to a student, the teacher will note this on their textbook inventory sheet. If this is done, then the student will not be held liable for the damage to the book when the books are collected at the close of the school year. In the event a book is damaged, destroyed, or lost during the school year, the student is subject to the rebinding or replacement of such book. The cost of rebinding or replacement is established by the school. Workbooks are purchased by the student and become their property.

#### L. OUTSIDE RESOURCES

In order to meet the educational needs of NACS students, it may be advantageous to collaborate with community resources i.e. Junior Achievement, McMillan Health Center, Mental Health Dept., etc. Prior to the establishment of a cooperative venture with these resources, consideration will be given to the correlation of these educational opportunities with NACS-adopted curriculum. Parents having specific questions relative to the use of these resources should contact their elementary school.

#### M. STUDENT DIRECTORY INFORMATION

Unless a written revocation from the student's parent or guardian is on file in the school office, a student's picture and name may be used in any appropriate school or NACS publication.

## N. BACKGROUND CHECKS

All NACS elementary schools require background checks for adults that wish to volunteer in the classroom, attend field trips, or otherwise volunteer in the school setting. Background checks are valid for two school years and must be re-submitted to continue to be eligible. Please inquire with your individual school's office for procedures specific to each school family.

## O. RESPONSIBLE USE POLICY

Board Approved May 2020

Northwest Allen County Schools makes a variety of technologies available to further the district's mission, vision, and core beliefs. These technologies include computers, tablets, network and Internet access, and various additional devices such as cameras, projectors, scanners, and printers. The educational value of student access is the joint responsibility of NACS students, parents, and staff. Filters are in place to limit access to material that would violate district policies, but these technical methods are not a foolproof means of enforcement. With permission from administration, some of the provided technologies may be permitted for use outside of district schools. District policies for use remain in effect regardless of the technology's location. Unauthorized use of NACS technologies may result in the cancellation of privileges and additional disciplinary action. User responsibilities are outlined as follows.

### **Be Responsible:**

- Use the technologies for classroom-related activities only. Students are not to make purchases of any kind. No users may use technologies for commercial activities or political lobbying without approval of the NACS Superintendent.
- Use the network only with the assigned username and password. Contact a staff member immediately if a password has been compromised. Never login under another user's account. Contact the technology department if assistance is needed to share files without sharing login information.
- Install only programs and upgrades assigned by NACS. If additional software or apps are needed, contact the technology department for the appropriate permissions and access. License and privacy requirements will be reviewed before any approvals for installation will be granted.
- Work within the bounds of the NACS network. Never bypass or attempt to bypass the NACS server or filters, including the use of proxies or other methods of anonymous access. While at school, do not access the Internet via a non-NACS network, such as with a cell phone data plan or separate router.
- Protect the property of NACS by taking care not to damage equipment or data. Do not physically connect any non-NACS equipment to NACS property without permission of the NACS Administration or Technology Department. Wireless connections of non-NACS devices to the network are permitted. Non-NACS equipment is subject to this same policy while connected to NACS networks or devices. Do not vandalize, deface, disassemble or destroy any part of the hardware, software, or settings. Payment for the repair or replacement of damaged equipment and for services needed to undo changes may be required of the offender.
- Obtain permission from NACS Administration and Technology Department before publishing materials representing any NACS school, department, or group onto any non-NACS website, app, or server. Student names, images, or work may be published in support of educational goals. Parents or guardians may complete a form with the school office if they are opposed to such publication for their child.
- Understand that use of NACS technologies is a privilege, not a right, and inappropriate use may result in a restriction or cancellation of those privileges. Users should not expect that files and messages stored on or transmitted via NACS networks will always be private. These may be monitored to maintain system integrity and ensure compliance with policies. Non-NACS equipment may be searched if there is reasonable suspicion that school policies are being violated, whether or not it is connected to the NACS network.
- Understand that NACS makes no warranties of any kind concerning the technology and services being provided. NACS is not responsible for damages suffered by the user, including but not limited to loss of data or access, delays or disruptions, unauthorized financial obligations, or damage to personal property used with NACS technologies or the Internet.

## **Be Respectful:**

- Respect the privacy of self and others, being cautious of unsolicited online contact and advertising. Students must never reveal personal address, phone, or bankcard numbers, or those of anyone else. Report suspicious or uncomfortable communications to an NACS staff member.
- Adhere to all school rules for appropriate behavior and language, as these apply when using or communicating with technology. Be polite, and use no vulgar, harassing, or bullying language or behaviors.
- Use the network in a manner respectful of others. Do not waste system resources or disrupt the others' use of the network, such as unnecessary printing, file storage, and high bandwidth activities.
- Abide by all local, state, and federal statutes and regulations. Never access or transmit obscene materials, or violate copyright laws.

## **SCHOOL HOT LUNCH/BREAKFAST PROGRAM**

### **THIS IS A LUNCH PROGRAM NOT A COMPLETE DINNER**

The school cafeteria is maintained for the students' nutritional benefit. School cafeterias do not give credit. Students who forget their lunches or money may call home or receive a sandwich and milk. The cafeteria operates under the State Hot Lunch Division of the State Department of Public Instruction (NOT SUPPORTED BY DIRECT TAX MONEY) and must observe basic rules and policies of this division. The lunch program also must be self-supporting with basic price established by the board of School Trustees.

In schools offering breakfast programs the same guidelines are in place. Students are given a brief but ample amount of time to eat their breakfast before classes begin each morning.

Juice is available for students; however, no soft drinks may be sold during the lunch period.

### **STUDENT NUTRITION ACCOUNTING PROGRAM**

Northwest Allen County Schools uses SNAPS debit card. Students are encouraged to make minimum deposits of \$10.00. A notice will be given to the student when the student's account reaches a minimum amount. See the Northwest Allen County web site for more information.

## **NORTHWEST ALLEN COUNTY SCHOOLS-FOOD SERVICE DEPARTMENT**

### **POLICY FOR STUDENTS EATING LUNCH AT OTHER NACS SCHOOLS**

1. Students leaving the building where they are enrolled need to go to their own cafeteria and go through the cash register line to pay for their lunches by either cash or from their SNAP accounts. This needs to take place sometime in the morning before they leave on their excursion. This includes all students, even those receiving free meals.
2. As the student's meals are recorded at the cash register, the cashier will use the roster to check off their names. The Food Service Manager at both schools will attach the roster to their daily SNAP paperwork and make proper documentation explaining the situation.
3. Students may purchase ala carte items, (anything extra other than meals) at either school. (It is only the meals that the state says must be paid and accounted for at their home schools.) However, they must take cash with them if they are purchasing the ala carte at the school other than where they normally attend.

## **NORTHWEST ALLEN COUNTY SCHOOLS CALCULATOR USE GUIDELINES**

In the Indiana Academic Standards for Mathematics is a principle from the National Council of Teachers of Mathematics (NCTM). "The teacher must make prudent decisions about when and how to use technology and should ensure that the technology is enhancing students' mathematical thinking" (Indiana's Academic Standards: Teacher's Education, Mathematics 2000, iv).

**Calculator use does not replace the need for student ability to manipulate numbers in the mind.**

Rather, the calculator should be a tool to enrich mathematical knowledge.

Northwest Allen County Schools recognizes the following **proper use** of the calculator in the **elementary** classroom:

- To fulfill the requirements of an IEP (Individual Educational Plan)
- To comply with a specific science standard (not the example, the standard)
- For calculations beyond the student's grade level
- For number patterns



- For problem solving
- For place value

**Improper uses** of the calculator in the secondary classroom include these:

- To supplant mathematical knowledge or to replace learning
- To eliminate the need for mental computation
- To play video games or to write notes to classmates
- To store information that should be remembered
- To store or program formulas, lists, or previous problems for use on tests

## **ASBESTOS AND WATER INFORMATION**

The following is a summary of the test results from the investigations conducted by ATEC, Inc.:

1. The following is a “by-building” summary of the test results from the investigations conducted during the summer of 1988 by ATEC, Inc.
  - Arcola Elementary School: 10006 Arcola Rd., Arcola, IN 46704 ~ Building contains both friable ACM and non-friable ACM
  - Carroll Middle School: 3905 Carroll Rd., Ft. Wayne, IN 46818 ~ Building is asbestos-free
  - Carroll High School: 3901 Carroll Rd., Ft. Wayne, IN 46818 ~ Building contains both friable ACM and non-friable ACM
  - Cedar Canyon Elementary School: 15011 Coldwater Rd., Ft. Wayne, IN 46845 ~ Building is asbestos-free
  - Hickory Center Elementary School: 3606 Baird Rd., Ft. Wayne, IN 46818 ~ Building is asbestos-free
  - Huntertown Elementary School: 15330 Lima Rd., Huntertown, IN 46748 ~ Building contains both friable ACM and non-friable ACM
  - Maple Creek Middle School: 425 Union Chapel Rd., Ft. Wayne, IN 46845 ~ Building is asbestos free.
  - NACS Natatorium: 3903 Carroll Rd., Ft. Wayne, IN 46818 ~ Building is asbestos free.
  - Oak View Elementary School: 13123 Coldwater Rd., Ft. Wayne, IN 46845 ~ Building is asbestos-free
  - Perry Hill Elementary School: 13121 Coldwater Rd., Ft. Wayne, IN 46845 ~ Building is asbestos-free

Northwest Allen County Schools does have on file in the Northwest Allen County Schools Administrative Office and in each school office, an approved Asbestos Management Plan which identifies the locations of friable materials.

During 1989, 1990, and 1991 friable ACM was removed from the Arcola Elementary School and Carroll High School.

Northwest Allen County Schools will continue to conduct semi-annual inspections of all areas containing friable asbestos.

Drinking water at Arcola Elementary is on a well and is tested as required by the U.S. Environmental Protection Agency, Indiana Department of Environmental Management (IDEM), and Allen County Board of Health. These tests were for VOCs, SOCs, IOCs, Nitrate, Lead and Copper, and Bacteriological material. Edglo Labs of Fort Wayne, IN, tests the samples, and then Northwest Allen County Schools forwards the results to IDEM. Copies of the lab reports are on file in the school offices and the Northwest Allen County Schools’ Administrative Office at 13119 Coldwater Road, Fort Wayne, IN 46845, and are available for reviewing upon request. Please contact Bill Mallers, Assistant Business Manager, at 637-3155, regarding information on these tests.

## **PEST CONTROL AND USE OF PESTICIDES** **NACS Board Policy 8432**

The school Corporation is committed to providing a safe environment for students. 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.

The Corporation will:

- annually inform parents and staff members of the Corporation’s pest control policy at the time of student registration by a separate memorandum or as a provision in the staff and/or 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 advance notice;
- maintain written record for ninety (90) days of any pesticide applications.

The Corporation will provide notice to those in the registry at least two (2) school days prior to the date and time the pesticide application is to occur unless an emergency is declared. The notice will include the date and time of the pesticide application, the general area where the pesticide is to be applied and the telephone number to contact for more information. In case of emergency pesticide applications, because of immediate threat to the public health, the school shall give written notice as soon as possible. To be on the notification registry, contact the office at your building. If you need additional information contact Bill Mallers, Assistant Business Manager at the Administrative Office at 637-3155.