

# **ZIONSVILLE COMMUNITY SCHOOLS**



**2022-2023**

**Elementary Student and Family Handbook**



**Boone Meadow**  
Elementary School



**Pleasant View**  
Elementary School



**Eagle**  
Elementary  
School

Where great things grow!



**Trailside**  
Elementary School



A stylized logo featuring a grey wave and a green star above the word "Union".  
**Union**  
Elementary School

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## FOREWORD

On behalf of the administration, teachers, and staff of Boone Meadow, Eagle, Pleasant View, Stonegate, Trailside, and Union Elementary Schools, welcome to the 2022-2023 school year! At Zionsville Community Schools, we believe that education is a partnership that thrives only with the support of every staff member, the involvement of every parent and/or guardian, and the commitment of every student. We also understand that communication is of the utmost importance in establishing a successful home-school partnership.

In an effort to educate our school community, we have created this handbook to inform you of important policies and practices required by the State of Indiana and approved by the Zionsville Community Schools Board of Trustees.\* Please take time to review and familiarize yourself with the information contained within the handbook, as it will serve as a valuable reference in seeking answers to commonly asked questions. Should a specific situation not be addressed in this handbook, the matter will be handled on a case-by-case basis taking into account current law, best practices, and other resources that apply to the matter under consideration.

As the school year progresses, please know that additional information and dates will be provided through e-newsletters and posted on our school websites. Likewise, this handbook is available on the Zionsville Community Schools website and paper copies will be available to elementary families upon request.

We look forward to a very rewarding and engaging school year with you and are counting on each school community member to become an integral part of our schools' successes.

Your Partners in Education,

Mr. Tom Hundley, Principal, Boone Meadow  
Mrs. Lauren Kersey, Asst. Principal, Boone Meadow  
Mr. Andrew Foreman, Principal, Eagle  
Mrs. Connie Largent, Principal, Stonegate  
Mrs. Kathy Drake, Assistant Principal, Stonegate  
Mrs. Martha Farley, GROW/Universal Preschool  
Director

Dr. Stacy Smith, Principal, Pleasant View  
Mrs. Jodi Morrow, Asst. Principal, Pleasant View  
Mrs. Jennifer Raycroft, Principal, Trailside  
Mrs. Erin Kay, Principal, Union  
Mrs. Laura Christie, Asst. Principal, Union  
Mrs. Kris Devereaux, Assistant Superintendent  
Mrs. Christine Squier, Director of Academic Services

A committee consisting of the following parents/guardians, teachers, school counselors, and administrators made recommendations for the 2022-2023 ZCS Elementary School Student and Family Handbook:

<b>Boone Meadow</b>		<b>Eagle</b>		<b>Pleasant View</b>	
Tom Hundley	Principal	Andrew Foreman	Principal	Stacy Smith	Principal
Lauren Kersey	Asst. Principal	Diane Radivan	Sch. Counselor	Jodi Morrow	Asst. Principal
Kristi Sloan	Sch. Counselor	Jennifer Sautbine	Teacher	Tammy Mazelin	Sch. Counselor
Melissa Tuttila	Teacher	Kelly O'Leary	Parent	Krista Westfall	Teacher
Sherri Vincent	Parent			Amanda Shipman	Admin. Assistant
				Katie Merlie	Parent
<b>Stonegate</b>		<b>Union</b>		<b>Trailside</b>	
Connie Largent	Principal	Erin Kay	Principal	Jennifer Raycroft	Principal
Jessica Wetzel	Sch. Counselor	Laura Christie	Asst. Principal		
Amy Brizzolara	Teacher	Lori Karnuta	Sch. Counselor	<b>Preschool</b>	
Kristin Johnson	Parent	Emily Zucker	Teacher	Debbie Hainer	Asst. Manager of Preschool
		Heather Smith	Parent	Martha Farley	Incoming GROW/UP Director

\*This handbook was approved and adopted by the Zionsville Community Board of School Trustees on June 2, 2022.

## **MISSION STATEMENT of ZIONSVILLE COMMUNITY SCHOOL CORPORATION**

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

### **BELIEFS of ZIONSVILLE COMMUNITY SCHOOL CORPORATION**

1. We believe that student growth occurs best in safe and inviting school environments and includes, but is not limited to:
  - a. Academic achievement such as knowledge and skills, thinking and problem solving, creating and communicating;
  - b. Development of social, emotional, and relationship intelligences and capacities;
  - c. Physical fitness and wellness;
  - d. Technical and ethical preparedness for the 21<sup>st</sup> century world of citizenship and gainful employment.
2. We believe that our schools enjoy special benefits due to very high levels of family engagement in supporting education, valuing excellence, and fostering high expectations. We believe that these advantages put us in the lead when compared with other public school districts and that leading confers special opportunities and responsibilities.
3. We believe that leaders must forge the future through continuous improvement, innovation, and resistance of the status quo mindset brought on by being among the best in one's league.
4. We believe that the community expects a world-class school experience for our students, invests the financial resources necessary to achieve it, and entrusts the Board with the solemn responsibility to serve as good stewards of the community's resources.
5. We believe that every young person of today and tomorrow is best served by an educational delivery system that is highly relevant and engaging, is supported with leading digital and technological resources and focused foremost in the thinking, problem solving, creating, and communicating realms. We believe that these domains are evergreen, while knowledge and information change rapidly.

### **VISION of ZIONSVILLE COMMUNITY SCHOOL CORPORATION**

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

**District**

**Zionsville Community Schools District Office**  
900 Mulberry Street, Zionsville, IN 46077  
Phone: 317.873.2858 | Fax: 317.873.8003

**ZCS Elementary Schools**

**Boone Meadow Elementary School (Pre K-Grade 4)**  
Principal: Mr. Tom Hundley  
Assistant Principal: Mrs. Lauren Kersey  
5555 South Main Street, Whitestown, IN 46075  
Phone: 317-873-2226  
Fax: 317-769-6909  
GROW: 317-696-9533  
Attendance: 317-873-2226 x2  
Health Clinic: 317-873-2226 x4  
Food Services: 317-873-2226 x14974  
Website: <https://bme.zcs.k12.in.us/>

**Eagle Elementary School (Pre K-Grade 4)**  
Principal: Mr. Andrew Foreman  
350 North Sixth Street, Zionsville, IN 46077  
Phone: 317-873-1234  
Fax: 317-873-5868  
GROW: 317-690-0938  
Attendance: 317-873-1234 x2  
Health Clinic: 317-873-1234 x4  
Food Services: 317-873-1234 x15974  
Website: <https://eag.zcs.k12.in.us/>

**Pleasant View Elementary School (Pre K-Grade 4)**  
Principal: Dr. Stacy Smith  
Assistant Principal: Mrs. Jodi Morrow  
4700 South 975 East, Zionsville, IN 46077  
Phone: 317-873-2376  
Fax: 317-873-1250  
GROW: 317-524-8038  
Attendance: 317-873-2376 x2  
Health Clinic: 317-873-2376 x4  
Food Services: 317-873-1240 x17974  
Website: <https://pve.zcs.k12.in.us/>

**Stonegate Elementary School (Pre K-Grade 4)**  
Principal: Mrs. Connie Largent  
Assistant Principal: Mrs. Kathy Drake  
7312 West Stonegate Drive, Zionsville, IN 46077  
Phone: 317-873-8050  
Fax: 317-769-4975  
GROW: 317-524-8036  
Attendance: 317-873-8050 x2  
Health Clinic: 317-873-8050 x4  
Food Services: 317-873-8050 x19974  
Website: <https://sge.zcs.k12.in.us/>

**Trailside Elementary (Pre K- Grade 4)**  
Principal: Mrs. Jennifer Raycroft  
Assistant Principal: TBD  
4200 South 875 East, Zionsville, IN 46077  
Phone: 317-873-8057  
Fax: 317-733-4837  
Website: <https://tse.zcs.k12.in.us>

**Union Elementary School (Pre K-Grade 4)**  
Principal: Mrs. Erin Kay  
Assistant Principal: Mrs. Laura Christie  
11750 East 300 South, Zionsville, IN 46077  
Phone: 317-733-4007  
Fax: 317-733-4008  
GROW: 317-524-8704  
Attendance: 317-733-4007 x2  
Health Clinic: 317-733-4007 x4  
Food Services: 317-733-4007 x16974  
Website: <https://uni.zcs.k12.in.us/>

**ZCS Middle Schools**

**Zionsville Middle School (Grades 5-8)**  
Principal: Mrs. Mitzi Macaluso  
900 North Ford Road, Zionsville, IN 46077  
Phone: 317-873-2426  
Fax: 317-733-4001  
Attendance: 317-873-2426 x2  
Health Clinic: 317-873-2426 x4  
Food Services: 317-873-2426 x13974  
Website: <https://zms.zcs.k12.in.us/>

**Zionsville West Middle School (Grades 5-8)**  
Principal: Mr. Shawn Wooden  
5565 South 700 East, Whitestown, IN 46075  
Phone: 317-873-1240  
GROW: 317-605-8223  
Fax: 317-769-6097  
Attendance: 317-873-1240 x2  
Health Clinic: 317-873-1240 x4  
Food Services: 317-873-1240 x10974  
Website: <https://zwm.zcs.k12.in.us/>

**ZCS High School**

**Zionsville Community High School (Grades 9-12)**  
Principal: Mr. Tim East  
1000 Mulberry Street, Zionsville, IN 46077  
Phone: 317-873-3355 | Fax: 317-873-8002  
Attendance: 317-873-3355 x2  
Health Clinic: 317-873-3355 x4  
Food Services: 317-873-3355 x12974  
Website: <https://zhs.zcs.k12.in.us/>

**CONTACT INFORMATION**

Zionsville Community Schools works hard to foster an environment of communication among students, parents/guardians, staff, administrators, board members and the wider community. If parents/guardians have a question or concern about their student, they should contact the child's teacher. All staff members have email accounts and in-classroom telephones with voicemail. Contact information is listed on the Zionsville Community Schools district website and on each school website.

## Board of Trustees

The Board of Trustees serves as the governing system for providing a free, public education as required by state law for children in the Zionsville Community School Corporation. The Board has two scheduled meetings per month at the Educational Services Center (ESC), 900 Mulberry Street, Zionsville, IN, and meetings are open to the public. The ZCS School Board meeting schedule, tentative meeting agendas, minutes of previous meetings, policies and names/contact information of Board Members are posted on the ZCS website on the “[School Board](#)” link. The Board of School Trustees approves and authorizes all items in school handbooks. As a result, the ZCS Elementary Handbook represents the legal and formal policies that guide activity within the Zionsville Community School Corporation.

## District Leaders

Superintendent	Dr. Scott Robison	<a href="mailto:srobison@zcs.k12.in.us">srobison@zcs.k12.in.us</a>	317.873.2858 x.11999
Associate Superintendent	Rebecca Coffman	<a href="mailto:rcoffman@zcs.k12.in.us">rcoffman@zcs.k12.in.us</a>	317.873.2858 x.11940
Assistant Superintendent of Academics	Kris Devereaux	<a href="mailto:kdevereaux@zcs.k12.in.us">kdevereaux@zcs.k12.in.us</a>	317.873.2858 x.13008
Director of Safety/Energy	Chad Smith	<a href="mailto:chadsmith@zcs.k12.in.us">chadsmith@zcs.k12.in.us</a>	317.873.2858 x.11127
Director of Unified Student Services	Casey Allen	<a href="mailto:callen@zcs.k12.in.us">callen@zcs.k12.in.us</a>	317.873.2858 x.11950
Assistant Director, Unified Student Services	Christina Moore	<a href="mailto:chmoore@zcs.k12.in.us">chmoore@zcs.k12.in.us</a>	317.873.2858 x.11201
Chief Innovation Officer	Dan Layton	<a href="mailto:dlayton@zcs.k12.in.us">dlayton@zcs.k12.in.us</a>	317.873.2858 x.11400
Business Services Director	Regina May	<a href="mailto:rmay@zcs.k12.in.us">rmay@zcs.k12.in.us</a>	317.873.2858 x.11133
Food Services Director	Jan Swander	<a href="mailto:jswander@zcs.k12.in.us">jswander@zcs.k12.in.us</a>	317.873.1232 x.11600
Director of Academic Services	Christine Squier	<a href="mailto:csquier@zcs.k12.in.us">csquier@zcs.k12.in.us</a>	317.873.2858 x.14131
Transportation Manager	Amy Eaton	<a href="mailto:aeaton@zcs.k12.in.us">aeaton@zcs.k12.in.us</a>	317.873.1237 x.11802
Universal Preschool/GROW Director	Martha Farley	<a href="mailto:mfarley@zcs.k12.in.us">mfarley@zcs.k12.in.us</a>	317.873.2376 x.11700
Residency Specialist/Community Relations Coordinator	Lynn Kissel-Brown	<a href="mailto:lkissel@zcs.k12.in.us">lkissel@zcs.k12.in.us</a>	317.873.2858 x.11230
Director of Operations	Matt Doublestein	<a href="mailto:mdoublestein@zcs.k12.in.us">mdoublestein@zcs.k12.in.us</a>	317.873.2858 x11262

## Building and Other District Staff

Contact information for building-level and other district staff is available on the ZCS website, as well as on the school web pages. Parents/Guardians may also contact their school or the Educational Services Center at 317.873.2858 for additional information.

## Contacting Teachers

In the event that parents/guardians need to contact a teacher, they are instructed to call or email the teacher directly. Please note, however, that telephone calls to elementary classrooms will be forwarded directly to voicemail between the hours of 8:00 a.m. and 3:00 p.m. Therefore, calls/emails will be returned at the staff member's earliest convenience. Please see Zionsville Community Schools at a Glance for contact information. **If a change of transportation is needed, please contact your school's main office by 1:00 p.m.**

## COMMUNITY PARTNERSHIPS



The Zionsville Community School members recognize and respect the critical role all parents/guardians and families have in the education of their children. Our educators know that the most accurate predictor of student achievement in school is the extent to which parents/guardians and families create home environments that encourage learning, express high expectations for their children, and become involved in their children's education at school and in the community. ZCS is committed to developing good working relationships with parents/guardians in order to improve student achievement, to strengthen school learning environments, and to promote positive relationships within the community.

### **Required Background Check for Volunteers**

We value partnerships with our families and welcome parents/guardians to serve as volunteers in our schools. Each ZCS school offers a wide variety of volunteer opportunities. During the school day, all volunteers are expected to sign in at the front office with a government-issued ID. Prior to the volunteer opportunity, all volunteers must sign the Non-Disclosure Acknowledgement Form and have successfully completed a **Full Criminal History Background Check**. Necessary background check paperwork is available on the ZCS website at the Volunteer link and should be submitted at least 10 days prior to the intended volunteer date. Volunteers must also view the state-mandated confidentiality/bullying video, provided on the Volunteer link on the website. The volunteer will pay the fee for the full background check, which will expire after 5 years. The link to apply for the full background check can be accessed on the Volunteer link on the ZCS main webpage. ZCS thanks all volunteers for their generous support of our youth and schools. For more information, contact Ann Hall, Program Manager, Office of Special Projects, at [ahall@zcs.k12.in.us](mailto:ahall@zcs.k12.in.us).

Volunteer examples include:

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

### **Criminal Background Check for Visitors**

During the school day, all visitors must enter via the front door and sign-in at the front office. Visitors need to be prepared to present a government-issued photo ID which will be scanned against the National Sex Offender Registry. All visitors will be issued a visitor badge/tag to be worn inside the building at all times. Visitors other than parents/guardians must be prearranged and organized through the main office.

Visitor examples include:

- Lunch Guests
- Classroom Guest Speakers
- Classroom Special Events (Grandparents Day, other student presentations)
- Parents/Guardians/Teacher Meetings or Conferences

Please contact the staff member directly if you would like to schedule an appointment to meet with teachers, counselors, or administrators.

### **Parents/Guardians Teacher Organization (PTO)**

PTO events are a major part of the life of our schools. They provide a variety of special opportunities for our students and your participation is extremely important. Volunteers are needed in different capacities throughout the year, many of which occur outside the school day. Please refer to your school's website or main office for information regarding joining PTO, meeting times, and related activities.

## **ELEMENTARY AND PRESCHOOL HOURS**

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### **Elementary School Hours and Delay Schedule**

The following times constitute the school day for all ZCS elementary schools: School hours are 8:00 a.m. to 2:30 p.m. for grades 1-4 and kindergarten is from 9:00 a.m. to 2:30 p.m. Kindergarten students who do not attend Bridge, or other morning programming should arrive between 8:50 a.m. and 9:00 a.m. Location and procedures for kindergarten drop-off and pick-up will be provided by your school.

	<b>Normal Schedule</b>	<b>2-Hour Delay</b>
Entry Bell for 1-4 and Kindergarten Bridge	7:50 a.m.	9:50 a.m.
Grade 1-4 Start Time	8:00 a.m.	10:00 a.m.
Kindergarten Bridge (optional)	8:00 a.m.	10:00 a.m.
Entry Bell for Kindergarten	8:50 a.m.	10:50 a.m.
Kindergarten Start Time	9:00 a.m.	11:00 a.m.
Grades K-4 Dismissal Time*	2:30 p.m.	2:30 p.m.

**\*Dismissal procedures will vary from school to school due to logistical factors.**

In the event of a school closure, information will be provided about potential e-learning and/or make up days.

### **Before School Arrival Time**

**If children are brought to school, please do not drop off before 7:50 a.m., unless prearranged with the teacher and/or principal.** No supervision is provided for students before 7:50 a.m. School office hours are from 7:30 a.m. to 3:30 p.m.

### **After School Departure Time**

All students are to leave school at 2:30 p.m., **unless prearranged with the teacher and/or principal.** No student should be in the building unless participating in an activity supervised by a teacher or parents/guardians. If a student is to stay for such an activity, communication must be sent to the classroom teacher indicating this change to the child's typical dismissal plan. **Children without such permission will follow their usual dismissal procedure.** Parents/Guardians picking up students who have finished with after-school activities should follow the dismissal procedure set up by each club/activity.

### **Preschool Hours and Delay Schedule**

**Universal Preschool:** School hours are from 8:15 a.m. to 2:45 p.m.

<b>Universal Preschool</b>	<b>Normal Schedule</b>	<b>2-Hour Delay*</b>
Start of School	8:15 a.m.	10:15 a.m.
End of School	2:45 p.m.	2:45 p.m.

**Developmental Preschool:** School hours are from 8:00 a.m. to 10:30 a.m. for the morning session and from 12:15 p.m. to 2:45 p.m. for the afternoon session.

<b>Developmental Preschool</b>	<b>Normal Schedule</b>	<b>2-Hour Delay*</b>
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AM Session Start Time	8:00 a.m.	10:00 a.m. (alternating a.m./p.m.)
AM Session End Time	10:30 a.m.	12:30 p.m.
PM Session Start Time	12:15 p.m.	12:15 p.m.
PM Session End Time	2:45 p.m.	2:45 p.m.

**\*On 2-hour delay days, Universal Preschool will also delay and there will be no morning BAC for Preschool students. Developmental Preschool morning and afternoon classes will alternate attendance days.** During the first 2-hour delay day the afternoon class will attend at their normal time, however, the morning class will not attend that day. On the second 2-hour delay day, the morning class will attend 10:00 a.m. to 12:30 p.m. and the afternoon class will not attend that day. This schedule will continue to alternate each 2-hour delay day throughout the school year.

## **CURRICULUM and LEARNING**

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### **Philosophies and Methods**

Student growth and achievement are the foremost priorities of Zionsville Community Schools. ZCS follows the Indiana Department of Education curricular standards while incorporating a variety of educational philosophies and best instructional practices. The curriculum is designed to provide a well-rounded educational program addressing core skills and knowledge in all key academic areas while allowing opportunities for enrichment, differentiation of instruction, and remediation based upon individual needs.

Each of the Zionsville Community Schools provides a well-structured, balanced, and challenging course of study for all students. Implicit in this goal is the belief that every student is capable of achieving a standard of excellence that provides the foundation for future academic, economic, and social success. To access information about academic standards and grade level course offerings/curriculum frameworks, visit the ZCS website under the “[Academics](#)” link.

### **Kindergarten**

The ZCS kindergarten curriculum, which is standards-based, creates a balanced approach that nurtures individual growth and development. The kindergarten curriculum builds a strong foundation of literacy and mathematical understanding, and fosters students’ social, emotional, and academic growth. The flexibly structured kindergarten day ensures important opportunities for teacher-directed learning, whole and small group interaction and inquiry, individual exploration, and creative pursuits.

### **Literacy Best Practices and Beliefs**

ZCS educators believe that literacy is the foundation for all learning and is critical to future success, combining phonemic awareness, phonics, vocabulary development, fluency, and comprehension. ZCS elementary students receive direct instruction in reading at and beyond their instructional levels with appropriate intervention and enrichment provided. Students are guided to read a variety of texts including fiction, non-fiction, narrative and expository for meaning and pleasure across all curricular areas. For more information regarding how the ZCS literacy framework provides experiences for readers and writers to grow through best instructional strategies, please visit the ZCS website and click on “Academics.”

### **Textbooks, Online Resources, and Learning Materials**

Teachers representing all grade levels and educational areas participate in the evaluation and selection of curricular materials that best meet our students’ diverse learning strengths and needs. Students are instructed in literary appreciation, reference, and study skills by their classroom teachers and the media center paraprofessional. Students are provided reference materials for school subjects and assignments, books and magazines for recreational reading, and devices for listening and viewing.

We are very fortunate to have extensive classroom and media center libraries to share with our students. Accordingly, students are expected to properly care for all school property as well as the property of their classmates and teachers. If books, materials, or other school resources are damaged or lost by a student, his/her parents/guardians are responsible for repair or replacement.

### **Character Development**

Zionsville Community Schools believe that our students benefit from developing character as well as academic skills. True character development is the hinge upon which academic excellence, personal achievement, and authentic citizenship depend. It calls forth the very best from our students, faculty, staff, and parents/guardians. We strive for our students to be *Strong In Every Way*.

ZCS school community members will exemplify the virtues in which compassion, ethics, wellness, confidence, and determination are regularly expected, modeled, taught, and celebrated as an integral part of the curriculum and the daily operation of the school. ZCS further expects each school to work in partnership with family and other community organizations to bring about improved student achievement, safe and orderly school environments, and citizens who are contributing members of society.

### **Convocations and School Assemblies**

Each elementary may provide special convocations and/or presenters for our students each year. These programs are usually scheduled a great deal in advance, filling an already busy school curriculum with interesting academic, cultural and fine arts learning opportunities for our students. Scheduled convocations do not involve any additional cost. Student attendance at such programs is a privilege that is earned through appropriate behavior. Past programs have included themes such as character education, school safety, self-advocacy, bully-free schools, cultural diversity, and the performing arts.

## **ACADEMIC PROGRESS REPORTING**

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The evaluation of students is an important process. Extensive research has shown that students achieve more in school when their parents/guardians are involved in their education. At Zionsville Community Schools we offer multiple tools to help parents/guardians stay involved in the education of their child(ren). Several of these tools are easy-to-use websites that provide secure access to a student's information online. These tools provide daily information related to a child's progress in grades K-12, which is assessed in a variety of ways.

### **Report Cards**

All elementary report cards (grades K-4) are standards-based which show the progression of skill development on state and local curriculum standards in place of using letter grades to communicate student progress. **The standards-based report cards can be accessed through PowerSchool and communicate summative achievement at the conclusion of the four marking periods.**

The following designations are used to relay progress for each standard:

**Mastered (+):** The child meets or exceeds grade level standards.

**Progressing (P):** The child is progressing appropriately on the skill or concept for this point in the school year.

**Beginning (-):** The child is not able to apply the skill independently to meet grade-level standards.

**Not Assessed (NA):** The skill or knowledge of the concept has not been assessed.

### **PowerSchool**

PowerSchool contains information that is specific to each child's academic performance, including attendance, report cards, and standardized test results such as ILEARN, CogAT and NWEA. Parents/Guardians may access [PowerSchool](#) through the Parents/Guardians tab of the ZCS website. Accounts can be created by choosing the

“Create Account” tab and following the prompts. Please contact the school office with questions about account information.

### **Canvas LMS**

Canvas is a Learning Management System (LMS) used by teachers in grades K-12 as a tool to engage students through interactive lessons and assignments. It is a great resource for both students and parents/guardians to stay connected in and out of the classroom. Each child has their own individual Canvas account. Students may access Canvas by using the same username and password they use to log into the school network (usernames are usually first name-last name and passwords are usually their lunch PIN). Parents/Guardians are able to create their own Canvas account and link all of their children’s accounts. We highly encourage parents/guardians to create an account to foster better communication between school and home. To access Canvas, click on the [CANVAS](#) link on the school or district website.

### **ZCS Portal**

The ZCS Portal is a single sign-on system that uses one username and one password for all accounts related to digital tools for our students. Students may access the ZCS Portal by using the same username and password they use to log into the school network (usernames are usually first name-last name and passwords are usually their lunch PIN). To access the ZCS Portal, click the [ZCS Portal](#) link on the school or district website.

### **Teacher Conferences**

The academic success of a student is shared by students, parents/guardians, and the school. While formal teacher conferences take place in the fall, all stakeholders are encouraged to initiate conferences whenever it appears useful and appropriate. Conferences must be prearranged and can take place in-person or virtually.

## **STUDENT SUPPORTS and PROGRAMS**

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### **Developmental Preschool**

Developmental Preschool provides special education programs for children 3-5 years of age who are found eligible for special education services and reside within the Zionsville Community Schools district. The special education programming provided for a child will vary depending on his/her needs. The continuum of services provided by ZCS may include: Speech/Language Therapy, Language Group, Developmental Preschool, Occupational Therapy, and Physical Therapy. If parents/guardians have concerns with their child's development in speech, language, gross or fine motor and/or readiness skills, they are asked to call 317.873.2226 for additional information and to begin the referral process.

### **Special Education**

Students are entitled to a free and appropriate public education in the least restrictive environment. Zionsville Community Schools provides a variety of special education programs and supports for students identified as having a disability as defined by the Individuals with Disabilities Education Act (IDEA).

A student can access special education services only through the proper evaluation and placement procedure. Parents/Guardians involvement in this process is required. More importantly, the school encourages the parents/guardians to be an active participant. Students with disabilities who do not qualify for IDEA may be served within the regular education program with an accommodation plan developed through an interactive dialogue between the school, the student and the student’s parents/guardians.

Parents/guardians who believe their child may need special education or related services as a result of a disability should refer to the [Special Education](#) link on the Zionsville Community School website and contact the school counselor at their respective school.

## **Response to Instruction (RTI)/Multi-Tiered Systems of Supports (MTSS)**

If a student shows a need for more targeted remediation for academics or behavior, an RTI/MTSS plan may be implemented to help meet student needs. RTI/MTSS is a systematic process to ensure that ALL students learn. It is a framework for *prevention*, *advancement*, and *early intervention*, which involves determining whether all students are learning and progressing academically and behaviorally when provided with high quality instruction.

RTI is not Special Education; it is extra help and resources provided for students to make sure they are reaching their potential each school year. This is part of our multi-tiered system of supports (MTSS).

Intervention for students may include: additional time for exposure to core curriculum using research-based interventions with a small group in their classroom; small group or one-on-one intervention with higher frequency and duration; intervention using a computer program to help remediate and reinforce skills in the classroom; or work with a specialist in a small group setting.

If a child does not make adequate process toward their goals, a conference will be held with parents to determine if the student needs additional remediation or to be referred to our Special Education team for further testing.

## **English as a New Language**

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

## **Advanced Curriculum**

Our philosophy in ZCS is to use formative assessment thoughtfully and often to match appropriately-challenging curriculum and experiences to every child consistent with his or her abilities leading to maximum growth. One way we do this is to determine if a child needs more advanced curriculum and/or instruction. We do this in many ways at the elementary level, including subject-skipping, grade-skipping, using technology as a resource for presenting advanced content, grouping for instruction within classrooms, regrouping for instruction across classrooms or grade levels, additional enrichment projects and resources, leveled and guided reading groups, curriculum compacting, independent learning, student-driven inquiry on projects of choice/interest, differentiation to meet needs involving other school professionals, and adjustment of pace or materials, etc.

The process of identifying students’ needs is multi-faceted and takes into account multiple measures. An identification team of experienced teachers, with advanced graduate work in the area of gifted education, considers all factors in a student’s profile before making a determination of placement. All students in grades K-7 are considered yearly. Please see the [Advanced Curriculum](#) link on the ZCS website for additional information.

## **Promotion and Retention Procedures**

Promotion or retention of a child is made by determining the educational setting most appropriate to meet the needs of a child at the various stages of their growth. If a student is successful in their current grade level, they are recommended for promotion to the next grade level. Retention in a grade level is only considered after thoughtful conversation with a child's school team and parents/guardians. Multiple data points and the pros and cons of such an important change to a student's educational plan are carefully weighed. Retention is ultimately a building leader decision and should accompany a meeting with parents/guardians to create a formal plan for the repeated school year.



## **STANDARDIZED TESTING**

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### **ILEARN**

ILEARN (which replaced ISTEP in 2019) is our state-wide measurement of student achievement. ILEARN measures student achievement according to Indiana Academic Standards. ILEARN is the summative accountability assessment for Indiana students in grades 3-8 and assesses: English/Language Arts (Grades 3-8), Math (Grades 3-8), Science (Grades 4 and 6), and Social Studies (Grade 5). This is an online computer adaptive test that is administered toward the end of the spring semester in a single testing window.

### **Northwest Evaluation Association (NWEA)**

Students in grades K-4 take the NWEA tests typically three times each year: fall, winter and spring. This computerized test creates a personalized assessment experience by adapting to each student's learning level as the student progresses through the test. Scores are used to determine readiness levels and growth.

### **The Cognitive Abilities Test (CogAT)**

The CogAT test is administered to kindergarten and second grade students in late winter/early spring of each school year. CogAT measures abilities across the symbol systems that are most highly correlated with fluid reasoning, problem solving, and success in school. With its separate measures of verbal, quantitative, and nonverbal reasoning, this research-based and proven test provides multiple perspectives on student ability across grades K–12.

### **Indiana Reading Evaluation and Determination (IREAD-3)**

The IREAD-3 assessment was developed by the Indiana Department of Education in accordance with Public Law 109. This law requires all third grade students to be assessed in reading foundational skills. Students are required to meet third grade proficiency before moving on to fourth grade. State law mandates retention for students not meeting proficiency. In accordance with HEA 1367 (also known as PL 109 in 2010), students who do not pass the Grade 3 reading assessment (IREAD-3) will continue to receive instruction in grade 3 reading and fully participate in the IREAD-3 assessment. Schools are responsible for designing a program that best meets the learning needs of students and for organizing students for instruction. The IREAD-3 Summer Retest is for grade 3 students who did not pass IREAD-3 in March and have since been provided reading remediation/intervention, were absent during the March test window, or moved into Indiana after the March test window and before the end of the school year. If a child is being considered for retention, the following action should occur:

1. Parents/Guardians of any child whose promotion is in consideration will be notified well in advance of any actual decision regarding the possibility of retention. Final determinations are to be made before the beginning of the following school year.
2. A teacher conference with the parents/guardians should be held whenever the retention of a child is being considered.
3. The school principal has the legal responsibility for student classification, and students may be reclassified when, in the professional judgment of the principal, it becomes necessary or advisable.

### **Foundational Reading Skills**

The Indiana Department of Education requires school districts to identify struggling readers who show risk factors for dyslexia and to provide appropriate interventions for students determined to be at risk. Once a year, all students in kindergarten and first grade, as well as some students in second grade, participate in a universal screening process to check their skills in six different areas: phonological and phonemic awareness (the ability to separate and change sounds in words), alphabet knowledge (name different letters), phonics (sounding out words), decoding (reading), rapid naming (quickly name common objects), and encoding (spelling). After this screening, parents/guardians are notified if their child is on track with the reading skills or if they need additional intervention to help them learn these skills. Interventions are research-based activities that teachers use with

students that are in addition to the regular reading curriculum. If a child requires intervention, parents/guardians will be notified and a plan will be developed. Parents/guardians will also be provided with information about foundational reading and ways you can help at home. If parents/guardians have any questions about reading at any grade level, please reach out to the literacy coach.

## **GROW/EAGLE RECREATION and ENRICHMENT**

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The Zionsville Community Schools fee-based care and enrichment programming, known as GROW, is dedicated to serving the families of Zionsville through a variety of program options such as Before and After Care, Kindergarten Bridge, Summer Z' Camp, Universal Preschool and Eagle Rec.

For more information regarding these programs, go to the GROW website: <http://zcsgrow.zcs.k12.in.us>, call the GROW office at 317.733.4847 or e-mail [GROW@zcs.k12.in.us](mailto:GROW@zcs.k12.in.us).

### **Before and After Care (BAC)**

Children attending BAC can be dropped off beginning at 6:45 a.m. and must be picked up by 6:00 p.m. Childcare through the BAC program is also available on days throughout the school year in which school is not in session. This program is called Access Days. Activities are designed to offer a structured and fun environment. Homework assistance, socialization, and gross motor skill development are integral parts of the program.

### **Kindergarten Bridge**

Bridge is a morning enrichment time that literally “bridges” kindergarten students from the bus ride to school to the start of the kindergarten day at 9:00 a.m. During Bridge, children will enjoy outdoor playground time, arts and crafts, story time, gross motor activities, group games, board games, character development, etc. All kindergarten students can participate in the Bridge program no matter the mode of transportation or whether they enroll in the morning Before and After Care (BAC) program that starts at 6:45 a.m. BAC Site Leads and GROW staff direct the Bridge program.

### **Summer Z' Camp**

Each summer GROW offers a comprehensive day camp environment for children entering grades Preschool (age 3-5) through grade 6, with hours beginning at 7:30 a.m. and ending at 5:30 p.m. daily. The K-6 program includes field trips, swimming lessons, and activities such as archery, fishing, lacrosse, tennis, arts/crafts, nature, camp songs, etc. This day camp is housed at Zionsville West Middle School and can be scheduled for the entire week or individual days.

### **Universal Preschool**

ZCS offers an early childhood education program with optional extended hours for Before and After Care (BAC). Universal Preschool is housed at each elementary school. The program is for 3-5 year olds and is modeled after the Indiana Foundations for Young Children, utilizing a wide variety of developmentally appropriate activities in a play-based, structured environment. This is a tuition-based program operated by ZCS-GROW. More information is available in the handbook posted on the GROW website at <http://zcsgrow.zcs.k12.in.us>. For more information on Universal Preschool call 317.873.1251.

### **Eagle Recreation and Enrichment (ERE)**

Zionsville Community Schools is proud to offer year round extra-curricular programming through Eagle Recreation and Enrichment. Our online catalog offers a wide variety of courses such as basketball, foreign language, pottery, tennis, engineering, drama and many others. Registration for ERE programming is completed online, and all information regarding course offerings can be found on the ZCS corporation website. For more information please visit the Eagle Rec website at <https://www.zionsvilleeaglerec.com/> or 317.873.1235.



## **GENERAL SCHOOL GUIDELINES and FAQs**

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### **Attendance**

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

Attendance shall mean to be physically present in a school or at another location where the school's educational program is being conducted during regular school hours on a day in which the educational program in which the student is enrolled is being offered. Attendance shall be required of all corporation students, except those exempted under other provisions of State law, during the days and hours that the school is in session or during the attendance sessions to which he/she has been assigned.

Exceptions to compulsory attendance that shall be recognized by the school corporation as provided by state statute:

- A. service as a page or honoree of the general assembly (I.C. 20-33-2-14)
- B. service on a precinct election board or helper to a political candidate on the date of an election (I.C. 20-33-2-15)
- C. subpoena to appear in court as a witness in a judicial proceeding (I.C. 20-33-2-16)
- D. service in active duty with the National Guard for not more than ten days (I.C. 20-33-2-17)
- E. participating as a member of the Indiana wing of the civil air patrol for not more than five (5) days (I.C. 20-33-2-17.2)
- F. participating in an educationally related non-classroom activity which is consistent with and promotes educational philosophy and goals of the school corporation, facilitates the attainment of specific educational objectives, is part of the goals and objectives of an approved course or curriculum, represents a unique educational opportunity, cannot reasonably occur without interrupting the school day, and is approved in advance by the school principal (I.C. 20-33-2-17.5)
- G. a student or a member of the student's household participating or exhibiting at the Indiana state fair for educational purposes, as evidenced by the student's parent and/or guardian and as approved in writing by the student's school principal, for not more than five (5) instructional days per school year. (I.C. 20-33-8-17.7).

For any of these exceptions a student shall not be recorded as absent from school.

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

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

- A. illness verified by a note from the parent and/or guardian
- B. illness verified by a note from a physician
- C. recovery from accident
- D. required court attendance
- E. professional appointments – Parents/Guardians are encouraged to schedule medical, dental, legal, and other necessary appointments outside of school hours. When appointments are necessary during the school day, the student shall report back to school immediately after the appointment with a signed statement from the doctor, dentist, lawyer, counselor, etc.
- F. death in the immediate family or of a relative
- G. observation or celebration of a bona fide religious holiday in accordance with ZCS School Board Policy 5223
- H. maternity
- I. military connected families' absences related to deployment and return
- J. such other good cause as may be acceptable to the Superintendent or permitted by law.

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

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

A student who is truant is considered unexcused. Truancy is defined as a student absent from the school campus without knowledge of parents/guardians and school. Habitual truancy is defined as a student who is truant three times during any semester (Legal Reference: I.C. 20-33-2-11, Adopted 11-12-07).

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

The Superintendent or an attendance officer having jurisdiction shall report a child who is habitually absent from school to an intake officer of the juvenile court or the Department of Child Services.

Attendance need not always be within the school facilities, but a student will be considered to be in attendance if present at any place where school is in session by authority of the Board.

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

- A. identifies the habitual truant;
- B. investigates the cause(s) of his/her truant behavior;

- C. considers, when appropriate, modification of his/her educational program to meet particular needs which may be causing the truancy;
- D. ensures that truant students are disciplined in accordance with the Corporation's policies and administrative guidelines on student discipline;
- E. provides for the reporting to the Bureau of Motor Vehicles those students who have been suspended for the second time during a school year, expelled, or excluded for misconduct.

Legal Reference: I.C. 20-33-2-3.2  
511 IAC 1-3-1

I.C. 20-33-2-4 et seq.  
511 IAC 6-2-1(c)(12) © NEOLA 2012

Indiana state law requires all children to be in attendance at school. Good attendance is vitally important for a child to have a successful elementary school experience. It further requires that parents/guardians be held legally responsible for seeing that their children are in school. Parents/Guardians are encouraged to schedule all medical appointments after school time. If a child is absent due to illness, the child will not participate in any school, after-school or weekend school-related activities.

It is believed that students who miss eight or more partial or whole instructional days per semester have missed a significant amount of classroom interaction as well as instruction. Parents/Guardians will be notified when a student has accumulated eight absences. Should the student continue to be absent, the parents/guardians, student, and school counselor will work together to resolve the situation. This may include the creation of an attendance contract that identifies the future responsibilities of each party and allows the student to remain in good standing at school. For example, the contract may include a request for doctor's confirmation of reasons for absence. Taken to the extreme, chronic absenteeism can result in educational neglect charges being filed. Parents/Guardians can be charged with a misdemeanor compulsory attendance violation (IC 20-8.1-3-33, 34, and 37) or felony neglect of dependent (IC 20-33-2-44/ IC 35-46-1-4(a)(4)) if they do not ensure their child's school attendance.

Parents/Guardians of **kindergarten students** should know that while kindergarten is not mandatory in the State of Indiana, your child's attendance is vital to their progress. Even though it is not mandatory that parents/guardians enroll their children into kindergarten, once a child is enrolled in kindergarten, the child is required to adhere to all state statutes, including attendance guidelines. The compulsory attendance laws require students to attend school the number of days school is in session. [I.C. 20-33-2-7 (b)].

### **Reporting Student Absences**

It is the responsibility of the parents/guardians to report student absences or late arrivals to the school office. Calls to report a student's absence may be left on the school voicemail any time between 4:00 p.m. of the preceding day and 8:00 a.m. of the day of the absence (see Zionsville Community Schools at a Glance, page 3 for attendance phone numbers). Parents/Guardians are encouraged to avoid the rush between 8:00 a.m. and 9:00 a.m. If you know your child will be absent for a definite number of days, this can be reported on the first day. As a safeguard, the School Connects software will typically send notification via telephone if a student is absent without a reason being logged into our schools' absence reporting system by 9:00 a.m. on school days (10:00 a.m. for Kindergarten students). The School Connects call-back service offered by the school corporation is not intended to be a fail-proof procedure for accounting for all students. The corporation makes no promise or guarantee of notification to you if your child is absent from school.

### **Excused Absences**

The school and the state of Indiana recognize student illness, death in the family, exclusion because of exposure

to contagious disease, required religious observance, medical appointments, and school-sanctioned activities or other absences allowed by the superintendent or permissible by law as excused absences. Students serving as a page for the State Legislature will be recorded as an activity, not an absence per Indiana Code 20-33-2-15. **We encourage parents/guardians to keep children home if they are potentially contagious.** Please refer to the “Health Clinic, Medication, and Medical Emergencies” excerpt in the ZCS Parent/Guardian Student Handbook District Section for more information pertaining to student wellness.

### **Unexcused Absences**

An unexcused absence is an absence not recognized by state law or the School Corporation. Unexcused absences may result in loss of credit for assignments missed. The principal may make exceptions to this policy for tests, quizzes and major assignments.

### **Excessive Absences**

Upon the eighth (8th) unexcused or excused absence per semester or the fifteenth (15th) unexcused or excused absence per school year, the parents/guardians, student, and school counselor will work together to help the student improve his/her attendance, which may include the creation of an attendance contract.

### **Appointments Off-Campus**

Parents/Guardians should call the attendance line with information concerning their child’s appointment, or the student should bring a signed parent/guardian note to the office the morning of the appointment. The office will call for the student from class when the parents/guardians arrive for pick up. The student will meet the parents/guardians in the office to be signed out by the parents/guardians. The parents/guardians will sign the student back in at the front desk, indicating the time of return.

### **Make-up Work**

When a child is absent due to illness, he/she may complete assignments at home. In the case of extended illness (2 or more days), homework assignments may be requested through the front office. Parents/guardians wishing to request and pick up assignments should notify their child’s teacher directly at the beginning of each school day so materials are ready for the end-of-day pick-up. As a general rule, students will have one day for each day’s absence in which to complete make-up assignments. Assignments missed during family vacation will be provided upon the child’s return to school from vacation.

### **Prearranged Absences**

Every effort should be made to schedule vacations and trips at times other than school days. Prearranged absences are strongly discouraged, particularly during times of standardized testing. In the event that a child is going to be absent, the parents/guardians should notify the school office to obtain a Prearranged Absence Form. Once a parents/guardians signs the form, it should be returned to the school’s administrative assistant. This needs to be done at least 2 days before the planned absence. If the school does not receive notification at least 2 days prior to the absence, the absence may be considered unexcused.

### **Late Arrival to School**

Each ZCS student has the responsibility to arrive to school and class on time. For elementary students, the expected arrival to school is not earlier than 7:50 a.m. (grades 1 - 4), unless they attend BAC, a before school club/course, or an arrangement has been made for supervision by the building principal or designee, and no later than 8:00 a.m. Any student who arrives after 8:00 a.m. is considered tardy and **must be escorted into the office and signed in by their parents/guardians.** Kindergarten students are considered tardy after 9:00 a.m. Tardiness takes away from valuable learning time at the beginning of the school day and may make children anxious as they walk in late to a classroom. Taken to the extreme, chronic tardiness can result in educational neglect charges being filed. Tardiness due to inclement weather, late buses, or poor road conditions will be excused.

### **Early Pick-up of Students**

Parents/Guardians are encouraged not to pick up their child before the end of the day except for emergencies. If it becomes necessary to pick up your child before the end of the day, the parents/guardians must come to the school office, and present a photo ID (when necessary) to sign the child out of school. The classroom teacher will be contacted, and your child will then come to the office and meet you there. Teachers are instructed not to dismiss a child from their classroom without approval from the office. No student will be released to a person other than the custodial parents/guardians without a permission note signed by the custodial parents/guardians or other legal authorization.

### **After School Pick-up of Students**

Parents/Guardians of children who are car riders should wait in their cars in line and students will be released to them at the time of the dismissal bell. **Parents/Guardians, for the safety of all, please do not exit your car while in the car line nor leave your car unattended in the fire lane.** Children who walk home may be met by their parents/guardians at the school designated pick-up point following the dismissal bell. **All mid-day changes of transportation must be called into the school office (not the teacher's classroom voicemail) no later than 1:00 p.m.**

### **Phone Number, Email, and Address Changes**

Parents/Guardians must notify the school office personnel of a change in contact information. Notification is made with our [Student Change Form](#) which can be found on each school's website under the Parents tab. In the event of a pending move or withdrawal, please provide notification in advance if possible so that records may be prepared for transfer to the child's new school. Per IC 20-26-11-2(8) Where a student's legal settlement is changed after the student has begun attending school in a school corporation in any school year, the effective date of change may be extended until the end of that semester or, at the discretion of the school, until the end of that school year.

### **Cafeteria Procedures**

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

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

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

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

The ZCS Food Service website is found on the district website, linked [here](#). It will provide current information about many topics including: meal/textbook assistance; menus; pricing; refunds; meal charging; nutritional content/allergy awareness; etc.

**Parents/Guardians are welcome to have lunch at school with their child pending a valid background check. We encourage you to purchase the school lunch rather than bring in fast food. Please do not share food or bring food for other students.**

#### USDA Nondiscrimination Statement link

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

#### **Money Sent to School for Other Reasons**

Whenever money is sent to school with a child, please put it in a sealed envelope with the child's name and his/her teacher's name on the envelope, and a note indicating how the money is to be used. Please caution children NOT to open the envelope. Separate checks must be issued for the cafeteria and book rental as well as any other activity or expense conducted by the school.

#### **Textbook and Meal Assistance**

An application for meal and textbook assistance is available on the Food Service Department's webpage, or at each school building. To apply, please complete and return the application to the Educational Services Center or any ZCS school building. **Please note that parents/guardians will be required to re-apply each year to be considered for textbook and meal assistance.** Eligibility determination will be communicated in writing to applying parents/guardians. This is a confidential process.

#### **Pledge of Allegiance and Moment of Silence**

In each classroom or on the grounds of each school in the corporation, a daily opportunity is provided for all students to recite the Pledge of Allegiance. The Pledge of Allegiance is followed by the observance of a moment of silence to exercise the student's individual choice to meditate, pray, or engage in any other silent activity that does not interfere with, distract, or impede another student in the exercise of the student's individual choice.

#### **Building Care and Respect**

Our custodians and staff members work very hard to keep the school clean and pleasant so students have a desirable place in which to learn. Marking, defacing, or otherwise destroying school property will be met with disciplinary consequences. We ask students to help protect our schools from such destruction and to take pride in the attractive appearance of our buildings.

#### **Dress Code**

Our school philosophy emphasizes that education is to help students develop their potential in an atmosphere of self-discipline and student agency. Student dress is intended to encourage students to come to school prepared to participate in the educational process. Students may choose their own dress, along with the help of their parents/guardians, as long as it contributes to good health, safety, positive school culture, and is non-disruptive to the learning environment of all students.

#### **Guidelines:**

- Shoes are to be worn at all times. It is recommended to wear activity-specific shoes (i.e. athletic shoes for Wellness; winter boots for winter recess).



- Attire that may damage school property or pose a danger to the safety of students and staff members shall not be worn (such as large chains, “Heelys,” or cleats).
- Face and head should be visible, please no hats or caps indoors (except where accommodations are needed for religious beliefs or when health and safety necessitate use).
- Clothing worn should cover private areas, underwear/undergarments, stomach, and upper/lower back with normal movements. Top clothing and bottom clothing should meet.
- Clothing worn should be free of advertisements for, or promotion of, the use of alcohol, drugs, tobacco, or other substances that, if used by a minor, would be illegal.
- Clothing worn should be free of lewd, vulgar, indecent, or violent language/images or hate speech.

If the building principal or designee determines an item of clothing to not meet this standard, a private conversation will take place between the student and the school designee and the student may be asked to change clothing. The building principal, or designee, may determine whether or not the attire creates a disruption to the learning environment and may preapprove certain items for special school events.

### **Recess Procedures**

Each child is expected to be suitably dressed for play outdoors. As the weather turns colder, each child needs a winter coat, hat, and gloves. Snow pants, waterproof boots, and warm gloves/mittens are required to be able to play in the snow. All children play outside except on rainy, icy, or very cold days (wind chill below the 10-20 degree range). Inside recess will be held on those exceptional days. A child who is well enough to come to school is well enough to go outside and play. Exceptions will be made if parents/guardians send in a note from the doctor stating that the child needs to stay inside. While each school’s recess safety protocol is unique to its campus and is available on school websites, all ZCS students honor the following safety code:

- We play together kindly and look after one another.
- We treat playground equipment with care and share with others.
- We respect the adults who look after us.
- We always tell an adult if we need help resolving a conflict or if someone is injured.
- We stop and listen for directions when the bell/whistle sounds.
- We walk sensibly to our lines and quietly to our classroom.

### **Electronic Devices and Other Restricted Items in School**

The following items are restricted on school grounds: toys, trading cards, valuables, and electronic devices not academically necessary. These items may NOT be used by students in the building or on school-sponsored transportation, unless the student has permission by the supervising adult. They are to be turned off and kept in the student’s locker or backpack during the school day. The school accepts no responsibility if these items are lost, stolen or damaged and is not responsible for investigating the loss or damage of these items. The student and parents/guardians accept full responsibility for these items.

### **Lost and Found**

There is a lost and found located in each school building. Parents/guardians are encouraged to check this area periodically to reclaim items that have been misplaced. Labeling children’s clothing and belongings helps in the return of items that have been lost. Unclaimed lost and found items will typically be donated to charity at the end of each semester.

### **Visitors to School**

Exterior building doors to all schools are kept locked during the school day. Therefore, any visitors wishing to enter the building must present themselves at the front door, ring the doorbell, and state their name and reason for visit. Once cleared by a member of the school staff, visitors will be ‘buzzed’ into the school. Upon entering

the school building, visitors must report to the main office immediately to be checked in and receive a visitor's badge. **For safety reasons visitor badges must be worn at all times.**

To reduce disruption of instructional time and maximize the generosity of our volunteers, we request that all volunteer opportunities are arranged with the classroom teacher and/or front office in advance. In addition, all volunteers who are visiting campus to assist in the classroom or who are attending a meeting should not deviate from their assigned volunteer location. In order to best serve the needs of everyone, please know volunteer time is not an appropriate setting for a conference with a classroom teacher or other staff member. We also ask that volunteers do not bring young siblings that need to be monitored while volunteering in a classroom. Visitors are welcome to attend lunch but due to safety concerns are not allowed to attend recess. See **Required Background Checks for Visitors.**

Building tours for new families may be arranged through the Residency Specialist/Community Relations Coordinator, Lynn Kissel-Brown, at [lkissel@zcs.k12.in.us](mailto:lkissel@zcs.k12.in.us). Potential/future students and student guests are not permitted to spend time with ZCS students/classes unless they are registered students.

### **Birthdays**

In order to comply with the current wellness policies and to minimize interruption to instruction, birthday treats are not allowed. Balloons or flowers should not be sent to school because of possible allergies and also because of the distraction they may cause. Birthday invitations can be distributed at school only if there is an invitation for every member of the class. If you plan on attending lunch with your child, please see **Required Background Checks for Visitors.**

### **Classroom Celebrations**

The elementary schools have created guidelines for parents/guardians to follow during classroom parties and events. Please refer to the [ZCS Elementary Safe Snacks](#) document when planning for a classroom party if food will be provided by volunteers rather than the school. School office administrative assistants, health care professionals, and administration can assist with ensuring the snacks provided to our students are safe. Food provided for a class celebration should be store-bought with a product ingredient label, not homemade. Items should be in compliance with our district Wellness Policy and considerations should be made to be inclusive of students who have life threatening food allergies.

## **ADMISSIONS, ENROLLMENT, and REGISTRATION**

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### **Proof of Residence**

In order to attend Zionsville Community Schools and Universal Preschool, students must have legal settlement within the District as defined by school board policy 5111. For more information, please visit the ZCS website at [www.zcs.k12.in.us](http://www.zcs.k12.in.us) and click on "Registration Information" or contact the Residency Specialist/Community Relations Coordinator at 317.873.2858 x.11230.

### **Required Documents**

To enrollment requires residence within the district boundaries and the following documentation:

- **two** of the following pieces of proof of residency: *(All documentation is subject to verification.)*
  - original current utility bill(s) e.g.: gas, electric, water, sewer (Cell phone bill or driver's license are not acceptable)
  - signed rental agreement with date of occupancy
  - signed purchase agreement with closing date
  - signed closing documents
  - signed letter from builder on letterhead with closing date



- original birth certificate or other reliable proof of the student’s date of birth
- immunization records (refer to **Indiana State Department of Health (ISDH)–School Immunization Requirements**)

For more information regarding requirements, please contact our Residency Specialist/Community Relations Coordinator at the Educational Services Center at 317.873.2858 x 11230.

### **Building and Purchasing Questions**

If currently in the process of building or purchasing a home, it is required to contact the Educational Services Center at 317.873.2858 to acquire the necessary documents to establish residency before children can be enrolled.

### **Shared Residency**

If residing with someone who lives within the Zionsville Community School boundaries, parents/guardians must contact the Residency Specialist/Community Relations Coordinator. Proof of residence must be provided by the Zionsville resident and such proof of residence must be notarized by the Residency Specialist/Community Relations Coordinator. Contact the Residency Specialist/Community Relations Coordinator at 317.873.2858 x 11230.

### **Custodial Requirement for Enrollment**

Custodial parents/guardians who are enrolling a student must provide a copy of the court approved document substantiating guardianship or custody of the student. An adult who is a non-custodial parent/guardian or does not have legal guardianship and is attempting to enroll a student must contact the Educational Services Center 317.873.2858 for assistance to complete enrollment.

### **Intent to Return/Continuing Students**

Each spring, parents/guardians of current ZCS students complete “intent to return” paperwork and/or procedures to register their child for the following school year. Families who do not submit “intent to return” materials will be considered as ending their enrollment in Zionsville Community Schools.

### **Kindergarten Strong Start**

Kindergarten Strong Start (formerly known as Kindergarten Round Up) is the process by which all incoming kindergarten students are pre-registered, and typically occurs in late March or early April of the preceding school year. In order to enroll a child into kindergarten, parents/guardians must provide their child’s original birth certificate or other reliable proof of the student’s date of birth, a copy of immunization records, **two pieces** of proof of residency (see above Required Documents), and a current picture of their child.

Any child who is five years of age on or before **August 1** is eligible to attend kindergarten in the State of Indiana. [Indiana Code 20-33-2-7] Zionsville Community Schools believes that as a general rule, it is beneficial for students to be five years old or older to enter Kindergarten.

### **Classroom Assignment**

Many factors are taken into consideration when determining class assignments. Each spring parents/guardians are invited to offer input with the school principal about their child’s learning needs. Please do not submit specific teacher requests, as these cannot be guaranteed and our intent is to provide the best learning situation for all students. The teachers, school counselor, and principal work together on the placement of students for the upcoming school year. Accordingly, special consideration is given to student needs, compatibility, learning styles, and teaching styles when creating class assignments. Any questions or concerns regarding classroom assignment should be directed to the school principal.

## **Withdrawal Procedures**

Parents/Guardians must notify the school office personnel of an impending move or withdrawal (in advance if possible) so that records may be prepared for transfer to the child's new school. Notification is made with our [Student Change Form](#) which can be found on each school's website under the Parents tab. Per IC 20-26-11-2(8) Where a student's legal settlement is changed after the student has begun attending school in a school corporation in any school year, the effective date of change may be extended until the end of that semester or, at the discretion of the school, until the end of that school year. Remaining records will be mailed upon request by the office personnel of the new school.

## **EMERGENCY SAFETY PROCEDURES and NOTIFICATION**

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Zionsville Community Schools has established a Crisis Intervention and Emergency Management Plan. This plan provides procedures and contingencies to be followed in the event of a crisis and/or emergency situation. In addition, each school has established a similar plan for its specific need and purpose.

### **Emergency Announcements**

Zionsville Community Schools utilizes an automated telephone and email system to notify all parents/guardians when an emergency announcement is necessary. The usefulness of this system is only as good as the telephone and email emergency contact information parents/guardians supply to our schools. School delay/cancellation information is also posted on the ZCS website and is provided to local media outlets. In combination, these modes of communication serve to keep parents/guardians informed when weather or other emergencies cause schedule or calendar alterations. If there are any changes to contact information after school begins, please contact the school's administrative assistant and he/she will make the changes in PowerSchool.

### **After School Cancellations**

Due to the age of our student population and the importance of having parents/guardians/childcare present when children are home, ZCS only calls for an unscheduled early release in extremely extenuating circumstances. Threatening weather or other circumstances may, however, require that all after school and evening activities be cancelled. When this is the case, the activities of all organizations using our buildings are also cancelled (i.e., clubs, sports, scout meetings, etc.).

### **Parents'/Guardians' Determination**

Even if the schools are open, the final decision about a child's attendance remains with the parents/guardians. A decision to close or open school cannot take into account every circumstance. We can best protect the safety and welfare of all students if parents/guardians decide what is best for their student with regard to attendance. Parents/guardians are the final decision makers at home because road conditions do vary across the two townships ZCS serves.

### **Impact of Severe Weather**

On days with inclement weather, buses may run very late. In addition to traffic jams, heavy snow generally results in unplowed roadways, narrowed streets and reduced corners, which can significantly impact bus progress. Because of this, it is up to the parents/guardians to decide if alternate transportation is possible or desirable. If a parent/guardian decides to drive a child to school, consider carpooling with neighbors to help reduce traffic congestion. Also, please shovel bus stops and sidewalks so that our students can walk safely.

### **Fire Drills**

All schools in Indiana are required to facilitate, at a minimum, monthly fire drills. A safety evacuation diagram showing the nearest exit and route from the room to a safe location outside the building is posted in each room. Each staff member and student is trained on and practices appropriate actions/measures for this drill to be prepared in the event of an actual emergency.

### **Tornado Drills**

All schools facilitate tornado drills, at a minimum, once during each semester wherein students and faculty know to move to areas free of exterior doors and windows. Each staff member and student is trained on and practices appropriate actions/measures for this drill to be prepared in the event of an actual emergency.

### **Lockdown Drills**

Lockdown drills are facilitated, at a minimum, once each semester. Each staff member and student is trained on and practices appropriate actions/measures for this drill to be prepared in the event of an actual emergency.

### **Earthquake Drills**

Earthquake drills are facilitated, at a minimum, one time each year. Each staff member and student is trained on and practices appropriate actions/measures for this drill to be prepared in the event of an actual emergency.

### **Accidents and Injury**

All student accidents and injuries that occur on school property or in the course of a school activity are to be reported to the classroom teacher or to the office immediately.

## **SCHOOL BUS, WALKER and BIKE RIDER INFORMATION**

### **Bus Questions and Concerns**

In general, bus transportation questions and concerns should be directed to the ZCS Transportation Center at 317.873.1237, or parents/guardians may visit the [Transportation Link](#) on the ZCS website, located under the “Parents/Guardians” menu.

### **Bus Rider Conduct**

For most ZCS students, the school day begins and ends on the school bus, which makes transportation a very important part of the total educational process. Students are required to be waiting at the assigned boarding location when the school bus arrives. In the case of an unexpected late arrival by the student, the bus driver shall exercise discretion relative to waiting for the student.

The transportation of kindergarten students at the 9:00 a.m. arrival is the responsibility of the parents/guardians. However, bus transportation is provided to kindergarten students arriving at 8:00 a.m. who will attend Bridge or other morning programming from 8:00-9:00 a.m. All students (K-4) are provided transportation home at the 2:30 p.m. dismissal.

Because transportation is a privilege, and such an important segment of education, cooperation among students, parents/guardians, bus drivers, administrators, and teachers is very important. Students are to behave in a safe, respectful manner while waiting at the bus stop and riding the bus. Students who do not maintain appropriate, safe behavior may be excluded from riding the bus.

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

### **Bus Rider Procedures**

Rules for those riding the school bus are as follows:

1. Students shall ride their designated bus route both morning and evening, boarding and getting off at the designated place.

2. Students are to be unloaded at the building they attend unless permission is otherwise given by the principal or his/her designee.
3. Once students board a bus, they are not permitted to get off the bus other than at their designated place unless permission is otherwise given by the principal or his/her designee.
4. Students will be allowed to get off at a different stop within their bus route with a note from a parent/guardian to the bus driver and student's teacher.
5. **Students will not be allowed to ride a different bus than the one they were assigned.** Please contact the Transportation Manager at 317-873-1237 to discuss this in further detail.
6. Students shall be waiting at the designated boarding place when the bus arrives.
7. Whenever boarding the bus, students shall be seated immediately as designated or assigned by the bus driver and shall remain seated until the bus reaches its destination.
8. No windows shall be opened or closed except with the permission of the driver.
9. Eating is not permitted on the bus.
10. The following violations will not be tolerated:
  - a. Hitting, tripping, holding or physical aggression
  - b. Throwing objects in the bus or at the bus
  - c. Fighting
  - d. Loud or abusive language
  - e. Teasing, yelling, name calling, and/or threatening behavior
  - f. Littering
  - g. Smoking or drinking on the bus
  - h. Destruction of public property
  - i. Running after the bus after getting off
  - j. Chasing bus on bicycle
  - k. Moving from place to place on the bus

**THE ABOVE RULES APPLY ANY TIME STUDENTS RIDE THE BUS.** At times buses may be monitored by on-board security cameras. A student's actions before boarding or after leaving the bus are the responsibility of the student and their parents/guardians. If a problem is not resolved through the bus driver and the parents/guardians, it is then routed in the following steps: School Principal, Director of Transportation, and Superintendent.

### **Walker and Bike Riders Safety**

Students who walk to school are expected to use crosswalks and stay on the sidewalks. Students who ride to school on bikes or scooters are expected to wear helmets while riding. This includes going to or from school and any school-related activities. Parents/guardians who accompany their children on bikes to school are also encouraged to wear helmets. The safety and well-being of our school community is a top priority. The school accepts no responsibility if these items are lost, stolen, or damaged, and is not responsible for investigating the loss or damage of these items. The student and parents/guardians accept full responsibility for these items.

# ZIONSVILLE COMMUNITY SCHOOLS

## HANDBOOK FOR FAMILIES/STUDENTS DISTRICT SECTION

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

### EVERYONE BELONGS HERE

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

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

EVERYONE belongs here!

### INFORMATION REGARDING RIGHTS AND PRIVACY

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

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

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

Other rights granted to students and parents:

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

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

#### **DIRECTORY INFORMATION**

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

- A playbill, showing your student's role in a drama production;
- Student work displayed at teacher discretion with no grade displayed;
- The annual yearbook;

- Honor roll or other recognition lists;
- Graduation programs; and
- Sports activity sheets, such as for wrestling, showing weight and height of team members.

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent's prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks. In addition, two federal laws require local educational agencies (LEAs) receiving assistance under the Elementary and Secondary Education Act of 1965, as amended (ESEA) to provide military recruiters, upon request, with the following information – names, addresses and telephone listings – unless parents have advised the LEA that they do not want their student's information disclosed without their prior written consent. [Note: These laws are Section 9528 of the ESEA (20 U.S.C. § 7908) and 10 U.S.C. § 5031.]

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

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

## **School Officials**

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

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

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

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



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

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

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

Title VI Coordinator (Race, color, national origin)

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

Section 504 Coordinator (Disability)

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

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

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

Non-discrimination Coordinator (All other forms)

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

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

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

## **USDA NON-DISCRIMINATION STATEMENT**

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

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

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

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

This institution is an equal opportunity provider.

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

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

- Consent before students are required to submit to a survey that concerns one of more of the following protected areas ("protected information survey") if the survey is funded in whole or in part by a program of the U.S. Department of Education (ED):

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

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

- Collection, disclosure, or use of personal information for marketing, sales or distribution.
- Administration of any protected information survey not funded in whole or part by ED.
- Any non-emergency, invasive physical examination or screening as described above.

Parents/Eligible students who believe their rights have been violated may file a complaint with Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue SW, Washington, D.C. 20202-4605.

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

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

#### **Child Find**

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

#### **Speech Assistance Program**

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

### **ASBESTOS**

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



## INDOOR AIR QUALITY

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

## USE OF PESTICIDES

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

## CHILD ABUSE/NEGLECT REPORTING

Employees of the school corporation are **required by law** to immediately report all relevant information concerning suspected child abuse/neglect to the Department of Child Services or local law enforcement. Employees will thereafter also notify building principals of all reports of suspected child abuse or neglect. Zionsville Community Schools fosters safe environments for learners, and in so doing, we provide information upon hiring/induction and annually regarding sexual exploitation/abuse of children. These timely reminders, videos, awareness efforts, and strong admonitions to already background vetted individuals supports ongoing efforts to continuously improve protections for our vulnerable youth. More information about our practices in this regard may be found at the "School Safety" tab of our main school district webpage.

## CRIMINAL BACKGROUND CHECKS FOR VOLUNTEERS

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

Examples include:

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

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

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

## CRIMINAL BACKGROUND CHECKS FOR VISITORS

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

Visitor Examples Include:

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

- Parent/Teacher Conferences

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

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

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

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

## **MISSING CHILD REPORTING**

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

## **RESTRAINT AND SECLUSION POLICY**

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

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

## **STUDENT ASSESSMENT**

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

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

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

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

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

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

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

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

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

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

### Extracurricular Events:

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

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

### Introduction:

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

### Delegation of Authority:

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

- A. The superintendent, principal, administrative personnel, and teacher are authorized, when students are under his/her charge, to take any action in connection with student behavior reasonably desirable or necessary to help any student, to further school purposes, or to prevent any interference with an educational function, including such actions as:
  - counseling with a student or group of students
  - conferencing with a parent or group of parents or guardians
  - assigning additional school work
  - rearranging class schedules
  - requiring a student to remain in school after regular school hours to do additional school work or counseling
  - restricting extracurricular activities
  - removal from school-sponsored transportation
  - removal from a class to complete additional school work in another setting
  - assignment by the principal or designee to a special course of study, alternative program, alternative school
  - changing seating assignments
  - confiscation of disruptive or banned items
  - establishing behavior contracts
  - denial of privileges
  - referral to special personnel (both within and outside the normal school environment)
  - required apology, payment of damages, work detail to repair damage, or other compensatory restitution
  - verbal reprimand
  - exclusion from school (health reason, and general danger or threat to well-being)
  - expulsion
  - in-school suspension
  - other appropriate, reasonable and legal measures
- B. According to Indiana law, a high school or middle school teacher has the right to remove a student from their class or activity for a period of up to five class periods and an elementary teacher has the right to remove a student from their class for one school day if the student is assigned regular or additional work to be completed in another school setting. Per ZCS School Board policy, separation of a student from any educational function within the supervision of a teacher or other school personnel, other than the principal or their designee, shall not be considered a removal but rather a referral to the office for counseling and/or disciplinary intervention. Building-level procedures and guidelines will be followed in these cases.

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

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

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

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

### **Personal Search Procedures:**

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

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

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

### **Canine Searches:**

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

### **Locker Searches**

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

### **Metal Detectors**

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

### **Disciplinary Consequences:**

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

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

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

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

Expulsion shall mean a disciplinary action whereby a student:

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

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

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

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

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

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

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

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

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

1. A meeting will be held prior to the suspension of any student with the student. At this meeting the student will be entitled to:

- a). A written or oral statement of the charges;
- b). If the student denies the charges, a summary of the evidence against the student will be presented; and
- c). The student will be provided an opportunity to explain their conduct.

2. The meeting shall precede suspension of the student except where the nature of the misconduct requires immediate removal. In such situations, the meeting will follow the suspension as soon as reasonably possible following the suspension.

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

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

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

1. The superintendent (or designee) may conduct an expulsion meeting, or may appoint one of the following persons to conduct the expulsion meeting:

- a). Legal counsel; or
- b). A member of the administrative staff who did not expel the student during the current school year and was not involved in the events giving rise to the expulsion.

2. An expulsion will not take place until the student and the student's parent/guardian is given notice of their right to appear at an expulsion meeting conducted by the superintendent or the person designated above. Failure by a student or a student's parent to request and to appear at this meeting will be deemed a waiver of rights administratively to contest the expulsion or to appeal it to the school board.

- I. The notice of the right to appear at the expulsion meeting will be in writing, delivered by certified mail or by personal delivery and will contain the reasons for the expulsion and the procedure for requesting an expulsion meeting.
- I. At the expulsion meeting, the principal (or designee) will present evidence to support the charges against the student. The student or parent/guardian will have the opportunity to answer the charges against the student, and to present evidence to support the student's position. An attorney may not represent the student at the expulsion meeting, but the attorney may be available for consultation outside the meeting room during the course of the expulsion meeting.
- I. If an expulsion meeting is held, the person conducting the expulsion meeting will make a written summary of the evidence heard at the meeting, take an action found to be appropriate and give notice of the action taken to the student and the student's parent/guardian.

#### **RIGHT TO APPEAL**

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

#### **LEGAL REFERENCE:**

I.C. 20-33-8-18

I.C. 20-33-8-19

## **GROUNDINGS FOR SUSPENSION OR EXPULSION**

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

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

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

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

1. Using violence, force, noise, coercion, threat, intimidation, fear, passive resistance, or other conduct constituting an interference with school purposes, or urging other students to engage in such conduct. The following enumeration is only illustrative and not limited to the type of conduct prohibited by this rule:
  - a. Occupying any school building, school grounds, or part thereof with intent to deprive others of its use.
  - b. Blocking the entrance or exits of any school building or corridor or room therein with intent to deprive others of lawful access to or from, or use of the building, corridor, or room.
  - c. Setting fire to or damaging any school building or property.
  - d. Prevention of or attempting to prevent by physical act the convening or continued functioning of any school or education function, or of any meeting or assembly on school property.
  - e. Intentionally making noise or acting in any manner so as to interfere with the ability of any teacher or any other person to conduct or participate in an education function.
2. Engaging in any kind of aggressive behavior that does physical or psychological harm to another person or urging of other students to engage in such conduct. Prohibited conduct includes coercion, harassment, bullying, hazing, or other comparable conduct.
3. Engaging in violence and/or threat of violence against any student, staff member, and/or other persons. Prohibited violent or threatening conduct includes threatening, planning, or conspiring with others to engage in a violent activity.
4. Causing or attempting to cause damage to school property, stealing or attempting to steal school property.
5. Causing or attempting to cause damage to private property, stealing or attempting to steal private property.
6. Causing or attempting to cause physical injury or behaving in such a way as could reasonably cause physical injury to any person. Self-defense or reasonable action undertaken on the reasonable belief that it was necessary to protect oneself and/or another person is not a violation of this rule.
7. Threatening or intimidating any person for any purpose, including obtaining money or anything of value.
8. Threatening (whether specific or general in nature) injury to persons or damage to property, regardless of whether there is a present ability to commit the act.
9. Failing to report the actions or plans of another person to a teacher or administrator where those actions or plans, if carried out, could result in harm to another person or persons or damage property when the student has information about such actions or plans.
10. Possessing, handling, or transmitting a knife or any object that can reasonably be considered a weapon, is represented to be a weapon, or looks like a weapon.
11. Possessing, using, transmitting, or being affected by any controlled substance, prescription drug, narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage, intoxicant or depressant of any kind, or any paraphernalia used in connection with the listed substances. Also prohibited is the consumption of any of the stated substances immediately before attending school or a school function or event.
  - a. Exception to Rule 11: a student with a chronic disease or medical condition may possess and self-administer prescribed medication for the disease or condition if the student's parent/guardian has filed a written authorization with the building principal. The written authorization must be filed annually. The written authorization must be done by a physician and must include the following information:
    1. That the student has an acute or chronic disease or medical condition for which the physician had prescribed medication.
    2. The nature of the disease or medical condition requires emergency administration of the prescribed medication.
    3. The student has been instructed in how to self-administer the prescribed medication.
    4. The student is authorized to possess and self-administer the prescribed medication.
12. Possessing, using, or transmitting any substance which is represented to be or looks like a narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage, stimulant, depressant, or intoxicant of any kind, including such substances that contain chemicals which produce the same effect of illegal substances including but not limited to Spice and K-2.
13. Possessing, using, transmitting, or being affected by caffeine-based substances other than beverages, substances containing phenylpropanolamine (PPA), stimulants of any kind, or any other similar over-the-counter products.
14. Possessing, using, distributing, purchasing, or selling tobacco or nicotine-containing products of any kind or in any form. The possession of an electronic cigarette (generally known as "e-cigarette") is prohibited which also includes any item that looks like or is represented to be an electronic cigarette.
15. Offering to sell or agreeing to purchase a controlled substance or alcoholic beverages.



16. Failing to comply with directions of teachers or other school personnel during any period of time when the student is properly under their supervision, where the failure constitutes an interference with school purposes or an educational function.
17. Failing to completely and truthfully respond to questions from a staff member regarding school-related matters including potential violations of the student conduct rules or state or federal law.
18. Falsely accusing any person of sexual harassment, or of violating a school rule, and/or a state or federal law.
19. Engaging in any activity forbidden by the laws of Indiana that constitutes an interference with school purposes or an educational function.
20. Aiding, assisting, agreeing or conspiring with another person to violate these student conduct rules or state or federal law.
21. Engaging in academic dishonesty, including cheating, intentionally plagiarizing, wrongfully giving or receiving help during an academic examination, and wrongfully obtaining test copies or scores.
22. Taking, recording, displaying and/or distributing pictures (digital or otherwise), video or audio recordings without the consent of the student or staff member in a situation not related to a school purpose or educational function.
23. Possessing sexually-related materials which include images displaying uncovered breasts, genitals, or buttocks.
24. "Sexting" or using a cell phone or other personal communication device to send text or email messages or possessing text or email messages containing images reasonably interpreted as indecent or sexually suggestive while at school or at a school related function. In addition to taking any disciplinary action, phones will be confiscated and students should be aware that any images suspected to violate criminal laws will be referred to law enforcement authorities.
25. Engaging in pranks or other similar activity that could result in harm to another person.
26. Using or possessing gunpowder, ammunition, or an inflammable substance.
27. Violating any rules that are reasonably necessary in carrying out school purposes or an educational function, including, but not limited to:
  - a. engaging in sexual behavior on school property;
  - b. engaging in sexual harassment of a student or staff member;
  - c. disobedience of administrative authority;
  - d. willful absence or tardiness of students;
  - e. engaging in speech or conduct, including clothing, jewelry or hair style, that is profane, indecent, lewd, vulgar, or refers to drugs, tobacco, alcohol, sex, or illegal activity, or is plainly offensive to school purposes;
  - f. violation of the school corporation's acceptable use of technology policy or rules;
  - g. violation of the school corporation's administration of medication policy or rules;
  - h. possessing or using a laser pointer or similar device.
28. Possessing or using on school grounds during school hours an electronic device, a cellular telephone, or any other telecommunication device, including a look-a-like device, in a situation not related to a school purpose or educational function or using such device to engage in an activity that violates school rules. This rule is not violated when the student has been given clear permission from a school administrator or a designated staff member to possess or use one of the devices listed in this rule.
29. Any student conduct rule the school building principal establishes and gives notice to students and parents/guardians.

## **B. BULLYING**

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

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

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

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

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

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

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

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

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

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

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

### **C. WEAPONS**

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

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

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

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

This rule will also encompass such actions as possession of look-alike items, false fire alarms, bomb threats, or intentional calls to falsely report a dangerous condition. Students should immediately report knowledge of weapons and threats of violence by students, staff, or visitors to the building principal. Failure to report such knowledge may subject the student to immediate suspension and potential expulsion from school.

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

1. No student shall possess, handle or transmit any firearm (as defined in I.C. 35-47-1-5) or a destructive device (as defined in I.C. 35-47.5-2-4) on school property or at a school-related event. Firearm means any weapon that is capable of expelling, designed to expel, or may readily be converted to expel a projectile by means of an explosion.
2. For purposes of this rule, a destructive device is:
  - an explosive, incendiary, or overpressure device that is configured as a bomb, a grenade, a rocket with a propellant charge of more than four ounces, a missile having an explosive or incendiary charge of more than one-quarter ounce, a mine, a Molotov cocktail or a device that is substantially similar to an item described above,
  - a type of weapon that may be readily converted to expel a projectile by the action of an explosive or other propellant through a barrel that has a bore diameter of more than one-half inch, or



- a combination of parts designed or intended for use in the conversion of a device into a destructive device. A destructive device is NOT a device that although originally designed for use as a weapon, is redesigned for use as a signaling, pyrotechnic, line throwing, safety, or similar device.

3. The penalty for possession of a firearm or a destructive device: suspension up to 10 days and expulsion from school for at least one calendar year with the return of the student to be at the beginning of the first semester after the one year period. The superintendent may reduce the length of the expulsion if the circumstances warrant such reduction.
4. The superintendent shall immediately notify the appropriate law enforcement agency when a student engages in behavior described in this rule.

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

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

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

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

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

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

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

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

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

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

#### **LEGAL REFERENCES FOR THE PRECEDING SECTIONS:**

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

## **STUDENTS WITH ALLERGIES**

Students may have food or environmental allergies (including chemical sensitivities) which adversely affect their ability to learn. Students with allergies who require accommodations in school or school-related activities should be provided accommodations pursuant to an individual health plan (IHP), a Section 504 Plan, or an individualized education program (IEP). While ZCS staff will attempt to identify students with life-threatening allergies, parents and guardians of students with allergies should alert the school building principal and nurse upon enrollment or diagnosis. A student may be eligible for a Section 504 Plan if the allergy substantially limits a major life activity, such as breathing, respiratory function, immune system function, or learning. In addition, a student may be eligible for special education and related services pursuant to an IEP if the allergy adversely affects his or her educational performance. If the student's allergy(ies) are the only concern impacting the student's ability to receive a free and appropriate public education (FAPE), it will most likely be appropriate to have a Section 504 Plan. A care plan, including an emergency action plan, may be developed for students with allergies that do not rise to the level of a disability.

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

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

- Allowing the student to carry an epinephrine auto-injector pen with physician approval
- Posting notices via parent-teacher groups about ensuring that snacks sent to school by parents/guardians are allergen-free
- Designating zones as allergen-free, such as an "allergen safe" table in the cafeteria and/or "allergen aware" classroom) with well-posted signs
- Using specialized cleaning procedures for designated classrooms, zones, or tables, which may include separate supplies to clean allergen-free areas
- Publishing school breakfast/lunch menus with allergens specified
- Using specialized food preparation procedures which include separating utensils, surfaces, dishes, etc.

- Enforcing “no eating” policies on bus, unless there is a legitimate medical need.

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

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

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

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

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

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

### **ADMINISTRATION OF MEDICATION**

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

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

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

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

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

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

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

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

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

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

### **HEALTH SCREENINGS**

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

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

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

### **IMMUNIZATIONS**

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

The U.S. Center for Disease Control and Prevention recommends the human papillomavirus (HPV) vaccine for all 11-12 year-old girls. The Indiana Department of Health recommends Influenza vaccinations for children of all ages, 2 does HPV for students in grades 6 and 7, 2/3 HPV for students in Grades 8-12, and 2 doses Men B (meningococcal) for students in Grade 12. Please talk to your health care provider regarding their recommendation for your child. Parents/guardians providing an acceptable written statement of religious or medical objections to immunization will be exempt from this policy. These statements of religious or medical objection to immunization must be submitted each school year.

#### **2022-2023 School Year**

#### **Indiana Department of Health (IDoH)--School Immunization Requirements**

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

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

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

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

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

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

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

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

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

Indiana Department of Health, Immunization Division ~ 800.701.0704

### **HEALTH INSURANCE**

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

### **MENINGOCOCCAL DISEASE**

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

Meningococcal disease is a dangerous disease that can strike children and youth. The disease can progress rapidly and within hours of the first symptoms, may result in death or permanent disability including loss of hearing, brain damage, and limb amputations. Symptoms of meningococcal disease often resemble the flu and can include a fever, headache, nausea, and stiff neck, making the disease difficult to diagnose. The bacteria that causes meningococcal diseases are transmitted through

air droplets and by direct contact with an infected person. Fortunately, there is an immunization available and the U.S. Centers for Disease Control and Prevention recommends routine meningococcal immunizations at 11 to 12 years old. For teenagers, immunization is recommended at high school entry and incoming college freshman. Please talk with your child's health care provider about meningococcal disease and vaccination.

## **RETURNING TO SCHOOL FROM ILLNESS**

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

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

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

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

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

## **STUDENT INTERNET ACCEPTABLE USE POLICY**

### **INTRODUCTION**

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

### **USE OF ZCS NETWORK**

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

### **SERVICES**

Internet provides access to:

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

## **ACCEPTABLE USES**

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

ZCS does not assume responsibility for individuals using the network through its facilities, but does acknowledge the responsibility to the Internet community to enforce accepted standards of network protocol and the obligation to recommend the termination of a user's network capabilities if misuse of the Internet resources is discovered. Outside of school, families bear responsibility for the same guidance of Internet use as they exercise with information sources such as television, telephones, radio, movies and other possibly offensive media.

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

## **UNACCEPTABLE USES**

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

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

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

## **DATA PRIVACY AND PROTECTIONS**

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

In accordance with its obligations under the Children's Internet Protection Act, ZCS implements measures to block or filter, to the extent practicable, access to material that is obscene, pornographic and/or harmful to minors while connected to the ZCS network. Because of these monitoring obligations, students have no expectation of privacy in any aspect of their use of the ZCS network or any computer equipment, software, access accounts, or other types of materials or facilities owned, controlled, or provided by ZCS. Use of the ZCS network constitutes consent to be monitored.

ZCS reserves the right to view, copy, intercept, or block the transmission of any type of material or communication which does not conform to this policy, and may use any such material or communication in the investigation of any violation of this policy or in any disciplinary actions or proceedings against any student which might result from the student's violation of this policy. ZCS also reserves the right to make referral of certain types of violations to appropriate law enforcement agencies.

## **STUDENT RESPONSIBILITIES**

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

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

- People in chat rooms on instant messaging may not be who they appear to be.
- Personal information, such as home telephone numbers, names, addresses, and photographs of students, should never be disclosed in a public forum (e.g., a chat room or on a profile).
- Students should not reveal their names or personal information to or establish relationships with strangers met through the Internet, unless a parent/guardian or school official has coordinated the communication.



- Internet security is tenuous at best. Students should refrain from sending or receiving any communications or material over the network that they would not want to be made public.
- Do not respond to unsolicited emails, advertisements, or other requests for your personal information.
- Protect your password by making it long and strong (combining upper and lowercase letters with numbers and symbols).
- If a student is uncomfortable or feels harassed, intimidated, or threatened by information that he or she receives over the Internet, he or she should tell a teacher, principal, or other school official immediately. Likewise, if a student is asked by another Internet user to stop emailing or contacting them, the student must stop all contact immediately.
- If a student receives inappropriate materials or stumbles onto inappropriate materials on the Internet while doing legitimate research, the student is expected to notify the teacher, principal, or another school official.

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

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

### **INFORMATION AND SERVICE DISCLAIMERS**

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

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

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

## **USE OF WIRELESS COMMUNICATION DEVICES**

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

### **GUIDELINES FOR USE**

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

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

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



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

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

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

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

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

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

## **RESTRICTIONS AND DISCLAIMERS**

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

## **TECHNICAL REQUIREMENTS FOR ACCESS**

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

## **EMERGENCY CLOSING**

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

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

## **RESIDENCY AND EDUCATIONAL RIGHTS**

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

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

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

## **WELLNESS**

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

## **POSTING OF MATERIALS**

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

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

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

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