

Proposed Changes 2025-2026
ZCS District Section Parent/Student Handbook

Pages	Heading	Proposed Change
ZCS-2	Non-Discrimination, Anti-Harassment, and Title IX	Changed from Chris Squier to Christine Squier.
ZCS-3	USDA Non-Discrimination Statement	Introductory sentence added. Change made to reflect changes to federal statement and updated link.
ZCS-4-5	Child Find and Students with Disabilities	Subsection for Speech and Language Assistance Program removed. Language added to main Child Find section to reflect that all areas run through MTSS process.
ZCS-5-6	Criminal Background Checks for Volunteers	Changed verbiage to reflect that required video is now integrated with the program used for background checks.
ZCS-6-9	Attendance	New section—created for greater consistency and clarity on matters of attendance across the school corporation.
ZCS-18	Students with Allergies	Changed based on recommendation from Elissa Atkins of ASV.
ZCS-19	Health Clinic, Medication, and Medical Emergencies	Changed based on recommendation from Elissa Atkins of ASV, to reflect current practice.
ZCS-20-21	Immunizations	Language changed to reflect current CDC guidelines. Dates changed for Immunization Requirements Table—immunization schedule is the same.
ZCS-22	Returning to School from Illness	Added “fever-reducing.”

Any additional changes made do not alter content but correct grammatical or spelling errors, or to clarify meaning.

ZIONSVILLE COMMUNITY SCHOOLS

HANDBOOK FOR FAMILIES/STUDENTS DISTRICT SECTION

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

EVERYONE BELONGS HERE

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

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

EVERYONE belongs here!

INFORMATION REGARDING RIGHTS AND PRIVACY

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

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

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

Other rights granted to students and parents:

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

FERPA (FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT)

DIRECTORY INFORMATION

The *Family Educational Rights and Privacy Act* (FERPA), a Federal law, requires that Zionsville Community Schools, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child's education records. However, ZCS may

disclose appropriately designated “directory information” without written consent, unless you have advised the district to the contrary in accordance with ZCS procedures. The primary purpose of directory information is to allow ZCS to include information from your child’s education records in certain school publications. Examples include:

- A playbill, showing your student’s role in a drama production;
- Student work displayed at teacher discretion with no grade displayed;
- The annual yearbook;
- Honor roll or other recognition lists;
- Graduation programs; and
- Sports activity sheets, such as for wrestling, showing weight and height of team members.

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent’s prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks. In addition, two federal laws require local educational agencies (LEAs) receiving assistance under the Elementary and Secondary Education Act of 1965, as amended (ESEA) to provide military recruiters, upon request, with the following information – names, addresses and telephone listings – unless parents have advised the LEA that they do not want their student’s information disclosed without their prior written consent. [Note: These laws are Section 9528 of the ESEA (20 U.S.C. § 7908) and 10 U.S.C. § 503(c).]

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

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

School Officials

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

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

- Accrediting organizations;
- To comply with a judicial order or lawfully issued subpoena after reasonable efforts to notify the student and/or parents/guardians as appropriate;
- Appropriate officials in cases of health and safety emergencies; and
- State and local authorities, within a juvenile justice system, pursuant to specific state law.

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

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

NON-DISCRIMINATION, ANTI-HARRASMENT AND TITLE IX

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

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

Title VI Coordinator (Race, color, national origin)

~~Chris~~ Christine 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)

Dr. Nicole Chisley
 nchisley@zcs.k12.in.us
 (317)873-2858 ext.11263

Non-discrimination Coordinator (All other forms)

Dr. Nicole Chisley
 nchisley@zcs.k12.in.us
 (317)873-2858 ext.11263

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

Zionsville Community Schools participates in the Federal School Lunch Program.

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, religion, sex, disability, age, marital status, family/parental status, income derived from a public assistance program, political beliefs, or reprisal or retaliation for prior civil rights activity, in any program or activity conducted or funded by USDA (not all bases apply to all programs). Remedies and complaint filing deadlines vary by program or incident.

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 responsible Agency or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or 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 discrimination complaint, complete the USDA Program Discrimination Complaint Form, AD-3027, found online at [How to File a Program Discrimination 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.

USDA is an equal opportunity provider, employer, and lender.

~~In accordance with federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, this institution is prohibited from discriminating on the basis of race, color, national origin, sex (including gender identity and sexual orientation), disability, age, or reprisal or retaliation for prior civil rights activity.~~

~~Program information may be made available in languages other than English. Persons with disabilities who require alternative means of communication to obtain program information (e.g., Braille, large print, audiotope, American Sign Language), should contact the responsible state or local agency that administers the program or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339.~~

~~To file a program discrimination complaint, a Complainant should complete a Form AD-3027, USDA Program Discrimination Complaint Form which can be obtained online at: https://www.usda.gov/sites/default/files/documents/ad_3027.pdf, from any USDA office, by calling (866) 632-9992, or by writing a letter addressed to USDA. The letter must contain the complainant's name, address, telephone number, and a written description of the alleged discriminatory action in sufficient detail to inform the Assistant Secretary for Civil Rights (ASCR) about the nature and date of an alleged civil rights violation. The completed AD-3027 form or letter must be submitted 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; or~~
- ~~2. fax:
(833) 256-1665 or (202) 690-7442; or~~
- ~~3. email:
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
 3. Activities involving collection, disclosure, or use of personal information obtained from students for marketing or to sell or otherwise distribute the information to others.
- Inspect, upon request and before administration or use –
 1. Protected information surveys of students;
 2. Instruments used to collect personal information from students for any of the above marketing, sales, or other distribution purposes; and
 3. Instructional material used as part of the educational curriculum.

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

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

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

CHILD FIND AND STUDENTS WITH DISABILITIES

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

Child Find

Child Find is the process for locating, identifying, and evaluating individuals with suspected disabilities who may need special education services, regardless of the severity of their disabilities. This is the responsibility of ZCS regardless of whether a parent/guardian affirmatively requests an evaluation. ZCS provides a Free Appropriate Public Education to any child who qualifies as having a disability, in accordance with federal and state laws. ZCS is responsible for locating all children ages 3 through 22 years of age with a suspected disability who reside within the boundaries of its district. With early identification and intervention, frustration and academic failure can be prevented, which in turn creates a positive learning experience for students. Multi-Tiered Systems of Support (MTSS), which encompasses academics, **speech, language**, 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 and Language Assistance Program

~~The Speech and Language Assistance Program is designed to provide students with speech and language support within the general education setting. Following the MTSS approach, this program allows for early identification and treatment of speech and language delays, so students receive assistance without having to be identified under special education. The Speech and Language Assistance Program is a three-tiered system in which progress is monitored to determine if additional supports are needed to access education. 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 Director of Operations.

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 Director of Operations 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.~~ A state mandated confidentiality and bullying video, which volunteers must view, is integrated into the website which volunteers will access when applying for background checks. 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.

ATTENDANCE

The State of Indiana's attendance target for students in grades K-12 is ninety-four percent (94%). This means students should miss no more than ten (10) school days each school year.

The Board of Trustees believes that presence in the classroom enables the student to participate in instruction, class discussions, and other related activities. As such, regular attendance and classroom participation are integral for the student to excel. Students are bound by the requirements of Indiana's compulsory attendance law.

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

Excused Absences

Excused absences are established in IC20-33-2 and shall be recognized by the Corporation. For any of these exceptions a student shall be recorded as excused absent from school. At a minimum, in accordance with Indiana law, the Board considers the following as exceptions to compulsory attendance, and may not be recorded as absences or penalized by the school in any manner:

- A. Service as a page for or as an honoree of the general assembly (not recorded as absence) (I.C. 20-33-2-14)
- B. Service on a precinct election board or as a helper to a political candidate or to a political party on the date of each general, city, or town, special, and primary election at which the student works. (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. Ordered to active duty with the Indiana National Guard for not more than ten (10) days (I.C. 20-33-2-17)
- E. Participating as a member of the Indiana wing of the Civil Air Patrol for not more than five (5) days in a school year. (I.C. 20-33-2-17.2)
- F. Participation in an “educationally related non-classroom activity” as defined in I.C. 20- 33-2-17.5.
- G. Student or member of student’s household participates or exhibits in the Indiana State Fair for educational purposes, for not more than five (5) days in a school year, if student is in good academic standing, as determined by the school corporation. (I.C. 20-33-2-17.7)

Additionally, the principal shall allow a student to attend a school for religious instruction that is conducted by a church, an association of churches, or an association that is organized for religious instruction and incorporation under Indiana law for not more than 120 minutes per week for the students to receive religious instruction if the student’s parent makes a written request for such absence. A student who is receiving religious instruction as indicated herein shall not be recorded as absent from school. (I.C. 20.33.2-19)

The Superintendent shall require, from the parent of each student, or from an adult or emancipated student, who has been absent for any reason, a written statement of the cause for such absence. A phone call to the school is also accepted, should this be designated by the principal. The Superintendent reserves the right to verify such statements and to investigate the cause of each:

- A. prolonged absence;
- B. absence of more than three (3) days duration;
- C. repeated unexplained absence and tardiness.

In addition to the excused absences listed in State statutes, the Board considers the following for excused absences:

- A. illness verified by a note from the parent
- B. illness verified by a note from a physician
- C. recovery from accident verified by a note from a physician or documented by medical records
- D. required court attendance by subpoena or court order
- E. professional appointments – Parents are encouraged to schedule medical, dental, legal, and other necessary appointments other than during school hours. When appointments are necessary during the school day, the student shall report back to school immediately after the appointment with a signed statement from the doctor, dentist, lawyer, counselor, etc.
- F. death in the immediate family or of a relative
- G. observation or celebration of a bona fide religious holiday in accordance with Policy 5223
- H. maternity
- I. military connected families’ absences related to deployment and return

such other good cause as may be acceptable to the Superintendent or permitted by law.

Unexcused Absences

Unexcused absence shall mean any absence not covered under either the definition of excused absence or listed as an exception to compulsory attendance.

Repeated instances of unexcused absences may result in disciplinary action .

Truancy and Habitual Truants

Truancy is defined as a student absence from the school campus without knowledge of the parent and school.

Or

Truancy shall mean an absence from school that is not an excused absence as stated above or that is not an absence under a parent request that has been filed with the school.

Habitual truant are students absent ten (10) days or more from school within a school year without being excused or without being absent under a parental request filed with the school.

A habitually truant student may not participate in extracurricular or co-curricular activities, unless:

- A. at the Corporation's discretion, in accordance with a plan that meets the requirements for a Student Attendance Plan as described below (even if the student is beyond grade 6) and signed by the student and a parent, provided such participation is permitted by the association governing the activity (if applicable);
- B. after one month of attendance without any unexcused absences and provided such participation is permitted by the association governing the activity (if applicable); or
- C. in accordance with an IEP, Section 504 Plan, or other comparable plan created to meet legal duty to a student with a disability under federal or state law.

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.

The Superintendent shall ensure that the 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;
- F. The superintendent or designee shall report a student who is habitually absent from school in violation of the compulsory school attendance law to the juvenile court or the Indiana Department of Child Services (DCS).

Truancy Prevention Policy: Grades K-6 Only

Changes in state law passed in 2024 have led to important changes in ZCS Board Policy related to attendance for students in grades K-6. Indiana Code 20-33-2.5 states that a student in grades K-6 who has had five (5) unexcused absences in ten (10) week period is considered an "absent student." When a student has been identified as an "absent student," parents/guardians will be notified in writing and the school is required to set a meeting within five (5) instructional days of the child's fifth (5th) unexcused absence during the ten (10) week period. At this meeting, the parent/guardian and school team will discuss a truancy prevention plan, which includes supports designed to help improve the student's attendance.

Notifications and Support

Parents/Guardians will be notified when their child has missed five (5) full or partial school days in a given semester. For middle and high school students, notification may be given when there are excessive absences in a particular class period. Parents/Guardians will receive a second notification when their child has missed eight (8) full or partial days in a semester. After ten (10) missed days- full or partial- a meeting will be required to create a plan to support student attendance. This meeting may take place regardless of if the absences are considered excused or unexcused. (This is independent of the K-6 Truancy Prevention policy required by Indiana law).

Prearranged Absences

Some absences may be known to students and their families in advance (example: vacation travel, etc). In the case of such absences, please refer to communication provided by your child's school regarding procedures for notifying the school of a pre-arranged absence. In some cases, students may be asked to complete a form and communicate with teachers regarding expectations for make-up work. Teachers are NOT expected to prepare work in advance for students to complete during such an absence. Pre-arranged absences may be considered excused, provided that a student is considered in good standing which includes not requiring a supportive attendance plan.

For pre-arranged absences exceeding ten (10) consecutive school days per semester, students may be asked to withdraw from school and re-enroll upon their return.

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 teacher or other school personnel, other than the principal or their designee, shall not be considered a removal but rather a referral to the office for counseling and/or disciplinary intervention. Building-level procedures and guidelines will be followed in these cases.
- NOTE: Subject to limitations applicable to students governed by special education requirements under federal law, a student may be removed from a class under the supervision of an individual (and not returned to that class pending a parent or family conference and development of a behavior plan) when the student is an imminent threat to the health or safety of the supervising staff member or other individuals in the supervised class.
- C. The terms "superintendent" and "principal" shall include their respective designees, which shall include, but not be limited to, the assistant principal, athletic director, guidance counselors and administrative assistants.

Conduct Constituting an Interference with School Purposes or Educational Functions

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

Personal Search Procedures:

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

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

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

Canine Searches:

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

Locker Searches

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

Metal Detectors

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

Disciplinary Consequences:

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

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

A. Suspension and Expulsion

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

Expulsion shall mean a disciplinary action whereby a student:

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

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

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

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

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

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

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

B. Suspension Procedures:

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

1. A meeting will be held prior to the suspension of any student with the student. At this meeting the student will be entitled to:
 - a). A written or oral statement of the charges;
 - b). If the student denies the charges, a summary of the evidence against the student will be presented; and
 - c). The student will be provided an opportunity to explain their conduct.
2. The meeting shall precede suspension of the student except where the nature of the misconduct requires immediate removal. In such situations, the meeting will follow the suspension as soon as reasonably possible following the suspension.
3. Following the suspension, the parent or guardian of the suspended student will be notified in writing. The notification will include the dates of suspension, description of the student's misconduct, and the action taken by the principal.

C. Expulsion Procedures:

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

1. The superintendent (or designee) may conduct an expulsion meeting, or may appoint one of the following persons to conduct the expulsion meeting:
 - a). Legal counsel; or
 - b). A member of the administrative staff who did not expel the student during the current school year and was not involved in the events giving rise to the expulsion.
2. An expulsion will not take place until the student and the student's parent/guardian is given notice of their right to appear at an expulsion meeting conducted by the superintendent or the person designated above. Failure by a student or a student's parent to request and to appear at this meeting will be deemed a waiver of rights administratively to contest the expulsion or to appeal it to the school board.
3. The notice of the right to appear at the expulsion meeting will be in writing, delivered by certified mail or by personal delivery and will contain the reasons for the expulsion and the procedure for requesting an expulsion meeting.
4. At the expulsion meeting, the principal (or designee) will present evidence to support the charges against the student. The student or parent/guardian will have the opportunity to answer the charges against the student, and to present evidence to support the student's position. An attorney may not represent the student at the expulsion meeting, but the attorney may be available for consultation outside the meeting room during the course of the expulsion meeting.
5. If an expulsion meeting is held, the person conducting the expulsion meeting will make a written summary of the evidence heard at the meeting, take an action found to be appropriate and give notice of the action taken to the student and the student's parent/guardian.

RIGHT TO APPEAL

The student or parent/guardian has the right to appeal an expulsion decision to the school board within 10 days of the receipt of notice of the action taken. The student or parent/guardian appeal to the school board must be in writing. If an appeal is properly made, the board at the appeal

hearing will consider the written summary of the expulsion meeting and the arguments of the school administration and the student and/or the student's parent/guardian. The board may then take any action deemed appropriate.

LEGAL REFERENCE:

I.C. 20-33-8-18

I.C. 20-33-8-19

GROUNDS 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 within 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~~ school clinic staff 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. Parents/Guardians will be notified of each clinic visit by a yellow treatment pass.~~ All visits to the health care professional's office are documented in the school's electronic system, allowing parents/guardians to view the frequency and reasons for visits if requested.

ADMINISTRATION OF MEDICATION

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

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

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

Prescription medication: (ordered by the physician)

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

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, 5th 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, 1st, 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 routine vaccination age 11 or 12 for all 11-12-year-old girls.** The Indiana Department of Health recommends Influenza vaccinations for children of all ages, 2 doses HPV for students in grades 6 and 7, 2/3 HPV for students in Grades 8-12, and 2 doses Men B (meningococcal) for students in Grade 12. Please talk to your health care provider regarding their recommendation for your child. Parents/guardians providing an acceptable written statement of religious or medical objections to immunization will be exempt from this policy. These statements of religious or medical objection to immunization must be submitted each school year.

2024-2025 2025-2026 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"> • 3 Hepatitis B • 4DTaP (Diphtheria, Tetanus & Pertussis) • 3 Polio 	<ul style="list-style-type: none"> • 1 Varicella (Chickenpox) • 1 MMR (Measles, Mumps & Rubella) • 2 Hepatitis A
K-5 th Grade	<ul style="list-style-type: none"> • 3 Hepatitis B • 5 DTaP (Diphtheria, Tetanus & Pertussis) • 4 Polio 	<ul style="list-style-type: none"> • 2 Varicella (Chickenpox) • 2 MMR (Measles, Mumps & Rubella) • 2 Hepatitis A
6 th - 11 th Grade	<ul style="list-style-type: none"> • 3 Hepatitis B • 5 DTaP (Diphtheria, Tetanus & Pertussis) • 4 Polio • 2 Varicella (Chicken Pox) 	<ul style="list-style-type: none"> • 2 MMR (Measles, Mumps & Rubella) • 2 Hepatitis A • 1 MCV4 (Meningococcal) • 1Tdap (Tetanus, Diphtheria & Pertussis)
12 th Grade	<ul style="list-style-type: none"> • 3 Hepatitis B • 5 DTaP (Diphtheria, Tetanus & Pertussis) • 4 Polio • 2 Varicella (Chicken Pox) 	<ul style="list-style-type: none"> • 2 MMR (Measles, Mumps & Rubella) • 2 Hepatitis A • 2 MCV4 (Meningococcal) • 1Tdap (Tetanus, Diphtheria & Pertussis)

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

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

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

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

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

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

Hep A The minimum interval between first and second dose of Hepatitis A is six calendar months. Two doses are required for all grades.

Indiana Department of Health, Immunization Division 1 (800) 701-0704
in.gov/health/immunization

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 100.4 degrees for 24 hours without fever-reducing 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. 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/Google) 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/Google) 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.

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/smartphones, personal digital assistants (PDAs), 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 may be 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

2025-2026 ZCS Elementary Handbook Proposed Changes

Page Number	Section Heading	Proposed Change
	Throughout document	<ul style="list-style-type: none"> • Update dates from 2024-2025 to 2025-2026 • Formatting for heading titles was updated for consistency
	Table of Contents	<ul style="list-style-type: none"> • Updated to reflect changes in the document, including page numbers and heading titles
1	Forward	<ul style="list-style-type: none"> • Changed wording for conciseness • Updated names of administrators and working group members. • Change date of approval. • Changed location of handbook to where it is actually located (Parents page of ZCS website)
2	Mission, Vision and Beliefs of ZCS	<ul style="list-style-type: none"> • Made font size consistent across page.
3	Zionsville Community Schools at a Glance	<ul style="list-style-type: none"> • Labeled phone numbers as BAC instead of GROW for each elementary school. • Updated administrator title to Dr.
4	Contact Information	<ul style="list-style-type: none"> • Added the word “first” to clarify line of communication. • Edited sentence regarding staff access for clarity. • Updated title for Kris Devereaux • Updated phone number for Martha Farley.
5	Contacting Teachers	<ul style="list-style-type: none"> • ParentSquare added as another means of contacting teacher. • Moved sentence regarding accessing school contact info after sentence about calling office for transportation changes.
5	Required Background Check for Volunteers	<ul style="list-style-type: none"> • Wrote out the number five.
5	Required Government ID Check	<ul style="list-style-type: none"> • Changed the name of the section for clarity- formerly was called Required Background Check for Visitors. • Changed “sign-in” to “check-in”
6	Visitors to School	<ul style="list-style-type: none"> • Added sentence about checking out before leaving. • Changed reference to ID check section to match new title. • Removed quotes of emphasis from the word buzzed. • Added information regarding showing ID to be checked in.
8	Preschool Hours and Delay Schedule	<ul style="list-style-type: none"> • Because chart cannot fit on one page, title was added to give it context • Information regarding Phonology Preschool was added
9	Curricular Materials	<ul style="list-style-type: none"> • Professional learning added • Removed word “reference” • Removed word “recreational”

9	Character Development	<ul style="list-style-type: none"> Wrote out five.
9	Convocations and School Assemblies	<ul style="list-style-type: none"> Changed “elementary” to “school”
10	PowerSchool	<ul style="list-style-type: none"> Moved before Report Cards, as reference to PowerSchool is made in the Report Card section. Added IREAD to list of standardized tests.
10	Report Cards	<ul style="list-style-type: none"> Information regarding new grading system added.
10	CANVAS LMS	<ul style="list-style-type: none"> Clarified location on websites
10	ZCS Portal	<ul style="list-style-type: none"> Added explanation of what can be found there.
10	ParentSquare	<ul style="list-style-type: none"> Changed “stay up to date of” to “stay up to date with”
11	Unified Services Preschool	<ul style="list-style-type: none"> Updated sentence regarding continuum of services to reflect current offerings, including Phonology Preschool
11	MTSS	<ul style="list-style-type: none"> Sentence about MTSS reporting to parents/guardians was added. Added guardians after word parent in 4th paragraph.
12	Multilanguage Learners	<ul style="list-style-type: none"> Section title and references to it changed to reflect new
12	Advanced Curriculum	<ul style="list-style-type: none"> Changed grade to grades, as it was referring to K-7
12	Promotion and Retention Procedures	<ul style="list-style-type: none"> Updated information to reflect changes based on IDOE guidelines regarding retention connected to IREAD.
12	ILEARN	<ul style="list-style-type: none"> Updated section to reflect new information about assessment
13	NWEA	<ul style="list-style-type: none"> Updated to reflect changes in assessment administration
13	IREAD	<ul style="list-style-type: none"> Rewritten to reflect updated requirements per IDOE. Update after first reading- Changed information regarding reading support and retesting to reflect changes from IDOE
14	Foundational Reading Skills and Dyslexia	<ul style="list-style-type: none"> Dyslexia added to title of section Word “the” changed to “their” when referring to student’s reading skills.
14	Kindergarten Bridge	<ul style="list-style-type: none"> Quotes around word bridges removed.
14	BAC	<ul style="list-style-type: none"> Sentences about Access days removed, as the section below explains Access Days in detail.
14	Universal Preschool	<ul style="list-style-type: none"> Preschool Manager contact info updated
14-18	Attendance	<ul style="list-style-type: none"> First paragraph remained the same Added new policy wording in exchange of old policy Kept paragraph on kindergarten student attendance Added Truancy Prevention Policy K-6 paragraph from new policy to this section New policy defines excused and unexcused absences- removed current excused and unexcused paragraphs Changed Excessive Absences section to be the Notification section from new policy Moved Pre-arranged absence section up to be closer to the other paragraphs on absences.

		<ul style="list-style-type: none"> • Added sentence to prearranged absences about being in good standing and not on supportive plan • Added the sentence on being asked to withdraw if gone longer than 10 school days • In Make-Up Work removed word vacation and substituted word prearranged absence
18	After School Pick Up	<ul style="list-style-type: none"> • Removed a space between “office” and “no”
19	Cafeteria Procedures	<ul style="list-style-type: none"> • Rewritten to reflect the addition of breakfast program and current procedures
20	Meal Assistance	<ul style="list-style-type: none"> • Removed a space between “meal” and “assistance”
21	Birthdays	<ul style="list-style-type: none"> • Removed a space between “and” and “the” • Updated reference to Required Government ID Check for Visitors (changed name of section earlier in the document)
23	Kindergarten Round Up	<ul style="list-style-type: none"> • Added that registration usually opens in mid-February
24	After School Cancellations	<ul style="list-style-type: none"> • Added that messaging would be made through ParentSquare

ZIONSVILLE COMMUNITY SCHOOLS



20254-20265

Elementary Student and Family Handbook



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ZCS Parent/Guardian/Student Handbook District Section

28-5627-46

Everyone Belongs Here
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Right to File a Complaint with the US Dept. of Education

FOREWORD

On behalf of the administration, teachers, and staff of Boone Meadow, Eagle, Pleasant View, Stonegate, Trailside, and Union Elementary Schools, welcome to the 202~~5~~⁴-202~~6~~⁵ 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 essential of the utmost importance in establishing a successful home-school partnership.

We have created this handbook to inform our school community 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 ~~for~~ 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 ParentSquare and posted on our school websites. The handbook is linked on the Parents page of the Zionsville Community Schools website ~~and, both on the main page and on~~ the main page of for each elementary school. Paper copies are 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
Mr. Jarrod Gatlin, Asst. Principal, Boone Meadow
Mr. Andrew Foreman, Principal, Eagle
Mrs. Connie Largent, Principal, Stonegate
Mrs. Kathy Drake, Asst. Principal, Stonegate
Dr. Stacy Smith, Principal, Pleasant View
Mrs. Jodi Morrow, Asst. Principal, Pleasant View

Mrs. Jennifer Raycroft, Principal, Trailside
Ms. Deb Pickett, Asst. Principal, Trailside
Mrs. Erin Kay, Principal, Union
Mrs. Laura Christie, Asst. Principal, Union
Mrs. Martha Farley, Director of Special Projects
Dr. Rebecca Coffman, Superintendent
Mrs. Kris Devereaux, Asst. Superintendent
Mrs. Christine Squier, Director of Academic Services

A working group consisting of the following parents/guardians, teachers, school counselors, and administrators made recommendations for the 202~~5~~⁴-202~~6~~⁵ ZCS Elementary School Student and Family Handbook:

Boone Meadow- Tom Hundley, Principal; Kristi Sloan, Counselor; ~~Amanda West~~Kim Grey, Teacher; Lauren Kirk, Parent

Eagle- Andrew Foreman, Principal; ~~Sarah Mackowiak~~Diane Radivan, Counselor; ~~Christine Wright~~Jennifer Sautbine, Teacher; Jenna Sheward, Parent

Pleasant View- Dr. Stacy Smith, Principal; Jodi Morrow, Assistant Principal; Nancy ~~Hobbs~~Logue, Counselor; Kristen Winters and Annie Bulfin, Administrative Assistants; ~~Kristen Williams~~Libby Starr, Teacher; Brittany ~~Steff~~haver, Parent

Stonegate- Connie Largent, Principal; Kathy Drake, Assistant Principal; ~~Robin Wagner~~Fammy Westin, Teacher; Kristin Johnson, Parent

Trailside- Jennifer Raycroft, Principal; Deb Pickett, Assistant Principal; ~~Heather Burton~~Dana Jobite, Counselor; Chelle Smitson, Teacher; ~~Heather Ernst~~Kelly O'Leary, Parent

Union-Erin Kay, Principal; Laura Christie, Assistant Principal; Lori Karnuta, Counselor; Emily Zucker, Teacher; Bill True, Parent

GROW/Universal Preschool- Martha Farley, Director of Special Projects; Chelsey Davern, Universal Preschool Assistant Manager

*This handbook was approved and adopted by the Zionsville Community Board of School Trustees on April 14~~5~~, 202~~5~~⁴.

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 21st 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.

ZIONSVILLE COMMUNITY SCHOOLS at a GLANCE

District

Zionsville Community Schools District Office

900 Mulberry Street, Zionsville, IN 46077
Phone: 317.873.2858 | Fax: 317.873.8003

Boone Meadow Elementary School (Pre K-Grade 4)

Principal: Mr. Tom Hundley
Assistant Principal: Mr. Jarrod Gatlin
5555 South Main Street, Whitestown, IN 46075
Phone: 317-873-2226
Fax: 317-769-6909
BACGROW: 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/>

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
BACGROW: 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/>

ZCS Elementary Schools

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
BACGROW: 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/>

Trailside Elementary (Pre K- Grade 4)

Principal: Mrs. Jennifer Raycroft
Assistant Principal: Ms. Deb Pickett
4200 South 875 East, Zionsville, IN 46077
Phone: 317-873-8057
Fax: 317-733-4837
BACGROW: 317-605-8223
Attendance: 317-873-8057 x2
Health Clinic: 317-873-8057 x4
Food Services: 317-873-8057 x21974
Website: <https://tse.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
BACGROW: 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/>

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
BACGROW: 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
 Assistant Principals: Mr. Craig Callahan, Ms. Blair Williams
 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: ~~Dr.~~ Shawn Wooden
 Assistant Principals: Mrs. Katie Gordon, Mr. Ramsay West
 5565 South 700 East, Whitestown, IN 46075
 Phone: 317-873-1240
 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: Mrs. Karen McDaniel
 Assistant Principals: Mrs. Kristin Alderman,
 Mr. Matt Walters, Mr. Jared Williams, Mrs. Katie Willour
 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 **first** contact the child's teacher. All staff members have **an** email accounts and **an** 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 Board of Trustees meeting schedule, tentative meeting agendas, recorded podcasts, 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 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

Title	Name	Email	Phone Number
Superintendent	Dr. Rebecca Coffman	rcoffman@zcs.k12.in.us	317-873-2858 x11999
Assistant Superintendent /Chief Academic Officer	Kris Devereaux	kdevereaux@zcs.k12.in.us	317-873-2858 x13008
Chief Innovation Officer	Dan Layton	dlayton@zcs.k12.in.us	317-873-2858 x11400
Chief Financial Officer	Regina May	rmay@zcs.k12.in.us	317-873-2858 x11133
Director of Unified Student Services	Casey Allen	callen@zcs.k12.in.us	317-873-2858 x11950
Assistant Director, Unified Student Services	Christina Moore	chmoore@zcs.k12.in.us	317-873-2858 x11201
Assistant Director, Unified Student Services	Katie O'Brien	kobrien@zcs.k12.in.us	317-873-2858 x15718

Director of Academic Services	Christine Squier	csquier@zcs.k12.in.us	317-873-2858 x14131
Director of Safety and Energy Management	Chad Smith	chadsmith@zcs.k12.in.us	317-873-2858 x11127
Director of Operations	Matt Doublestein	mdoublestein@zcs.k12.in.us	317-873-2858 x11262
Food Services Director	Jan Swander	jswander@zcs.k12.in.us	317-873-1232 x11600
Transportation Manager	Amy Eaton	aeaton@zcs.k12.in.us	317-873-1237 x11802
Director of Special Projects	Martha Farley	mfarley@zcs.k12.in.us	317-873- 2858376 x11700
Residency Specialist/Community Relations Coordinator	Lynn Kissel-Brown	lkissel@zcs.k12.in.us	317-873-2858 x11230

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 or send a ParentSquare message to 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. Please see Zionsville Community Schools at a Glance for contact information.**

VOLUNTEER AND VISITOR OPPORTUNITIES AND PROCEDURES

The Zionsville Community School members recognize and respect the critical role all parents/guardians and families have in the education of their children. 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 check 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 [Volunteers](#) link of the ZCS website and should be submitted at least 10 days prior to the intended volunteer date. Volunteers must also view the state-mandated confidentiality/bullying video. The volunteer will pay the fee for the full background check through SafeVisitor, which will expire after ~~five~~5 years. 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.

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

Required Government ID Background Check for Visitors

During the school day, all visitors must enter via the front door and check 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.

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 by showing their government issued ID to and receive a visitor badge. **-For safety reasons reasons, visitor badges must be worn at all times. Visitors should check out at the front office when leaving the building.**

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 Government ID Background Check for Visitors.**

Parents/Guardians Teacher Organization (PTO)

Parent Teacher Organizations are a major part of each school. These groups provide support to the students, teachers, and staff in the form of fundraising, event planning, and other special opportunities. All parents and guardians are members of PTO organizations and are encouraged to visit the school’s website or main office for more information.

ELEMENTARY AND PRESCHOOL HOURS

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 hours are 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.

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

***Dismissal procedures will vary from school to school due to logistical factors. School dismissal is at 2:30 p.m. even when there is a 2-Hour Delay.**

In the event of a school closure, information will be provided through ParentSquare 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. except for students who are preregistered for Before and After Care (BAC). 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 a supervised club/activity. 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 Schedules

Universal Preschool: This program is housed in all elementary schools for the 202~~54~~-202~~65~~ school year. Universal Preschool hours are from 8:15 a.m. to 2:45 p.m.

	Normal Schedule	2-Hour Delay Schedule*
Start Time: Universal Preschool	8:15 a.m.	10:15 a.m.
End Time: Universal Preschool	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: This program is housed at Pleasant View Elementary School. Developmental Preschool hours are from 8:00 a.m. to 10:30 a.m. for the morning session and from 12:00 p.m. to 2:30 p.m. for the afternoon session.

Foundational and Transitional Preschool: ~~T~~These programs are housed at Pleasant View Elementary School. Foundational and Transitional Preschool hours are from 8:00 a.m. to 2:30 p.m.

Phonology Preschool: This program is housed at Pleasant View Elementary. Phonology Preschool hours are from 8:00 a.m. to 10:30 a.m., Monday – Thursday.

Two-hour delays:

*When Zionsville Community Schools are operating on a two-hour delay, **Developmental Preschool** will operate on an alternating schedule for the morning and afternoon classes. 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.

Foundational Preschool and Transitional Preschool will be on the 2-hour delay. When Zionsville Community Schools are operating on a two-hour delay, Phonology Preschool will not attend preschool on that day.

Developmental, Foundational, and Transitional Preschool Schedule

	Normal Schedule	2-Hour Delay Schedule
Start Time: Developmental Preschool- AM Session	8:00 a.m.	*See paragraph on previous page
End Time: Developmental Preschool- AM Session	10:30 a.m.	*See paragraph on previous page
Start Time: Developmental Preschool- PM Session	12:00 p.m.	*See paragraph on previous page
End Time: Developmental Preschool- PM Session	2:30 p.m.	*See paragraph on previous page
Start Time: Foundational and Transitional Preschool	8:00 a.m.	10:00 a.m.
End Time: Foundational and Transitional Preschool	2:30 p.m.	2:30 p.m.

CURRICULUM and LEARNING

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 targeted support 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 grade level texts 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, visit the ZCS website under the [Academics](#) link.

Curricular Materials

Teachers representing all grade levels and educational areas use the knowledge gained through their earned academic degrees, [professional learning](#), as well as their extensive experience with elementary students, to evaluate and select curricular materials that best meet our students' diverse learning strengths and needs. Additionally, parents/guardians have the opportunity to participate in the curriculum adoption review process.

Students are provided ~~reference~~ materials for school subjects and assignments, books and magazines for ~~recreational~~ reading, and devices for listening and viewing. 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, parents/guardians are responsible for repair or replacement.

Media Center

Students are instructed in literary appreciation, reference, and study skills by their classroom teachers and the media center specialist. Access to the school media center resources/catalog can be found at https://zcs.follettdestiny.com/common/welcome.jsp?context=saas099_1398200 or on each elementary school website under the Academics tab.

Character Development

We strive for our students to be *Strong in Every Way* by emphasizing [five5](#) Traits of Success: **Compassion, Ethics, Wellness, Confidence, and Determination**. These traits are expected, modeled, encouraged, and celebrated daily as an integral part in providing the utmost conducive environment for successful learning and

achievement to take place. In addition, we actively support and teach our student-created philosophy statement, *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

Convocations and School Assemblies

Each ~~school~~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. Past programs have included themes such as Veterans Day, character education, school safety, self-advocacy, cultural diversity, and the performing arts.

ACADEMIC PROGRESS REPORTING

The evaluation of students is an important process. At Zionsville Community Schools, we offer an easy-to-use website that provides secure access to a student’s academic progress online to help parents/guardians stay involved.

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 are accessed through PowerSchool and communicate summative achievement at the conclusion of the four marking periods.~~

PowerSchool

PowerSchool contains information that is specific to each child’s academic performance, including attendance, report cards, and standardized test results such as ILEARN, IREAD, CogAT and NWEA. Parents/Guardians may access PowerSchool through the link on the ZCS main webpage. Accounts can be created by choosing the “Create Account” tab and following the prompts. Please contact the school office with questions about account information.

Report Cards

Families of students in grades K-4 receive an electronic report card four times throughout the school year. The report card is standards-based with progressive skills listed so that families know if their child is on track with grade level expectations at each quarter. Proficiency is indicated based on the scale below. Since these skills build over the course of the school year, not every standard is marked each time. Parents/Guardians are encouraged to connect with their child’s teacher(s) with questions regarding progress. classroom teacher.

Grade Level Proficiency Marking Explanation

3+ EXCEEDS - The student consistently grasps, applies, and extends skill/standard with evidence that shows depth of understanding and flexible application of grade-level concepts.

3 MEETS - The student meets grade-level expectations on standards as demonstrated by evidence that shows independent understanding and application of grade-level concepts.

2 APPROACHING - The student performs just below grade-level expectations on standards as demonstrated by evidence that shows incomplete or inconsistent understanding and application of grade-level concepts.

1 WITH SUPPORT - The student performs below grade-level expectations as demonstrated by evidence that shows limited understanding of grade-level concepts. Interventions may be needed to stay on track with expectations.

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 are accessed through PowerSchool and communicate summative achievement at the conclusion of the four marking periods.

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 parents/guardians are encouraged to initiate conferences whenever it appears useful and appropriate. Conferences must be prearranged and can take place in-person or virtually.

OTHER DIGITAL TOOLS

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 Quick ID). 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. Canvas is the delivery model for curriculum when students are participating in e-learning, whether for school closure or pre-planned. To access Canvas, click on the [CANVAS](#) link found under the students tab 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. This has a wealth of applications accessible to students, including educational games, subscriptions, and study tools. 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 Quick ID). To access the ZCS Portal, click the [ZCS Portal](#) link on the school or district website.

ParentSquare

Zionsville Community Schools utilizes ParentSquare as our **primary tool for communication with parents**. ParentSquare is a great way to stay up to date ~~with~~ what is happening in your child's classroom as well as the school. ParentSquare is also used for communication from the district including school closures or delays. We encourage you to download the ParentSquare app to access your account. If you have questions about accessing your account, please contact the school.

- [Parent/Student Account Resources](#)
- [Parent 101 Training Resource](#)
- [Setting Up Notifications in ParentSquare](#)

STUDENT SUPPORTS and PROGRAMS

Unified Student Services Preschool

Unified Student Services (USS) Preschool refers to the continuum of special education programs provided for children 3-5 years of age who are found eligible for special education services through a multidisciplinary educational evaluation as well as reside within the Zionsville Community Schools district. The continuum of services provided by ZCS includes walk-in services for Speech/Language Therapy, Phonology Preschool, Developmental Preschool. ~~The continuum of services provided by ZCS includes walk-in services for Speech/Language Therapy, Developmental Preschool, Foundational Preschool, Transitional Preschool,~~ Resource Support, Occupational Therapy, and Physical Therapy. Services provided to a child who qualifies are dependent upon the need of the child. If parents/guardians have concerns with their child's development in speech, language, gross or fine motor skills, social/emotional skills, adaptive skills, or readiness skills, they are asked to call the Preschool Office at 317-873-2376 extension 18806 for additional information.

Special Education

Students are entitled to a Free and Appropriate Public Education (FAPE) in their least restrictive environment. Zionsville Community Schools provides a continuum of special education provisions and supports for students identified as having a disability as defined by federal law, Individuals with Disabilities Education Act (IDEA), and Indiana state law, Article 7.

A student is made eligible for special education through a multidisciplinary educational evaluation and case conference committee decision. Students with a disability who do not meet the eligibility requirements set forth through Indiana's special education state law, Article 7, may be eligible to receive assistance through supports like a Section 504 plan or a Multi-Tiered System of Support (MTSS) plan. Such plans would be developed through an interactive process between the school, parents, and student.

Parents who believe their child may need special education or related services should refer to the [Special Education](#) link on the Zionsville Community School website and/or connect directly with their school team.

Multi-Tiered Systems of Supports (MTSS)

If a student shows a need for more targeted support for academics or behavior, a MTSS plan may be implemented to help meet student needs. 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.

MTSS is not Special Education; it is extra help and resources provided for students to make sure they are reaching their potential each school year. Students are identified for MTSS based on data and teacher observations. Parents/Guardians are provided paperwork detailing their child's MTSS plan and are sent quarterly updates as the student's progress and the effectiveness of the intervention is monitored. Parents/Guardians can contact their child's teacher for questions about this process.

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 reinforce skills in the classroom; or work with a specialist in a small group setting.

If a child does not make adequate progress toward their goals, a conference will be held with parents/[guardians](#) to determine if the student needs additional targeted support or to be referred to our Special Education team for further testing.

Multilingual Learners

ZCS has the privilege of serving families reporting several different languages spoken at home. In order to support these students, [Multilingual Learner English as a New Language \(MENL\)](#) instructors work in partnership with classroom teachers to provide individualized educational supports. With that in mind, [multilingual learners](#) attend on-grade level classes with their classmates who speak English fluently as much as possible. For additional information pertaining to the ZCS [MENL](#) program and how [students](#) are supported, please visit the ZCS website under the [Academics](#) link.

Advanced Curriculum

We recognize that in ZCS we have many high-achieving students in addition to those who meet nationally recognized criteria for giftedness. Our philosophy in ZCS is to use formative assessment thoughtfully and often to match appropriately challenging curriculum and experiences to all students, consistent with their abilities and leading to maximum growth regardless of an identification label. Advanced Curriculum designation for a student is only one of many avenues to ensuring continuous progress and challenge. We have many others, including:

- subject-skipping
- grade-skipping
- using technology as a resource for presenting advanced content
- grouping for instruction across classrooms or grade levels
- curriculum compacting
- student-driven inquiry on projects of choice/interest
- differentiation

The process for identifying student needs takes into account multiple data points including information from CogAT (ability), NWEA (achievement), and KOI/SIGS (observation). A team of experienced teachers with advanced graduate work in the area of gifted education consider all factors in a student's profile to determine appropriate placement in Advanced Curriculum. 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. [The Department of Education guidelines for retention in third grade for students who do not pass IREAD are followed. For all other grades, 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

ILEARN

ILEARN 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 that is administered three times throughout the school year. ILEARN contains periodic checkpoints in English/Language Arts and Math for formative data and summative assessments in ~~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 several 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 by teachers to determine readiness levels and growth.

The Cognitive Abilities Test (CogAT)

The CogAT 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 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 to assess basic reading skills in phonics, fiction, and non-fiction. IREAD was developed in accordance with Indiana Public Law 109 which requires all second and third grade students to be assessed in foundational reading skills. In second grade, the test is a practice. If students pass in second grade, they have met this requirement and do not have to take the test again in third grade. If a student passes in third grade, they have met this requirement and are finished with the IREAD assessment.

State law mandates that any student in grades two or three who does not pass the IREAD assessment will be provided with reading support and will have the opportunity to retake the assessment. If a child does not pass the retake in second grade, they will continue to work on their reading skills in third grade and take the assessment again in March of their third-grade year. If a child is in third grade and does not pass the summer retake, we will meet with families to discuss if a child meets one of the Good Cause Exemption categories (listed below) to enable the student to move on to fourth grade or be retained in third grade. All students who are on diploma track must continue to take IREAD until they pass or complete sixth grade.

The IREAD assessment is an online exam. It will take approximately two hours. It is our expectation that all ZCS students are prepared to meet the proficiency levels required at each grade level. Should additional intervention be required to ensure a child's success, a remediation plan will be developed and shared with families, and a retest will be offered in the district to assist each child needing to meet grade level skills.

Students eligible for a GCE include:

- A student who has previously been retained in third grade.
- A student whose Individualized Education Program (IEP) or case conference committee specifies that promotion to the next grade level is appropriate.

- A student who is an identified Multilingual Learner (ML) who has received services for fewer than two years and has had an Individual Learning Plan (ILP) committee determine promotion to the next grade level is appropriate.
- A student who achieved a performance level of “Proficient” or “Above Proficient” on the third grade ILEARN mathematics assessment.
- A student who has received two or more years of intensive intervention in reading aligned to science of reading and was retained more than once during kindergarten, first grade, or second grade. ~~If a student does not pass IREAD-3 we work with parents and literacy coaches to develop a plan to support students and follow Indiana law. For more information see our website.~~

Foundational Reading Skills and Dyslexia

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. ~~A~~ Once a year, all students in kindergarten, first and second grades 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 their reading skills or if they need additional intervention to help them learn these skills. Interventions are research-based activities that teachers use with students 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 they can help at home. If parents/guardians have any questions about reading at any grade level, they may reach out to the literacy coach at their school whose information can be found on each school website

GROW PROGRAMS

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, and Universal Preschool-. Due to high demand, our GROW programs (BAC, Bridge, ZCAMP, Universal Preschool) all require student registration. We cannot guarantee that there will be space for all families wanting to register their child(ren). For information regarding these programs, including registration and dates, visit 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.

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. Arts and crafts, group games, board games, and gross motor skill development are integral parts of the program.

Access Days

There are multiple days throughout the school year in which school is not in session, yet many families still need care for their school-aged children. GROW offers the opportunity to purchase care for those days. All Access Days are held at one central location - Pleasant View Elementary School - enter Door #3. -All fees for our Access Days are one-time fees. Fees for your chosen Access Days must be paid before the first date of service. You can find the dates for Access Days on the GROW website <http://zcsgrow.zcs.k12.in.us>. Access Days hours of operation are 7:30 AM - 5:30 PM.

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 playing with friends , arts and crafts, story time, gross motor activities, group games, board games,, etc. -All kindergarten students can be registered for the Bridge program if a family needs childcare for their kindergarten student from 7:50-9:00 in the morning. Children already registered for BAC but also need Bridge care should register for both.- BAC Site Leads and GROW staff direct the Bridge program at their school.

Summer Z’ Camp

Each summer GROW offers a comprehensive day camp environment for children entering -Preschool (ages 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 summer or specific weeks. For more information about summer camp, please visit the ZCAMP website at <https://www.zcamponline.com/>.

Universal Preschool

ZCS offers an early childhood education program with optional extended hours through 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 on the GROW website at <http://zcsgrow.zcs.k12.in.us>. For more information on Universal Preschool, email Universal Preschool Manager [Chelsey Davern at cdavern@zcs.k12.in.us](mailto:cdavern@zcs.k12.in.us) Shelley Lantz at slantz@zcs.k12.in.us.

EAGLE RECREATION AND ENRICHMENT (ERE)

Eagle Recreation and Enrichment (ERE) -is proud to offer year-round extra-curricular programming. The ERE 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 ERE website. For more information, please visit the ERE website at <https://www.zionsvilleeaglerec.com/> or call 317-873-1235.

GENERAL SCHOOL GUIDELINES

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.

[The State of Indiana’s attendance target for students in grades K-12 is ninety-four percent \(94%\). This means students should miss no more than ten \(10\) school days each school year. Students are bound by the requirements of Indiana’s compulsory attendance law.](#)

[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 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. An unexcused absence is any absence](#)

not covered under the definition of excused absence or an exception to compulsory attendance. An out-of-school suspension shall not be considered an unexcused absence.

~~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 the student 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 the student's truant behavior;~~
- ~~C. considers, when appropriate, modification of the student's 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~~ — ~~I.C. 20-33-2-4 et seq.~~
~~— 511 IAC 1-3-1~~ — ~~511 IAC 6-2-1(e)(12)~~ — © NEOLA 2012

~~Indiana state law requires all children to be in attendance at school. 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.~~

~~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 support plan that identifies the future responsibilities of each party and allows the student to remain in good standing at school. For example, the plan 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)].

Excused Absences

~~-~~
Excused absences are established in IC20-33-2 and shall be recognized by the Corporation. For any of these exceptions a student shall be recorded as excused absent from school. At a minimum, in accordance with Indiana law, the Board considers the following as exceptions to compulsory attendance, and may not be recorded as absences or penalized by the school in any manner:

- ~~-~~
A. Service as a page for or as an honoree of the general assembly (not recorded as absence) (I.C. 20-33-2-14)
- ~~-~~
B. Service on a precinct election board or as a helper to a political candidate or to a political party on the date of each general, city, or town, special, and primary election at which the student works. (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. Ordered to active duty with the Indiana National Guard for not more than ten (10) days (I.C. 20-33-2-17)
- ~~-~~
E. Participating as a member of the Indiana wing of the Civil Air Patrol for not more than five (5) days in a school year. (I.C. 20-33-2-17.2)
- ~~-~~
F. Participation in an “educationally related non-classroom activity” as defined in I.C. 20- 33-2-17.5.
- ~~-~~

G. Student or member of student's household participates or exhibits in the Indiana State Fair for educational purposes, for not more than five (5) days in a school year, if student is in good academic standing, as determined by the school corporation. (I.C. 20-33-2- 17.7)

Additionally, the principal shall allow a student to attend a school for religious instruction that is conducted by a church, an association of churches, or an association that is organized for religious instruction and incorporation under Indiana law for not more than 120 minutes per week for the students to receive religious instruction if the student's parent makes a written request for such absence. A student who is receiving religious instruction as indicated herein shall not be recorded as absent from school. (I.C. 20.33.2-19)

The Superintendent shall require, from the parent of each student, or from an adult or emancipated student, who has been absent for any reason, a written statement of the cause for such absence. A phone call to the school is also accepted, should this be designated by the principal. The Superintendent reserves the right to verify such statements and to investigate the cause of each:

A. prolonged absence;

B. absence of more than three (3) days duration;

C. repeated unexplained absence and tardiness.

In addition to the excused absences listed in State statutes, the Board considers the following for excused absences:

A. illness verified by a note from the parent

B. illness verified by a note from a physician

C. recovery from accident verified by a note from a physician or documented by medical records

D. required court attendance by subpoena or court order

E. professional appointments – Parents are encouraged to schedule medical, dental, legal, and other necessary appointments other than during school hours. When appointments are necessary during the school day, the student shall report back to school immediately after the appointment with a signed statement from the doctor, dentist, lawyer, counselor, etc.

F. death in the immediate family or of a relative

G. observation or celebration of a bona fide religious holiday in accordance with Policy 5223

H. maternity

I. military connected families' absences related to deployment and return

such other good cause as may be acceptable to the Superintendent or permitted by law.

Unexcused Absences

- Unexcused absence shall mean any absence not covered under either the definition of excused absence or listed as an exception to compulsory attendance.

- Repeated instances of unexcused absences may result in a truancy prevention plan.

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Truancy and Habitual Truants

- Truancy is defined as a student absence from the school campus without knowledge of the parent and school.

- Or

- Truancy shall mean an absence from school that is not an excused absence as stated above or that is not an absence under a parent request that has been filed with the school.

- Habitual truant are students absent ten (10) days or more from school within a school year without being excused or without being absent under a parental request filed with the school.

- A habitually truant student may not participate in extracurricular or co-curricular activities, unless:

-

A. at the Corporation's discretion, in accordance with a plan that meets the requirements for a Student Attendance Plan as described below (even if the student is beyond grade 6) and signed by the student and a parent, provided such participation is permitted by the association governing the activity (if applicable);

B. after one month of attendance without any unexcused absences and provided such participation is permitted by the association governing the activity (if applicable); or

- in accordance with an IEP, Section 504 Plan, or other comparable plan created to meet legal duty to a student with a disability under federal or state law.

C.

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.

- The Superintendent shall ensure that the 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;
- F. The superintendent or designee shall report a student who is habitually absent from school in violation of the compulsory school attendance law to the juvenile court or the Indiana Department of Child Services (DCS).

Truancy Prevention Policy: Grades K-6 Only

Changes in state law passed in 2024 have led to important changes in ZCS Board Policy related to attendance for students in grades K-6. Indiana Code 20-33-2.5 states that a student in grades K-6 who has had five (5) unexcused absences in ten (10) week period is considered an “absent student.” When a student has been identified as an “absent student,” parents/guardians will be notified in writing and the school is required to set a meeting within five (5) instructional days of the child’s fifth (5th) unexcused absence during the ten (10) week period. At this meeting, the parent/guardian and school team will discuss a truancy prevention plan, which includes supports designed to help improve the student’s attendance.

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 a parent/guardian knows their 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 parents/guardians if their child is absent from school.

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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 attendance, which may include the creation of an attendance support plan.~~

Notifications and Support

Parents/Guardians will be notified when their child has missed five (5) full or partial school days in a given semester. Notification may be given if a child has excessive tardies. Parents/Guardians will receive a second notification when their child has missed eight (8) full or partial days in a semester. After ten (10) missed days- full or partial- a meeting will be required to create a plan to support student attendance. This meeting may take place regardless of if the absences are considered excused or unexcused. (This is independent of the K-6 Truancy Prevention policy required by Indiana law).

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, a parent/guardian should fill out a Prearranged Absence Form which can be found on each school's website under the Parents tab. Once a parent/guardian 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 the prearranged absence form prior to the absence, the absence will be considered unexcused. Pre-arranged absences may be considered excused, provided that a student is considered in good standing which includes not requiring a supportive attendance plan.

For pre-arranged absences exceeding ten (10) consecutive school days per semester, students may be asked to withdraw from school and re-enroll upon their return.

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. If the student will be returning to school, 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, the student 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 prearranged absence 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, a parent/guardian should fill out a Prearranged Absence Form which can be found on each school's website under the Parents tab. Once a parent/guardian 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. A student who arrives after 8:00 a.m. is considered tardy and **must be escorted into the office and signed in by a parent/guardian**. Kindergarten students are considered tardy after 9:00 a.m. Tardiness takes away from valuable learning time at the beginning of the school day. 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 for a child to be picked up 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 the child will then come to the office for dismissal. 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 permission from 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 the 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- no later than 1:00 p.m. Do not communicate mid-day changes through email, Parent Square messaging or voicemail. Please call the school and speak directly with school staff to make changes to your student's dismissal plan after 1:00pm.**

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 [and Breakfast Programs](#). ~~at all ZCS sites as well as the School Breakfast Program in a variety of locations.~~ Continual efforts are made to ensure that

the meal service provided meets (or exceeds) all regulations enacted by the U.S. Department of Agriculture, the program's federal administrator.

Within each ZCS cafeteria, a pre-payment debit system is utilized which provides each student with a personalized ~~meal/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 ~~snack-a-la-carte~~ (i.e. ~~a la cartesnaek~~) ~~products/items, those intended~~ ~~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, ~~parents/guardians~~ ~~students~~ are encouraged to deposit funds in advance of ~~purchases/use~~. Deposits will be accepted during any meal service or by sending deposits to the school cafeteria or the school office. 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 -by utilizing the school's ~~online payment option~~. Account balances, ~~both positive and negative~~, carry over to subsequent school years ~~regardless of a student's ZCS building assignment~~. ~~For those students graduating OR anyone leaving ZCS, account b~~ Balances greater than \$5.00 will be refunded via a request through ~~ZCS Food Service~~ ~~our~~ ~~webpage~~.

~~While~~ ~~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, ~~, students and p~~ Parents/guardians ~~and students~~ are encouraged to keep track of account balances ~~which can be done via the family portal accessed at https://zionsville.familyportal.cloud at the Zionsville Family Portal~~. In addition, this portal provides assistance in transferring funds between students, creating purchase limitations, viewing purchase histories and applying for meal assistance, if needed.

At no time will a child be denied ~~purchases, a school meal~~. ~~f~~ For details, please see the "Charging Practices" document located on the ZCS Food Service webpage, ~~found on the district website~~, linked ~~here~~.

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. If a parent/guardian has concerns about a negative ~~meal/lunch~~ balance, or purchases made, please contact the school's cafeteria manager, ~~or school counselor~~

The ZCS Food Service webpage will also provide current information about many topics including: ~~online payment options; pricing; menus; menus, pricing;~~ nutritional content/allergy awareness, ~~cafeteria contacts;~~ summer meal service site, ~~s, in addition to;~~ meal assistance, ~~refunds;~~ meal charging, ~~etc. purchase limitation options;~~ etc.

USDA Nondiscrimination Statement link

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

Parents/Guardians are welcome to have lunch at school with their child. Lunch visits need to be prearranged according to your child's school building protocols, and visitors will need to check-in with a valid photo ID for the required background check. We encourage purchasing the school lunch rather than bringing in fast food. Please do not share food or bring food for other students.

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 the student's teacher's name on the envelope. Please add 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 or any other activity or expense conducted by the school.

Meal Assistance

An application for meal 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 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

Student attire and clothing choices should contribute to good health, safety, a positive school culture, and not be disruptive to the learning environment.

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 including but not limited to cell phones, tablets, and smart watches. 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. Electronic devices are to be used for educational purposes only. When not in use for educational purposes they need to be off and stored in the student's locker or backpack during the school day. A reminder that communication for a student's dismissal change should not be made through a student's electronic device but always needs to be made directly to the teacher or school office. 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. Please check in with the front office to be directed to the Lost and Found area. 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 a charitable organization at the end of each semester.

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 -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 Government ID 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

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. Under the District tab choose “New Students and Kindergarten Families” or contact the Residency Specialist/Community Relations Coordinator at 317-873-2858 x11230.

Required Enrollment Documents

Enrollment requires residence within the district boundaries and the following documentation:

- A. Two of the following pieces of proof of residency: two original, different current **utility bills** (e.g.: gas, electric, water, sewer). Cell phone bill or driver’s license are not acceptable.

OR

one current utility bill **and one** of the following:

- 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

B. State-issued original birth certificate or current passport

C. Immunization records (refer to **Indiana State Department of Health (ISDH)--School Immunization Requirements**)

***All documentation is subject to verification.**

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.

Building Tours

Building tours for new families may be arranged through the Residency Specialist/Community Relations Coordinator, Lynn Kissel-Brown, at 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.

Intent to Return/Continuing Students

Each spring, parents/guardians of current ZCS students complete “intent to return” digital forms. Families will be asked to update their student’s information and fill out any newly requested information. This is the procedure to register their child for the following school year. Returning families who do not submit their “intent to return” materials by the deadline will be considered unenrolled from Zionsville Community Schools.

Kindergarten Round-Up and Strong Start Activities

Kindergarten Strong Start is the process by which all incoming kindergarten students are pre-registered, and how families are welcomed to their elementary school. [Registration usually opens in mid-February and](#) Kindergarten Round-Up typically occurs in late March (the Tuesday before Spring Break) 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 Enrollment 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

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 ParentSquare as the automated email, text, and telephone system to notify all parents/guardians when an emergency announcement is necessary. School delay/cancellation information is also posted on the ZCS website, our official social media channels, 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. Parents/Guardians need to notify the school immediately if there is a change in their contact information to ensure they receive any messaging in the event of an emergency. To make a change in contact information, you can fill out the [Student Change Form](#), which can be found on each school's website under the Parents tab, or contact the school office to make a change.

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.). [Early release and after school/evening cancellations would be communicated through ParentSquare.](#)

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. Training is provided to staff and students for this emergency situation. Regular practice of appropriate actions/measures for this drill occur so that all are 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. Training is provided to staff and students for this emergency situation. Regular practice of appropriate actions/measures for this drill occur so that all are prepared in the event of an actual emergency.

Lockdown Drills

Lockdown drills are facilitated, at a minimum, once each semester. Training is provided to staff and students for this emergency situation. Regular practice of appropriate actions/measures for this drill occur so that all are prepared in the event of an actual emergency.

Earthquake Drills

Earthquake drills are facilitated, at a minimum, one time each year. Training is provided to staff and students for this emergency situation. Regular practice of appropriate actions/measures for this drill occur so that all are 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, activity leader or to the office immediately.

SCHOOL BUS, WALKER and BIKE RIDER INFORMATION

Riding the Bus

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. 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 tab.

Kindergarten Bus Option

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 the option for school bus transportation home at the 2:30 p.m. dismissal.

Bus Rider Conduct

School bus transportation is a privilege. Students are to behave in a safe, respectful manner while waiting at the bus stop and riding the bus, whether during their daily commute, traveling to competitions, or on field trips. Students who do not maintain appropriate, safe behavior may be excluded from riding the bus.

Parents/Guardians should review the following basic bus riding rules with their 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 be waiting at their designated boarding place when the bus arrives. In the case of a late arrival by the student, the bus driver shall exercise discretion on whether it is possible to wait for the student.
2. 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.
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 the principal's designee.

4. **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.
5. No windows shall be opened or closed except with the permission of the driver.
6. Eating is not permitted on the bus.
7. 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 the 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 Rider 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. 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.

DISTRICT BOILERPLATE LANGUAGE WILL BE INSERTED HERE

Proposed Changes 2025-2026
ZCS Middle School Parent/Student Handbook

Pages	Heading	Proposed Change
1	Table of Contents	Adjust page numbers to match updated handbook
3	Important Traffic Flow Information	ZWMS ONLY – Adding Morning Club Traffic Flow information
4	Student Lockers	Adding a statement about not leaving perishable food in a locker overnight
5	Safety Tip Line	Adding a section outlining our Anonymous Reporting Tool – currently StopIt
7	Cafeteria	Removed “USDA” section since it exists in district section.
7	Reporting Absences	Removing phone number, as it is school specific
7	Attendance Policies	Replacing this section with directions to reference to the district handbook – page to be determined
9	Excessive Absences	Removed section, as this is addressed in district section.
10	Pre-arranged Absences	Removed and included in district handbook section – page to be determined
14	Returning From Illness or Injury	Updating language to include that parents who are medical professionals are not permitted to release their own child to participate post-illness/injury
14	Athletic Training	Remove sentence regarding Impact Testing. This is no longer our practice.
15	Spectator Expectations	Adding a bullet point about littering

2024-2025 Middle School Handbook

Zionsville Middle School

900 North Ford Road
Zionsville, Indiana 46077
Phone: (317) 873-2426
Fax: (317) 733-4001

Zionsville West Middle School

5565 South 700 East
Whitestown, IN 46075
Phone: (317) 873-1240
Fax: (317) 769-6097

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ZIONSVILLE COMMUNITY SCHOOLS MISSION AND VISION

VISION

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

MISSION

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

TRANSPORTATION TO AND FROM SCHOOL

BUSES

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

BUS RIDER CONDUCT

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

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

BUS RIDER PROCEDURES/APPROPRIATE BEHAVIOR

Rules for those riding the school bus are as follows:

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

- F. Threatening behavior
- G. Littering
- H. Smoking vapes, e-cigarettes, smokeless tobacco or drinking alcohol on the bus or bus stop^[CC1]-
- I. Destruction of public property
- J. Chasing after a bus
- K. Moving from place to place on the bus^[CC2]-

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

WALKING TO AND FROM SCHOOL

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

RIDING YOUR BIKE, SKATEBOARD OR SCOOTER TO AND FROM SCHOOL

All bicycles, scooters, skateboards, roller blades and other similar devices are to be used for transportation only and secured at the bike rack. These items are not allowed in the school building or on the sidewalks at any time. This is an area that is highly traveled by buses and cars; therefore, the decision to ride a bike to and from school is between the parent and the student. Students are encouraged to use a helmet and secure their bike with a lock.^[CC3]

USE OF MOTORIZED VEHICLES

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

IMPORTANT TRAFFIC FLOW INFORMATION

From 8:00 AM-8:45 AM and 3:15 PM-4:00 PM the only entrance to ZMS will be from Ford Road. During this time, the South Cruse Road entry/exit is for buses only.

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

Morning Clubs Drop Off^[CC4]

1. Enter campus by way of the south entrance and using the access road circling the tennis courts.
2. Emerge single file into the south parking lot and follow signage/traffic cones.
3. Pull curbside in a single file line to the furthest traffic cone – students should exit the vehicle on the passenger side.
4. Exit the parking lot through the west gate, turn right and exit school property via the north entrance.

BUILDING POLICIES

ENTERING THE BUILDING FOR STUDENTS

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

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

ENTERING THE BUILDING FOR PARENTS/VISITORS/VOLUNTEERS

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

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

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

FOOD DELIVERIES

Food delivery services (such as Door Dash) will not be accepted during the school day. These deliveries will be turned away. The school will not be responsible for reimbursement.

AFTER SCHOOL SUPERVISION

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

MIDDLE SCHOOL AFTER CARE (JAM)

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

STUDENT LOCKERS

Lockers have been provided for all students. All coats, books, and personal items must be kept in the student lockers. The care of and any damage to the locker shall be the responsibility of the student to whom the locker is assigned. **Students are not permitted to apply stickers, duct tape, glue or any other damaging adhesive to the inside or outside of any locker.** The school does not assume responsibility for items presumed to be stolen or missing from lockers. Remember that the locker combination is a personal matter. While friendships in middle school change throughout the year, locker combinations do not. **Do not share your combination or your locker with anyone.** In addition, do not leave items outside lockers or manipulate the locker [stay-te to stay](#) [cc6] unlocked. [Make sure any perishable food does not remain in lockers overnight.](#) Parents are welcomed and encouraged to come to school to look at their child's locker.

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

TELEPHONE AND PERSONAL ELECTRONIC DEVICE USAGE [cc7]

Students must have permission from a staff member to use a school telephone. Students will be called to the telephone while classes are in session only in cases of emergency. Cell phones may **not** be used in the building between **8:45 AM and 3:45 PM** without the permission of a staff member. Parents, please keep this in mind as you communicate with your children at school. The best way to reach them is to call the front office. To ensure student safety, students must report any illness or injury to a teacher or office staff member. Students or staff may then telephone parents from the health care center in the event of illness or injury. Cell phones and other electronic devices (smartwatches, air pods, personal gaming systems, etc.) are to be unseen and unheard throughout the school day.

POSTERS AND SIGNS

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

STUDENT SAFETY

EMERGENCY PROCEDURES

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

SAFETY TIP LINE

[Students, parents, and teachers have access to an anonymous online reporting tool that can be accessed at all times throughout the school day and after hours as well. This tip line can be used to report any concerns that potentially impact student learning and/or safety. A link to this tip line can be found on both the district and school websites.](#)

EMERGENCY SCHOOL CLOSING AND DELAYED STARTS

Snow, ice, fog or other unforeseen circumstances may necessitate the last minute decision to close or delay (2 hours) the start of school. Our emergency notification software system will contact staff and parents via phone, e-mail, and/or text message (depending on your chosen settings) regarding school delays, cancellations, early

dismissal and school emergencies. If you do **not** receive a notification, please contact the school. Information regarding our notification software system can be found on the ZCS website.

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

- First check the school corporation's website (www.zcs.k12.in.us)
- The following stations:
 - WRTV-TV Channel 6
 - WTTV-TV Channel 4
 - WTHR-TV Channel 13
 - WXIN-TV Channel 59

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

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

STUDENT SERVICES

SCHOOL COUNSELING

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

WITHDRAWAL PROCEDURES

- Notify the grade-level counselor that the student will be withdrawn.
- Please specify the last date of attendance.
- Stop in the counselor's office to fill out the proper ~~paper work~~[paperwork](#). [CC8]
- Turn-in your textbooks and other school property to the counselor's office.
- Pay the treasurer for any outstanding items.
- Records will be sent to the new school when the new school requests the information.

CAFETERIA

The ZCS Food Service Department participates in the National School Lunch Program at all ZCS sites as well as the School Breakfast Program in a variety of locations. Continual efforts are made to ensure that the meal service provided meets or exceeds all regulations enacted by the U.S. Department of Agriculture, the programs federal administrator.

Within each ZCS cafeteria, a pre-payment debit system is utilized which provides each student 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. snack) items, those 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 or the

school office. 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 by utilizing the school's [online payment option](#). Account balances carry over to subsequent school years. Balances greater than \$5.00 will be refunded via a request through our [webpage](#).

While 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, students and parents/guardians are encouraged to keep track of account balances. This can be done via the family portal accessed at <https://zionsville.familyportal.cloud>. In addition, this portal provides assistance in transferring funds between students, creating purchase limitations, viewing purchase histories and applying for meal assistance if needed.

At no time will a child be denied a school meal, for details, please see the "Charging Practices" document located on the ZCS Food Service webpage, found on the district website, linked [here](#).

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. If a parent/guardian has concerns about a negative lunch balance or purchases made, please contact the school's cafeteria manager or school counselor.

The ZCS Food Service webpage will also provide current information about many topics including: menus, pricing, nutritional content/allergy awareness; cafeteria contacts; summer meal service sites, in addition to meal assistance; refunds; meal charging; purchase limitation options, etc.

[USDA Nondiscrimination Statement link](#) [cc9]

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

ZIONSVILLE COMMUNITY SCHOOLS WELLNESS POLICY

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

MEDIA CENTER

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

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

ATTENDANCE

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

REPORTING ABSENCES

To ensure the safety of your child, it is imperative to report all absences on our 24-hour attendance line **before 9:00 AM**, [317-873-2426](tel:317-873-2426), **Press 2**. [CC10] **Our attendance notification software system will contact parents via phone regarding unverified absences.**

ATTENDANCE POLICIES

See p? for information regarding the following attendance policies:

- Exemption from compulsory attendance
- Excused absences
- Unexcused absences
- Truancy and habitual truants
- Truancy prevention: grades K-6 only
- Notifications and supports
- Prearranged absences

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

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

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

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

~~verify such statements and to investigate the cause of each absence.~~

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

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

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

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

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

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

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

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

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

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

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

EXCESSIVE ABSENCES^[MI11]

~~Upon eighth (8th) unexcused or excused day of absence from school per semester or the fifteenth (15th) unexcused or excused day of absence per school year, a student and parent will be required to meet~~

~~with an office representative to help the student improve their attendance. The school, student, and parent will create an attendance support plan to correct and recover from attendance issues. The attendance support plan may require the parent and student to provide the school with a doctor's note for each additional absence. In such a case, if a doctor's note is not provided to the school the absence will be marked unexcused. Anytime a student has missed five (5) consecutive days due to an illness, a doctor's note will be required. Students with excessive absences for partial days or individual periods will also be monitored and may result in an attendance support plan.~~

APPOINTMENTS OFF-CAMPUS

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

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

ASSIGNMENTS WHEN STUDENTS ARE ILL

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

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

PRE-ARRANGED ABSENCES

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

~~Parents should notify the school of prearranged absences via the attendance line at least 2 days before the absence at 317.873.2426 and #2 for attendance. Students should inform their teachers of their pre-arranged absence and determine when makeup work will be due.~~

LATE ARRIVALS TO SCHOOL

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

TARDIES

Each student has the responsibility to arrive to class on time. Tardies are defined as not being in the classroom

when the period bell rings. Tardies to classes shall be handled in the following manner:

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

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

ACADEMIC POLICIES

ACADEMIC PROGRESS REPORTING

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

REPORT CARDS

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

PROFICIENCY MARKING EXPLANATION

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

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

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

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

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

F (0) - On performance-based measures, the student is unable to demonstrate application of the skill or

knowledge of the concept. On quantitative measures, the student typically shows accuracy below 60%. The student is unable to transfer skills to new tasks, and performs significantly below course standards for this reporting period.

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

ACADEMIC HONESTY

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

SCHEDULES

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

TEXTBOOKS, COMPUTERS, AND SUPPLEMENTARY MATERIALS

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

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

GRADE LEVEL ADVANCEMENT POLICY

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

HIGH ABILITY PLACEMENT POLICY

Students must qualify and be selected for high ability (HA) classes based upon our multifaceted student identification plan which includes both qualitative measures (characteristics) and quantitative measures (test scores) in identification. We follow national best practice guidelines by using at least three types of measures. Students will experience an accelerated and differentiated curriculum specifically designed for students with high ability. If we find that a student is not mastering the content and is in need of different coursework, a student's high ability placement may be changed after discussion with the teacher, student, parent, counselor and HA coordinator. The HA algebra class offered is an honors course more demanding than the freshman course at ZCHS. The high school will require the student to retake algebra if he/she receives a D or lower average for the school year. The regular algebra class offered is the same course offered to freshmen at ZCHS. The high school will require the student to retake algebra if he/she receives a D or lower average for the school year. Eighth grade

students continuing on to ZCHS who want to enroll in honors classes must meet a set of criteria. For more information regarding High Ability and/or 8th to 9th grade honors placement, please reference the ZCS website by clicking here: [Middle School Program Overview](#)

ENGLISH AS A NEW LANGUAGE

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

CHECK IN AND SEMESTER END DATES

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

Please see district calendar for semester end dates.

ATHLETIC POLICIES

STUDENT-ATHLETE CODE OF CONDUCT

The middle school student-athlete code of conduct is for all involved in the middle level athletic programs. We believe student-athletes have standards for scholastic achievement, personal conduct and good judgment in utilizing social media and wearing apparel when representing our school, family and community. The student-athlete code of conduct applies to student-athletes in and out of the school day and in and out of the sport season.

1. The athletic director will monitor the academic performance of student-athletes. The athletic director retains the prerogative (in collaboration with parents, teachers, and coaches) to initiate an Athletic Contract at any time with the goal of improving academic performance before the final grading period reports. In order to remain eligible, any student-athlete who is not meeting course standards must enter into an "Athletic Contract" with parents, coach(es), and athletic director. As long as said contract is fulfilled, the student-athlete will have probationary status until the next academic check-in. If said student-athlete does not fulfill the contract student-athlete will be subject to consequences in accordance with athletic department policy and procedure. For more detailed information, see the athletic director for a copy of the contract, policies and procedures.
2. Any student-athlete who violates the "student conduct" policy on drinking, drugs, smoking or vaping will be dropped from the team.
3. Coaches may require specific attire for student-athletes while representing the school.
4. A student-athlete's conduct in and out of school should be such as not to (a) reflect discredit upon their school or (b) create a disruptive influence on the discipline, good order, morale [cc12] or educational environment in the school. Examples of such misconduct and/or substantial disobedience are included in the district section of this handbook beginning on page ZCS1. In addition, student athletes with disciplinary referrals to the office may lose athletic privileges.
5. A **full day** of school attendance is necessary to participate in any practice or game. Full day attendance is defined to be attendance in all classes for which that student-athlete is enrolled. A student-athlete may still participate if classes are missed due to medical or dental appointments, school sponsored functions (i.e. field trips, service at state legislature), required religious observance, funerals, and/or special emergency circumstances approved by the principal and/or athletic director. ~~Student-athletes, who~~ Student athletes who

miss class due to illness, or reasons other than the aforementioned, may not participate on that same day.

6. Student athletes who miss a practice or contest can expect their playing time to be affected at the coaches' discretion.
7. The IIAA Interschool Guidelines for Middle Level Sports strongly discourages any middle school student-athlete to participate on multiple teams/sports in the same season. This includes school sports, school club sports, outside club sports, as well as travel sports organizations. In the interest of the student-athlete's safety and what is best for middle school teams; each middle school coach has full discretion with consultation with the athletic director, as to the participation of student-athletes that may choose to participate on multiple teams/sports.

MEDICAL CLEARANCE FORMS

Student-athletes must have on file a proper IHSAA physical examination form and completed online signature form before they may participate in **any practice or game. The physical exam must take place on/or after April 1 of the previous school year.** It is the responsibility of the parent/student-athlete to upload the physical forms and complete the parent and student's online signatures on Final Forms (www.FinalForms.com).

RETURNING FROM ILLNESS OR INJURY

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

If a student athlete is unable to participate in practice or games for five or more school days due to illness or injury, they must have a doctor's note to return and go through the appropriate return-to-play procedure with the school's Athletic Trainer. Parents who are medical professionals are not permitted to release their own child to participate.

ATHLETIC TRAINING

In partnership with ~~St. Vincent's Sports Performance~~ Ascension St. Vincent, [CC13] we will have an athletic trainer at our home events and practices. The athletic trainer will be responsible for evaluating sports related injuries, assigning rehabilitation as needed, and determining if an athlete is fit to play. The athletic trainer will determine when an injury needs to be seen by a doctor and act as a liaison between the parent and physician. ~~Impact testing (a concussion baseline tool) will be administered by the athletic trainer.~~

ATHLETIC EQUIPMENT

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

4. Student-athletes are expected to respect the property and personal space of others at all times, including in the locker room area. This includes no rough-housing and no interfering with other students' belongings. A failure to comply could result in disciplinary consequences.
5. Lockers should be cleaned out at the end of the season.

STUDENT ATHLETE PARTICIPATION

The athletic department currently offers interscholastic participation for 6th, 7th and 8th grade students* during the following seasons: ~~Be sure to watch for announcements and check publications for call-out dates.~~ [CC14]

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

Winter: Boys: Basketball, Wrestling Girls: Basketball, Wrestling, Cheerleading

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

*6th graders can participate in cross country, girls and boys tennis, girls and boys golf, wrestling, track and girls and boys lacrosse. Other programs are designated for 7th and 8th grade students only.

Programs such as developmental golf, developmental tennis and run club may also be offered throughout the year for 5th and 6th grade students. These programs do not compete against other schools, but rather focus on developing fundamentals and teambuilding within our own school. Be sure to watch for announcements and check publications for call out dates.

SPECTATOR EXPECTATIONS

Both Zionsville middle schools are committed to creating a safe, comfortable, and enjoyable experience for all fans, at any of our facilities. We want all fans attending our games to enjoy the experience in a responsible fashion. When attending a game, you are required to refrain from the following behaviors:

- Behavior that is unruly, disruptive, or illegal in nature.
- Intoxication or other signs of impairment.
- Foul or abusive language, obscene gestures, verbal or physical harassment of officials, players, event staff or opposing team fans.
- Failing to follow instructions of event personnel.
- Littering.

Event patrons are responsible for their conduct. Event staff will promptly intervene to support an environment where event patrons, their guests, and other fans can enjoy the event free from the above behavior. Event patrons and guests who violate these provisions will be subject to consequences at the discretion of event staff.

MIDDLE LEVEL ATHLETIC DEPARTMENTS ONLINE

To find sport specific information visit our website.

STUDENT ACTIVITIES

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

STUDENT CONDUCT

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

PUBLIC DISPLAYS OF AFFECTION

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

STUDENT APPEARANCE

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

Goals for student dress:

- Maintains safety of students and property in all learning environments
 - Shoes must be worn at all times
 - Face and head should be visible (except where accommodations are needed for religious beliefs or when health and safety necessitate use)
- Provide students an avenue for self-expression while promoting a productive learning environment.
 - Clothing worn is free of advertisements for or promotion of the use of alcohol, drugs, tobacco, or other substances that, if used by a minor, would be illegal.
 - Clothing worn is free of lewd, vulgar, indecent, or violent language/images or hate speech.
 - Clothing worn with normal movements should cover private areas, underwear/undergarments, torso, and upper/lower back. Top clothing and bottom clothing should meet.

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

RESTRICTED ITEMS

The following items are restricted on school grounds:

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

STUDENT CONDUCT MODIFICATION

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

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

DISTRICT BOILERPLATE LANGUAGE WILL BE INSERTED HERE

Proposed Changes 2025-2026
ZCHS Section Parent/Student Handbook

Page	Heading	Proposed Change
1	N/A	New Cover Art
2	N/A	Remove FC Fax Number (no longer in use)
2	NA	Change name of student who designed cover art
3	2024-25 School Year	Change Heading to 2025-26 School Year
3	2025-26 School Year	Change Dates (Start of school, breaks, etc.)
4	Bell Schedules	Add block day 2 hour delay schedules. Add MAP Convocation Schedule
4	Zionsville Community High School	Change year and names of Handbook Working Group Matt Walter, Co-Chairperson Mo Borto, Co-Chairperson Brandon Mooradian, Teacher Leslie Juckem, Parent Lori House, Parent Garisha Kumari, Student Julia Saenz, Student Catherine Yang, Student Jenita Bejoy, Student
4	Zionsville Community High School	Change board adoption date to April 14, 2025.
12	Composition of the Group to be tested	Reword: "and parking vehicles on..." to "and students who park vehicles on..."
21	Plagiarism	Change language regarding academic dishonesty Cheating and plagiarism compromise the integrity and character of students and do not align with the mission and philosophy of ZCHS. Academic dishonesty occurs when a student engages in any behavior or uses any unauthorized device/program (including but not limited to cell phones, calculators, artificial intelligence (AI), and/or other electronic devices) which gives the student an unfair advantage or represents work that is not their own. Examples of these behaviors include, but are not limited to plagiarism, self-plagiarism, talking during assessments, using cheat sheets (paper or electronic), looking at or copying another student's work, and/or relaying information to students in other classes about specific information covered in that class. Should an incident of cheating occur, teachers will conference with the student, contact the parents, and provide an alternative assignment/assessment. In addition to these steps the teacher may choose to complete an office referral. After an investigation indicates academic dishonesty took place, the student's consequence for a first offense may result in In-School Suspension (ISS). A second offense may lead to a withdrawal (W), if currently passing, or withdrawal while failing (WF) of the course. This strong course of action should be a deterrent for students from participating in academic dishonesty.
21	Truancies	Change 1 st and 2 nd offense to read: 1st Offense - In-school suspension, counselor referral 2nd Offense - In-school suspension and counselor referral, attendance contract, notification of the Bureau of Motor Vehicles for suspension of driving privileges

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22	Plagiarism/Academic dishonesty penalty	Replace all text with: All infractions will result in a conference with the student, contact to parent/guardian, and an alternative assignment/assessment. Additional penalties may include office referral, investigation, In-School Suspension (ISS) and/or a withdrawal (W/WF) from the course.
23	Alternative Education Assignment	Remove entire section
23	Suspension	Students may make up their work upon their return (delete suspension lasting three days or less)
26	2024-25 School Year Indiana Department of Health...	Change date in heading to 2025-26
30	Use of Wireless Communication Devices	Removed previous definition of WCDs and replaced with updated language.
31	Graduation	<p>Take out the current text and change to:</p> <p>Graduation Classes: 2026,2027,2028</p> <p>Students must meet Graduation Pathways requirements which include</p> <ol style="list-style-type: none"> 1. Meet all minimum requirements for the General, Core 40, Technical Honors, or Academic Honors Diploma. 2. Demonstrate Employability Skills. 3. Demonstrate Postsecondary Readiness Competencies. <p>Graduation Classes: 2029-Beyond</p> <p>Students must complete either:</p> <ol style="list-style-type: none"> 1. Indiana Core 42 Diploma, which includes: <ol style="list-style-type: none"> a. Earning 42 credits as defined by the IDOE b. Demonstrating Employability Skills c. Demonstrating Postsecondary Readiness Competencies <p>OR</p> <ol style="list-style-type: none"> 2. Indiana Honors Seal Diploma, which includes: <ol style="list-style-type: none"> a. Earning 42 credits as defined by the IDOE b. Completing the requirements for one of the 6 Honors Seals as defined by the IDOE

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		<p>More information about the diploma requirements for the Class of 2029 and beyond can be found here.</p> <p>The school counseling department can help with any graduation requirement questions.</p>
33	Honors Courses	Change “assistant principal overseeing academic affairs” to “assistant principal overseeing academic services”
33	Weighted Grades	Delete “if their grades are C- or higher” and combine the sentences to read “Students who participate in AP, honors, and other select courses may earn a quality full or half point.”
33	Student Ranking	Change “Student Ranking” to “Student Rank Reporting” as the heading
33	Auditing of a Class	<p>Delete: If space is available, students who wish to audit a course may request permission from the course instructor and the department head prior to the beginning of the semester. A contract of student expectations will be developed and agreed upon by the student, teacher, and parent/guardian. Violation of this contract will result in termination of the audit agreement.</p> <p>Replace with: To inquire about an audit, students must begin with their school counselor who can work with the counseling and academic department chair for approval.</p>
34	Scheduling of Classes	<p>In the last sentence of the first paragraph, change allow to allows and delete “at this time. “</p> <p>Start the next paragraph with “Any schedule change requests made after the last day of the school year, will require approval of the principal or designee and be addressed for the following reasons:” After the list of reasons add the language: At Back-to-School Days, students will receive their official schedule for the academic year. Students are expected to follow these schedules. Any requests for change would follow the guidelines outlined above for requests made after the last day of the school year.</p> <p>No matter the time of year, requests for specific lunches, periods, or teachers cannot be honored.</p>
35	Arrival Time	<p>Change Heading to “Arrival and Departure Times” Strike top sentence and change to “Students should not arrive before 8:00 AM and should depart by 4:15 PM with the following exceptions:”</p> <p>Under the 3 exceptions add: “Students who are waiting to be picked up from school should do so in the commons area at Door 3.”</p>
38	Cafeteria	The ZCS Food Service Department participates in the National School Lunch and Breakfast Programs. Continual efforts are

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		<p>made to ensure that the meal service provided meets or exceeds all regulations enacted by the U.S. Department of Agriculture, the program’s federal administrator.</p> <p>Within each ZCS cafeteria, a pre-payment debit system is utilized which provides each student a personalized meal 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 snack (i.e. a la carte) products, those items intended to supplement a nutritious meal. 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.</p> <p>The debit system operates on a pre-pay basis; therefore, parents/guardians are encouraged to deposit funds in advance of purchases. Deposits will be accepted during any meal service or by sending deposits to the school cafeteria or the school office. 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 by utilizing the school’s online payment option. Account balances, both positive and negative, carry over to subsequent school years regardless of a student’s ZCS building assignment. For those students graduating OR anyone leaving ZCS, account balances greater than \$5.00 will be refunded upon request through our webpage.</p> <p>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. Parents/guardians and students are encouraged to keep track of account balances which can be done via the family portal accessed at https://zionsville.familyportal.cloud . In addition, this portal provides assistance in transferring funds between students, creating purchase limitations, viewing purchase histories and applying for meal assistance if needed.</p> <p>At no time will a child be denied purchases, for details, please see the “Charging Practices” document located on the ZCS Food Service webpage, found on the district website, linked here.</p> <p>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. If a parent/guardian has concerns about a</p>
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		<p>negative meal balance or purchases made, please contact the school’s cafeteria manager.</p> <p>The ZCS Food Service webpage will also provide current information about many topics including: online payment options; pricing; menus; nutritional content/allergy awareness; cafeteria contacts; summer meal service sites; meal assistance; refunds; meal charging, etc.</p> <p>USDA Nondiscrimination Statement link</p> <p>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.</p>
40	Visitors	Clean up formatting between “video” and “surveillance”
41	Expectations and conduct for participation	<p>Add the text in red to the 4th sentence: “...engage in criminal activity, use tobacco, nicotine, intoxicating beverages...”</p> <p>In the last sentence, insert “suspended or” as follows: “...denied membership in or may be suspended or removed from an activity...”</p>
41	Drug and alcohol statement	Remove heading and language. This is covered above in expectations and conduct for participation and in general terms on page 11.
41	Student Organizations	Remove this heading and the one sentence below it. This is redundant and stated on page 40.
41	New Heading (The underlined type of heading)	<p><u>Reference to Athletics Section of this Handbook.</u></p> <p>Students and parents/guardians of students who participate in any ZCHS Co-Curricular & Extra-Curricular Student Activity, Club, or Organization shall adhere to the Zionsville Community High School Athletic Policy Regarding Student Hazing and Harassment, Parent/Guardian/Coach Relationships, Parent/Guardian (Fan) Decorum, and Travel sections of this handbook.</p>
41	Awards for interscholastic athletic teams not sanctioned by the IHSAA	Strike all text and replace with: ZCHS may choose to sponsor athletic teams which compete interscholastically but are not governed by the IHSAA. School sponsorship is achieved and maintained through a review process with the ZCHS Administration. At such a time when a school sponsored sport demonstrates the characteristics of and exists in a similar context to current IHSAA sports, ZCHS Administration can choose to recognize the participants with the varsity letter award and/or other team and individual awards sponsored by the athletic department.
42	What must be done before first practice	<p>Replace the entire section with:</p> <p><u>What Must be Done Before Your First Practice</u></p>

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		<p>Before participating in any workouts, tryouts, or practice sessions for a team, a student-athlete and their parent/guardian must complete and submit all required forms, including the physical examination form, through Final Forms. These forms must meet the requirements set forth by both Zionsville Community High School and the IHSAA.</p> <p>The physical examination form must be dated after April 1st to be valid for the following school year. All required ZCHS/IHSAA forms, including the physical exam form, must be updated every 12 months.</p> <p>Additionally, transfer students new to ZCHS are not eligible to compete in interscholastic contests until their athletic transfer form has been approved by the IHSAA.</p>
42	Athletic Participation	<p>Strike and replace the entire section with:</p> <p><u>ATHLETIC PARTICIPATION</u></p> <p>Participation in the athletic program at Zionsville Community High School requires self-discipline and sacrifice. An athlete is an example for peers and the young people in the community. Students with sufficient ability are eligible to participate on a Zionsville Community High School athletic team, provided they meet the scholastic standards and appropriate conduct standards established by the Indiana High School Athletic Association and Zionsville Community High School. Students may use the following criteria to determine eligibility for athletic participation:</p> <ol style="list-style-type: none"> 1. A student who is or shall be twenty (20) years of age prior to or on the scheduled date of the IHSAA State Finals in a sport shall be ineligible for interschool athletic competition in that sport; a student who is nineteen (19) years of age on the scheduled date of the IHSAA State Finals in a sport shall be eligible as to age for interschool athletic competition in that sport. 2. Shall be currently enrolled and passing five full credit subjects. 3. Shall have a physical examination completed using the IHSAA physical examination form, with a signed consent and release statement from a parent or guardian on file in the athletic office. The physical must be dated on or after April 1st. Additionally, athletes must be compliant on Final Forms. 4. Shall not participate in non-school contests in a sport after beginning practice and participation in the sport unless waivers are available for that sport and completed appropriately.

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		<p>5. Shall follow the IHSAA practice guidelines.</p> <p>6. Shall have never received money or merchandise directly or indirectly for athletic participation.</p> <p>7. Shall abide by rules and regulations of the coaching staff in the sport of participation.</p> <p>8. Shall attend school a minimum of the last three periods of a school day in order to practice or compete in athletic contests. Individual circumstances which may prove to be the exception shall be handled by the assistant principal or athletic director.</p> <p>Zionsville Community High School athletes are expected to conduct themselves in a manner consistent with school policy whether it be in or out of season and whether or not school is in session. All athletes should be aware that any act that would generally result in a recommendation for expulsion from school, regardless of when or where that act occurs, shall constitute sufficient reason for the athletic council to deny participation for a maximum of one athletic year. Each coach may set training rules consistent with the moral philosophy of Zionsville Community High School and the IHSAA. Failure to comply with the rules or repeated violations of the rules shall result in the denial of an athlete's privilege to participate in athletics at Zionsville Community High School and the denial of all athletic awards. The high school principal is the final authority in matters relating to an athlete's eligibility.</p>
42	Team Cutting	Remove "athletic training, cheerleaders, and the nineteen"
42	Weight Room/Pre-Season/Summer Workouts	<p>Change entire section:</p> <p>The weight room is available for school-sponsored athletic teams before and after school, under the supervision of the Head Sports Performance Coach or an approved member of the high school coaching staff. The Head Sports Performance Coach will establish the weight room schedule and oversee training sessions for athletic teams throughout the school year and summer.</p> <p>Students are not permitted to use the weight room or participate in pre-season/summer workouts or conditioning sessions without adult supervision. Additionally, all student-athletes must have a current physical exam and required forms fully compliant in Final Forms before they can participate in workout sessions. Physicals must be updated every 12 months for eligibility in athletic contests, practices, and pre-season/summer workouts.</p>
43	Travel	<p>Change entire section:</p> <p><u>Travel</u></p>

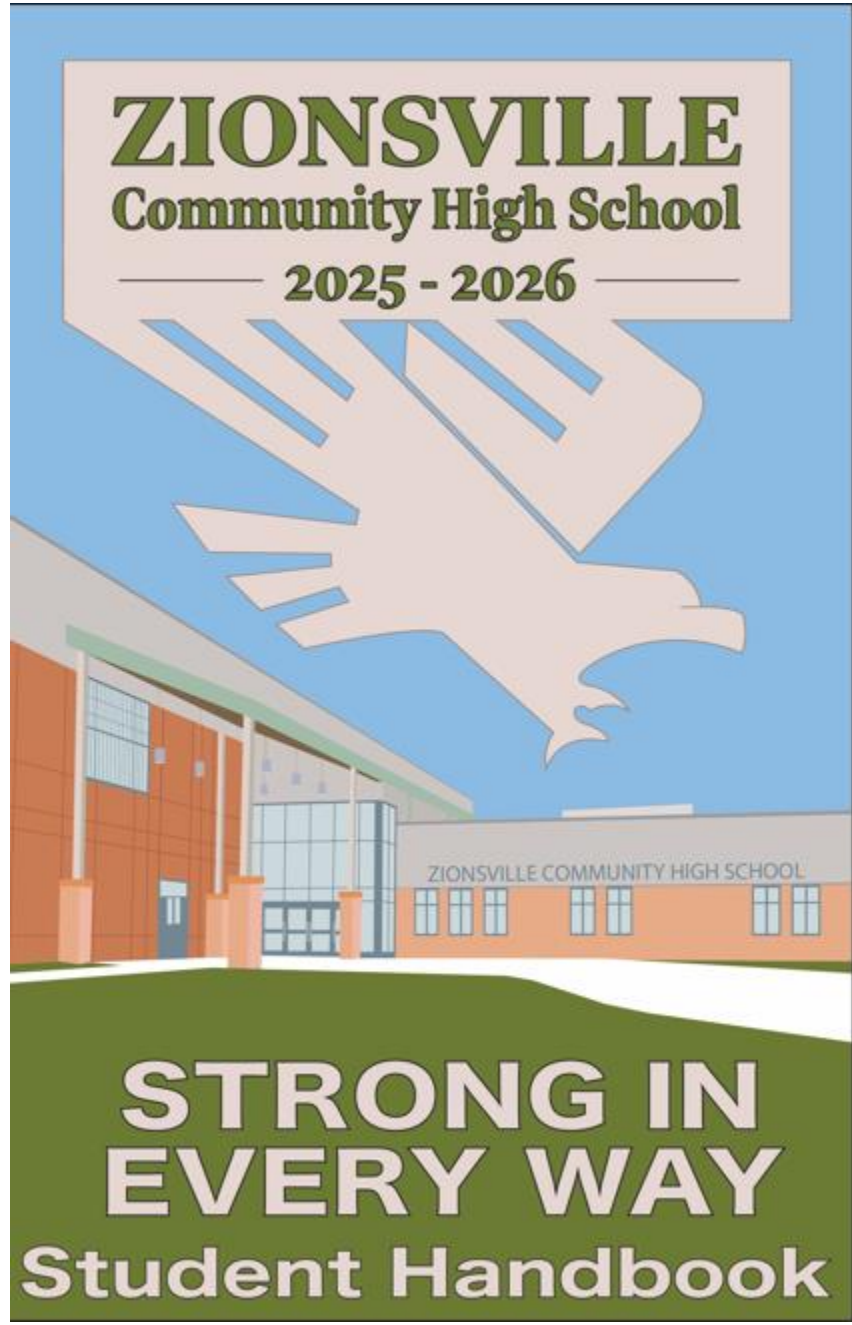
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		<p>Students are generally expected to travel to and from athletic events using school-provided transportation. However, the athletic department recognizes that unique circumstances may occasionally require alternative travel arrangements. These exceptions should be used sparingly and must meet the following criteria:</p> <ol style="list-style-type: none"> 1. A parent or guardian must complete the permission/waiver form available on the school athletic website, granting approval for the student to use an alternate mode of transportation. 2. The parent or guardian must also inform the head coach or the head coach's designee of their intention to utilize the alternative transportation. 3. Under no circumstances are students permitted to drive themselves or other students to any away athletic contest. 4. Alternative transportation should be used only in unique or special circumstances. Students are strongly encouraged to travel to and from all athletic contests using school-provided transportation.
43	Athletic Awards	Remove 3 rd sentence of item #1
43	Athletic Awards	#4: Insert "to" between "awarded" and "any"
43	Athletic Awards	#6: Insert "to" between "awarded" and "an"
43	Athletic Awards	#7: Insert "awarded" between "letters" and "at"
43	Athletic Awards	Remove section on Student Trainers
43	Athletic Awards	Add new section: Lacrosse An athlete shall participate in 50% of the quarters.
43	Athletic Awards	Cheerleading: Revise section to say "An athlete must be on the varsity roster and complete the season in good standing. "
43	Athletic Awards	Add section on Unified Sports to say "An athlete must compete in 50% of the varsity contests and complete the season in good standing."
44	Injuries/Special Consideration	Remove (Athletic Council) in both locations.
44	Enforcement of the student-athlete code of conduct	A new Code of Conduct form must be signed and submitted electronically through Final Forms each school year. The code is enforced year-round (12 months) for students in grades 9-12

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Ideas from working group

Add dismissal protocol



School Song

Zionsville, oh Zionsville,
Oh Zionsville, we're all for you!
We will fight for the green and silver
For the glory of ZHS!
Never daunted, we cannot falter
In the battle, so tried and true,
Zionsville, oh Zionsville,
Oh Zionsville, We're all for you!

School Mascot: Eagle

School Colors: Forest Green and Silver

1000 Mulberry Street
Zionsville, Indiana 46077
Phone: 873 - 3355

Fax: 873 - 8002 ~~FC[KA3] Fax: 873 - 3572~~

Web Page: www.zcs.k12.in.us/zchs/index.htm

Thank you to ZCHS student ~~Eric Flamm[KA4][MB5]~~ **Calista Nicholson** for designing our handbook's front cover.

ZIONSVILLE COMMUNITY HIGH SCHOOL MISSION

Through the commitment of students, staff, parents and community members, Zionsville Community High School provides excellence in education by:

- Providing academic and co-curricular programs in a safe and healthy environment.
- Directing technologically enabled student focused learning,
- Implementing student accountability for academic success,
- Promoting the value, worth and uniqueness of people, and
- Empowering students to participate positively in the global community.

ZIONSVILLE COMMUNITY SCHOOLS MISSION AND BELIEFS

MISSION

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

BELIEFS

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, and
 - d. Technical and ethical preparedness for the 21st century world of citizenship and gainful employment.
2. We believe that our schools enjoy special benefits due to very high levels of parental/guardian 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, digital/technological, 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.

2025-2026^[KA6] SCHOOL YEAR^[KA7]

August 5-13	Start of School
September 12	Labor Day, No School
October 7-14	End 1 st Grading Period
October 13-17	Fall Break
November 26-28	Thanksgiving Break
December 19-20	End 2 nd Grading Period/1 st Semester
December 22 – January 5	Winter Break
January 6	School Resumes
January 19-20	Martin Luther King Day, No School
February 16-20	February Break President's Day, No School
March 1-7	End 3 rd Grading Period
March 27 – April 3	Spring Break
April 6	School Resumes
May 25	Memorial Day, No School
May 28-30	End 4 th Grading Period/Last Student Day

EVENT CALENDAR

Zionsville Community Schools utilizes Eventlink <https://eventlink.com/login> to publish a calendar of events. This calendar may be customized to display only those events which pertain to your family.

BELL SCHEDULES

SEVEN PERIOD DAY SCHEDULE: White Days (Mondays, Thursdays, Fridays)

1st Period	8:30 – 9:20	5 th Period	12:56 – 1:46
2nd Period	9:27 – 10:20	6 th Period	1:53 – 2:43
3rd Period	10:27 – 11:17	7 th Period	2:50 – 3:40
4th Period	11:24 – 12:49		
A Lunch	11:17 – 11:49		
B Lunch	11:49 – 12:19		
C Lunch	12:19 – 12:49		

FOUR PERIOD SCHEDULE: Silver Days (Tuesdays)

1 st Period (Silver 1)	8:30 – 10:04
3 rd Period (Silver 2)	10:11 – 11:45
6 th Period (Silver 3)	11:52 – 1:59
	Lunch A 11:50 – 12:20
	Lunch B 12:20 – 12:50
	Lunch C 12:50 – 1:20
7 th Period (Silver 4)	2:06 – 3:40

THREE PERIOD PLC/MAP SCHEDULE: Green Days (Wednesdays)

PLC	8:00 – 9:00	(Student Day begins with Period 2)
2 nd Period (Green 1)	9:07 – 10:41	
MAP (Green 2)	10:48 – 11:45	
4 th Period (Green 3)	11:52 – 1:59	
	Lunch A 11:50 – 12:20	
	Lunch B 12:20 – 12:50	
	Lunch C 12:50 – 1:20	
5 th period (Green 4)	2:06 – 3:40	

SEVEN PERIOD TWO HOUR DELAY SCHEDULE:

1st Period	10:30 – 11:00	3rd Period	1:19 – 1:49
2nd Period	11:07 – 11:40	5 th Period	1:56 – 2:26
4th Period	11:47 – 1:12	6 th Period	2:33 – 3:03
A Lunch	11:40 - 12:12	7 th Period	3:10– 3:40
B Lunch	12:12 – 12:42		
C Lunch	12:42 – 1:12		

SILVER DAY (TUESDAYS) TWO HOUR DELAY SCHEDULE

<u>1st Period</u>	<u>10:30 – 11:34</u>
<u>6th Period</u>	<u>11:41 – 1:17</u>
	<u>Lunch A 11:41 - 12:13</u>
	<u>Lunch B 12:13 – 12:45</u>
	<u>Lunch C 12:45 – 1:17</u>
<u>3rd Period</u>	<u>1:24 – 2:28</u>
<u>7th Period</u>	<u>2:35 – 3:40</u>

GREEN DAY (WEDNESDAYS) TWO HOUR DELAY SCHEDULE

<u>2nd Period</u>	<u>10:30 – 11:34</u>
<u>4th Period</u>	<u>11:41 – 1:17</u>
	<u>Lunch A 11:41 - 12:13</u>
	<u>Lunch B 12:13 – 12:45</u>
	<u>Lunch C 12:45 – 1:17</u>
<u>MAP</u>	<u>1:24 – 2:28</u>
<u>5th Period</u>	<u>2:35 – 3:40</u>
<u>*2 Hour Delay on Wed = No Late Start</u>	

MAP CONVOCAATION SCHEDULE

<u>2nd: 9:07 – 10:20 (73)</u>
<u>MAP: 10:27-11:57 (90)</u>
<u>4th: 12:04-2:04 (90 instruction/30 lunch)</u>
<u>A: 12:04-12:34</u>
<u>B: 12:34-1:04</u>
<u>C: 1:04-1:34</u>
<u>5th: 2:11-3:40 (89)</u>

ZIONSVILLE COMMUNITY HIGH SCHOOL

1000 Mulberry Street
Zionsville, IN 46077
873-3355

Fax: 873-8002[KA8] ~~FC Fax: 873-3572~~

Principal: Karen McDaniel[KA9]

Asst. Principal: Mo Borto

Asst. Principal: Kristen Alderman

Asst. Principal: Matt Walter

Asst. Principal: Jared Williams

Asst. Principal: Katie Willour

Athletic Director: Greg Schellhase

Athletic Director: Josh Larsh
Director of Customized Learning: Dr. Nicole Chisley
School Counselors:
Cathy Patane, Department Chair and College and Career Transition Coordinator
Greg Geimer
Greg Kirkham
Kaylee Miller
Brooke O'Mara
Kristen Pache
Cassie Petrocelli
Ellen Shertzer

Thank you to the following people who served on the 2025-2026 [KA10] Student Handbook Working Group:

Mo BortoKristen Alderman, Co-Chairperson
Matt WalterGreg McDaniel, Co-Chairperson
Brandon Mooradian, Teacher

Leslie Juckem, Parent
Lori House, Parent
Garisha Kumari, Student
Julia Saenz, Student
Catherine Yang, Student

Jenita Bejoy, Student

Kaylee Miller, Counselor
Cindy King, Teacher
Brandon Mooradian, Teacher
Mike Kolly, Teacher

Patty Williams, Parent Lori House, Parent

Leslie Juckem, Parent
Jenita Bejoy, Student
Garisha Kumari, Student
Julia Saenz, Student
Catherine Yang, Student
Omema Anyamwu, Student
Sean Berg, Student
Garisha Kumari, Student
Asher McClelland, Student
Taylor Mimms, Student
Maddox Mitchell, Student
Connor Wickler, Student
Brayden Wolff, Student

This handbook was approved by the Zionsville Community School Board on April 14th, 2025 [KA11]4.

STAFF E-MAIL AND PHONE EXTENSIONS

Zionsville Staff may be reached via phone or through e-mail. The main office phone number is (317) 873-3355. Both phone extensions and e-mail addresses may be accessed on the school web site at zhs.zcs.k12.in.us/.

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*.
4. The right to initiate prayer and religious meetings subject to *Federal and State law*.

FERPA (FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT)

DIRECTORY INFORMATION

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

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

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

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent's prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks. In addition, two federal laws require local educational agencies (LEAs) receiving assistance under the Elementary and Secondary Education Act of 1965, as amended (ESEA) to provide military recruiters, upon request, with the following information – names, addresses and telephone listings – unless parents have advised the LEA that they do not want their student's information disclosed without their prior written consent. [Note: These laws are Section 9528 of the ESEA (20 U.S.C. § 7908) and 10 U.S.C. § 503(c).]

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

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

SCHOOL OFFICIALS

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

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

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

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

NON-DISCRIMINATION, ANTI-HARRASMENT AND TITLE IX

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

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

Title VI Coordinator (Race, color, national origin)

Christine 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)

Dr. Nicole Chisley
nchisley@zcs.k12.in.us
(317)873-2858
ext. 11940

Non-discrimination Coordinator (All other forms)

Dr. Nicole Chisley
nchisley@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, religion, sex, disability, age, marital status, family/parental status, income derived from a public assistance program, political beliefs, or reprisal or retaliation for prior civil rights activity, in any program or activity conducted or funded by USDA (not all bases apply to all programs). Remedies and complaint filing deadlines vary by program or incident.

Persons with disabilities who require alternative means of communication for program information (e.g., Braille, large print, audiotape, American Sign Language, etc.) should contact the responsible Agency or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or 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 discrimination complaint, complete the USDA Program Discrimination Complaint Form, AD-3027, found online at How to File a Program Discrimination 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. USDA is an equal opportunity provider, employer, and lender.

In accordance with federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, this institution is prohibited from discriminating on the basis of race, color, national origin, sex (including gender identity and sexual orientation), disability, age, or reprisal or retaliation for prior civil rights activity. Program information may be made available in languages other than English. Persons with disabilities who require alternative means of communication to obtain program information (e.g., Braille, large print, audiotape, American Sign Language), should contact the responsible state or local agency that administers the program or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339.

To file a program discrimination complaint, a Complainant should complete a Form AD-3027, USDA Program Discrimination Complaint Form which can be obtained online at: <https://www.usda.gov/sites/default/files/documents/ad-3027.pdf>, from any USDA office, by calling (866) 632-9992, or by writing a letter addressed to USDA. The letter must contain the complainant's name, address, telephone number, and a written description of the alleged discriminatory action in sufficient detail to inform the Assistant Secretary for Civil Rights (ASCR) about the nature and date of an alleged civil rights violation. The completed AD-3027 form or letter must be submitted 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; or
2. ~~fax:-~~
(833) 256-1665 or (202) 690-7442; or
3. ~~email:-~~
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
3. Activities involving collection, disclosure, or use of personal information obtained from students for marketing or to sell or otherwise distribute the information to others.

- Inspect, upon request and before administration or use –

1. Protected information surveys of students;
2. Instruments used to collect personal information from students for any of the above marketing, sales, or other distribution purposes; and
3. Instructional material used as part of the educational curriculum.

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

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

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

CHILD FIND AND STUDENTS WITH DISABILITIES

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

CHILD FIND

Child Find is the process for locating, identifying, and evaluating individuals with suspected disabilities who may need special education services, regardless of the severity of their disabilities. This is the responsibility of ZCS regardless of whether a parent/guardian affirmatively requests an evaluation. ZCS provides a Free Appropriate Public Education to any child who qualifies as having a disability, in accordance with federal and state laws. ZCS is responsible for locating all children ages 3 through 22 years of age with a suspected disability who reside within the boundaries of its district. With early identification and intervention, frustration and academic failure can be prevented, which in turn creates a positive learning experience for students. Multi-Tiered Systems of Support (MTSS), which encompasses academics, [speech](#), [language](#), 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 AND LANGUAGE ASSISTANCE PROGRAM

~~The Speech and Language Assistance Program is designed to provide students with speech and language support within the general education setting. Following the MTSS approach, this program allows for early identification and treatment of speech and language delays, so students receive assistance without having to be identified under special education. The Speech and Language Assistance Program is a three-tiered system in which progress is monitored to determine if additional supports are needed to access education. 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 Director of Operations.

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 the Director of Operations 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.~~ A state mandated confidentiality and bullying video, which volunteers must view, is integrated into the website which volunteers will access when applying for background checks. 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.

STUDENT DRUG AND ALCOHOL TESTING PROGRAM

INDIVIDUAL SUSPICION – BASED TESTING

This program supplements existing school policies, practices and procedures. In particular (but not by way of limitation), it is noted that this program will not affect the policies, practices or rights of the Zionsville Schools in dealing with drug or alcohol possession/use where reasonable suspicion is obtained by means other than random sampling Zionsville Schools, pursuant to U.S. Supreme Court precedent, may, if it has reasonable individualized suspicion, (a) test any student for drugs and/or alcohol, or other harmful substance, and (b) have a school administrator or his or her designee contact the student's parent/guardian/guardian and suggest that the student be tested for such use.

RANDOM TESTING

STATEMENT OF PURPOSE

Zionsville Community Schools' student drug and alcohol testing program ("RDTP") has three primary objectives:

- A. To ensure student safety: Safety is a necessity any time students are at school, a school sponsored activity, in route to or from school, and in route to or from a school-sponsored activity.

- B. To provide a positive learning environment for students and assist them in handling peer pressure: A successful and productive learning environment cannot exist if students' mindsets are dulled by drug/substance abuse, or they are pressured by others to engage in illegal and/or harmful consumption.
- C. To ensure that those students who represent Zionsville Schools are free from illicit drugs, alcohol, and other dangerous substances: Students free of these harmful products are essential to a successful and productive learning environment in classrooms and athletic and other extracurricular programs.

OBJECTIVES

The purpose of the random (“suspicionless”) testing program is not punitive, but to assist students and their parent/guardians in deterring drug/substance use and aiding any users to cease this harmful practice by providing a minimally intrusive diagnostic tool to identify and disclose it to parent/guardians, while rendering other assistance to guide students toward healthy, safe, and drug-free participation in school activities. This program is an extension of Zionsville Schools’ educational substance abuse programs and is not intended to deprive students of school attendance or to affect academic progress. By promoting health and safety, this program is a part of the High School’s physical and mental education programs. Students involved in extracurricular activities and who park vehicles on school grounds need to be free of drugs, alcohol, and other harmful substances in order to safely and successfully participate in these activities. The need to ensure student health and safety is the primary reason for restricting students from participating in school activities and parking on school grounds if they test positive for drug/alcohol abuse.

For purposes of this Drug and Alcohol Testing Program, the term “extracurricular activities” means all athletic programs, student government, and recognized school clubs.

COMPOSITION OF THE GROUP TO BE TESTED

All High School students who participate in athletics, extracurricular activities, and students who park [KA12] vehicles on school grounds are subject to random drug and alcohol testing (collectively, “Activities”), and are deemed to have consented to the student drug and alcohol testing program. A consent form will be provided and is required to be executed by the student and parent/guardian/guardian.

For a parent/guardian/guardian of a student not subject to Zionsville School’s student drug and alcohol testing program but who still wishes to have the student tested, Witham Toxicology Laboratory offers a home collection kit. To obtain a kit, Witham Toxicology Laboratory can be contacted at (1-800-752-8822; <http://www.witham.org/toxicology> for a minimal fee). These urine collection kits have postage paid return labels and come with instructions for proper collection and procedures. All results of the drug testing performed on the collected sample are confidential. The kits are free for residents residing in Boone County, Indiana. Proof of residency required.

USE OF TEST RESULTS

The program is not intended to be punitive or disciplinary in nature. Its purpose is to identify a student with drug/alcohol residues in his/her system, to provide notification to the parent/guardian/guardian, and to educate, help and direct students away from drug and alcohol use and toward a healthy, safe, and drug-free participation in school activities.

The result of a positive test will be shared with the appropriate individuals involved with the student’s Activities. Test results will be secured in a location accessible only by an Administrator in the office of Student Services.

PROCEDURE FOLLOWING A POSITIVE TEST RESULT

- A. If a student tests positive, the Administrator will be notified of a student’ sample testing positive (that is, if the test shows that drug residues are in the student’s system after using at least two different types of analyses).
- B. The Administrator will contact the student and parent/guardian/guardian to meet with the principal or his or her administrative designee and any applicable athletic director or program supervisor.
- C. During this meeting, the test results will be reported, and the student and parent/guardian/guardian will be notified of any potential suspension/exclusion from the relevant Activities.
- D. The student or parent/guardian/guardian may appeal by requesting that the urine specimen be tested again by the certified laboratory at their cost.
- E. The student or parent/guardian/guardian will be given an opportunity to submit any documented prescription, explanation, or information which will be considered in the appeal.

- F. The information submitted by the student and/or parent/guardian/guardian will be reviewed by Administration who will determine whether an assessment, enrollment in a drug education class, and/or private counseling at parent/guardian expense should be encouraged. A list of resources and agencies that may be of help to the student will be provided.
- G. Refusal by any student enrolled in the Program to submit to a drug screen when directed, following the random drawing, will be considered a "withdrawal of consent to participate under the terms of this Program and disqualify the student from participation in all Activities stated in this Program.
- H. If the test is verified positive, the Administrator will meet with the student and his/her parent/guardian/guardian at a school corporation facility. The student and parent/guardian/guardian will be given the names of counseling and assistance agencies that the family may want to contact for help.
- I. After completing the prescribed loss of privilege suspension the student will be allowed to resume Activities.

LOSS OF ACTIVITY PRIVILEGE GUIDELINES

- A. The loss of the privilege to participate in Activities applies to all Activities in which the student is involved that occur during the privileges suspension period (if the student is an athlete, the student will lose privileges in both athletic and non-athletic Activities):
 - 1. Athletics –
 - a. 1st Positive Test – 25% of Contests
 - b. 2nd Positive Test – 50% of Contests
 (In the event of an existing athletic code violations, progressive consequences outlined in the athletic code will be followed.)
 - 2. Non-Athletic Activities –
 - a. 1st Positive Test – 30 Day Loss of Privilege
 - b. 2nd Positive Test – 60 Day Loss of Privilege
- B. Information on a verified "positive" test will be shared on a "need to know" basis with the student's coach or sponsor. The results of all tests, "positive" or "negative," will be kept confidential to protect the identity of all students being tested.
- C. Drug testing result sheets will be returned to the Administrator. Names of students tested will not be kept in open files.

For detailed information, see po5530.01 in Board Policies.

DISCIPLINARY PROCEDURES AND STUDENT DUE PROCESS

INTRODUCTION

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

DELEGATION OF AUTHORITY

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

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

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

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

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

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

CONDUCT CONSTITUTING AN INTERFERENCE WITH SCHOOL PURPOSES OR EDUCATIONAL FUNCTIONS

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

PERSONAL SEARCH PROCEDURES

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

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

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

CANINE SEARCHES

Drugs are not allowed in Zionsville Community Schools. The Zionsville Community School administration will conduct canine drug searches at a time and date of their discretion with the assistance of the law enforcement. Such searches can include parking lots, lockers, hallways, common areas, and student book bags and purses. In the event of reasonable suspicion as indicated by the canine or other sources, further search of a particular student's book bag, possessions and/or person will be made. Before that further search is conducted, a reasonable effort will be made to notify parents/guardians. When possible, the student may^[KA13] be offered the opportunity to be present.

LOCKER SEARCHES

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

METAL DETECTORS

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

DISCIPLINARY CONSEQUENCES

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

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

A. Suspension and Expulsion

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

Expulsion shall mean a disciplinary action whereby a student:

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

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

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

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

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

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

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

B. Suspension Procedures:

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

1. A meeting will be held prior to the suspension of any student with the student. At this meeting the student will be entitled to:
 - a). A written or oral statement of the charges;
 - b). If the student denies the charges, a summary of the evidence against the student will be presented; and
 - c). The student will be provided an opportunity to explain their conduct.
2. The meeting shall precede suspension of the student except where the nature of the misconduct requires immediate removal. In such situations, the meeting will follow the suspension as soon as reasonably possible following the suspension.
3. Following the suspension, the parent or guardian of the suspended student will be notified in writing. The notification will include the dates of suspension, description of the student's misconduct, and the action taken by the principal.

C. Expulsion Procedures:

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

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

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

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

3. The notice of the right to appear at the expulsion meeting will be in writing, delivered by certified mail or by personal delivery and will contain the reasons for the expulsion and the procedure for requesting an expulsion meeting.

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

5. If an expulsion meeting is held, the person conducting the expulsion meeting will make a written summary of the evidence heard at the meeting, take an action found to be appropriate and give notice of the action taken to the student and the student's parent/guardian.

RIGHT TO APPEAL

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

LEGAL REFERENCE

I.C. 20-33-8-18

I.C. 20-33-8-19

GROUND S FOR S U S P E N S I O N O R E X P U L S I O N

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

I. DRESS (ZCHS)

Students may dress as they like. Proper school attire contributes to good health and safety and is non-disruptive. If a school designee determines the item of clothing to violate this standard, the student will change clothing to more appropriate attire. Refusal to comply with this request will be considered insubordination.

The following list is not inclusive but gives general guidelines for determining proper school attire:

1. Shirts that cover the torso must be worn.
2. Clothing that covers the body between the waist and upper thigh must be worn.
3. Clothing should cover private parts, underwear/undergarments, and be opaque.
4. Footwear with a protective sole and/or activity specific requirements must be worn at all times.
5. Students will not be permitted to wear jewelry or clothing or display body art that advertises or promotes the use of alcohol, drugs, tobacco, or other substances that, if used by a minor, would be illegal.
6. Students will not be permitted to wear jewelry or clothing or display body art that is lewd, vulgar, or sexually suggestive in language or design. Additionally, jewelry and clothing will not be permitted which advertises or promotes behaviors not conducive to a positive school climate or that is disruptive to the educational functioning and purpose of the school.

J. PLAGIARISM/ACADEMIC DISHONESTY (ZCHS)

Cheating[KA14] and plagiarism compromise the integrity and character of students and do not align with the mission and philosophy of ZCHS. Academic dishonesty occurs when a student engages in any behavior or uses any unauthorized device/program (including but not limited to cell phones, calculators, artificial intelligence (AI), and/or other electronic devices) which gives the student an unfair advantage or represents work that is not their own. Examples of these behaviors include, but are not limited to plagiarism, self-plagiarism, talking during assessments, using cheat sheets (paper or electronic), looking at or copying another student's work, and/or relaying information to students in other classes about specific information covered in that class. Should an incident of cheating occur, teachers will conference with the student, contact the parents, and provide an alternative assignment/assessment. In addition to these steps the teacher may choose to complete an office referral. After an investigation indicates academic dishonesty took place, the student's consequence for a first offense may result in In-School Suspension (ISS). A second offense may lead to a withdrawal (W), if currently passing, or withdrawal while failing (WF) of the course. This strong course of action should be a deterrent for students from participating in academic dishonesty. Plagiarism is a form of fraud which may result in both academic and disciplinary consequences. Plagiarism is defined in part by the following examples.

The definition of plagiarism:

- Using a paper (either purchased or free) off the Internet and passing it off as your own
- Using a paper that was previously turned in by you for a similar assignment
- Using a paper turned in by another student for a similar assignment
- Cutting and pasting passages or portions of papers from those off the Internet or previously used papers without proper citation
- Copying a passage verbatim without using quotation marks around it, even if it has a citation after it
- Changing just a few words in a passage (instead of truly paraphrasing the passage) without putting quotation marks around it, even if it has a citation after it

- ~~Using a direct passage with quotation marks but forgetting citation~~
- ~~Incorrect citation information after a passage or on the Works Cited page~~
- ~~Recording research in a sloppy fashion: wrong dates, titles, page numbers, etc.~~
- ~~Not using proper citation when building on someone else's idea, opinion, or theory~~
- ~~Using from a source facts, statistics, graphs, drawings—any pieces of information—that are not common knowledge without proper citation~~
- ~~Using World Language translation sites and passing the translated material off as your own~~

Academic Dishonesty—Academic dishonesty is another detrimental practice in student learning. Academic dishonesty includes, but is not limited to, the use of wireless communication devices to surreptitiously gain advantage, unauthorized sharing of information and/or assignments, use of prohibited translation programs to produce World Language projects, and unauthorized use of study aids, study guides or other materials on a quiz or test. Academic dishonesty will carry the same penalties as plagiarism.

K. POSTING OF MATERIALS (ZCHS)

The posting of communications such as flyers, posters, announcements, advertisements, coursework, photographs, or similar items may only be displayed with the permission and approval of the teacher, coach, club sponsor, or administrator who oversees the advertised activity. Items should only be posted on designated bulletin boards and should not block or limit other postings due to quantity or size. Postings may appear no more than 15 school days before the advertised event and must be taken down after the event. Signs that advertise a standing or repeating meeting are not permitted. All posted communications must be related to a school purpose, function, or activity.

L. PUBLIC AFFECTION (ZCHS)

Students are expected to use moderation concerning affectionate expressions toward others while in school. Holding hands is not considered objectionable or immoderate, but petting or kissing is prohibited. Notification of parent/guardians and disciplinary action shall be taken against students who do not cooperate with the rule.

DISCIPLINE CONSEQUENCES (ZCHS)

ATTENDANCE

Student attendance will be monitored by an administrator once a student accumulates at least 5 absences to a class. The administrator will also monitor the academic standing of the student and how attendance is impacting their academic progress. The assigned administrator may utilize any of the following interventions to improve attendance:

- parent/guardian notification letter
- attendance contract
- referral to the school's student success team
- referral to the Youth Assistance Program
- referral to probation
- police welfare checks
- referral to the Department of Child Services
- disciplinary action including suspension and expulsion

INFRACTIONS

CONSEQUENCES[KA15]

Absences – Unexcused

(Parent/guardian does not call before 9:15 a.m., but not a truancy)

1st	Warning by attendance secretary
2nd	1-Hour Detention
3rd	2-Hour Detention
4 th and beyond	Further progressive discipline action as deemed appropriate by the administration

Absences are counted by the semester.

Out of Bounds

(not in assigned location,
failure to follow procedure)

Progressive discipline action as deemed appropriate by administration including additional counseling, suspension, removal from class, and expulsion.

Truancies

(A student who is absent from
the school campus without the
knowledge or consent of the parent/guardian
AND school)

1st	Two days Alternative Education Assignment, counselor referral, In-school suspension, counselor referral [MB16]
2nd	Three day suspension and attendance contract, counselor referral, In-school suspension and counselor [MB17] referral, attendance contract.
3rd and further	Notification of the Bureau of Motor Vehicles for suspension of driving privileges Further progressive discipline action as deemed appropriate by administration including additional counseling, suspension, removal from class, and expulsion.

Truancies are counted for the entire school year.

Tardies

(A student who is not in the proper
classroom when the tone sounds
to begin class)

2nd	Teacher notification
3rd	1-Hour Detention
4th	2-Hour Detention
5 th and beyond	Further progressive discipline action as deemed appropriate by the administration

Tardies are counted by semester.

PERSONAL ELECTRONIC DEVICES INAPPROPRIATE [KA18] USAGE

Personal electronic devices include, but are not limited to, cell phones, headphones, earbuds, smart watches, tablets, and other similar devices. The use of personal electronics in the classroom should be for educational purposes only. Classroom teachers may determine classroom expectations regarding personal electronic devices to ensure a conducive and focused learning environment [KA19].

INFRACTIONS

1st
2nd
3rd and beyond

CONSEQUENCES [KA20]

Phone is confiscated. The phone must be picked up in office.
2-Hour Detention
Further progressive discipline action as deemed appropriate by the administration

MISCONDUCT

INFRACTIONS

Misconduct

CONSEQUENCES [KA21]

Depending upon the severity:
suspension or expulsion.

MULTIPLE DETENTIONS

INFRACTIONS

Multiple Detentions

CONSEQUENCES [KA22]

Students who accumulate more than five detentions per semester for ANY reason may be suspended one day for every five detentions.

PLAGIARISM/ACADEMIC DISHONESTY PENALTY

~~All infractions will result in a discipline referral. Additional infractions in any class will be considered, carry the penalties for insubordination, and could incur consequences up to and including suspension. All infractions will result in a conference with student, contact to parent/guardian, and an alternative assignment/assessment. Additional penalties may include office referral, investigation, In-School Suspension (ISS) and/or withdrawal (W/WF) from the course. For [MB23] courses that are dual-credit or offered in partnership with another institution, ZCHS will coordinate with the other entities to determine the consequences for the offense.~~

DEFINITION OF DISCIPLINE CONSEQUENCES (ZCHS)

1-HOUR DETENTION

1-Hour Detention assigned by an administrator is held one hour after school in the designated detention room. Students that arrive late to detention may be assigned an additional detention. Students must bring enough schoolwork to stay busy for the entire hour. If a student forgets to serve a detention, he or she may be required to serve a 2-Hour Detention.

Teachers may assign detention as a component of their classroom discipline plan. Teachers assigning detention will notify the parent/guardian why the detention was assigned and when the detention is to be served. Teacher assigned detention will be supervised by the assigning teacher in the classroom.

2-HOUR DETENTION

2-Hour Detention is an extended detention that occurs after school for two hours.

ALTERNATIVE EDUCATION ASSIGNMENT

When a student receives an alternative education assignment they will report to the assigned location [KA24] instead of class for the length of the assignment. [MB25] Students are not allowed to sleep or do anything else other than schoolwork. Teachers will provide students with assignments that will receive full credit.

SUSPENSION

Suspension is a separation from the school environment in which students are not permitted to attend school. Students are not allowed to be on school property during a suspension without specific permission from a school administrator. Students who are suspended may not participate in any extracurricular or school sponsored activities either as a participant or as an observer. Students are eligible to make up work due to a suspension. For a suspension lasting three days or less, students may make up their work upon their return. When the suspension is not pending expulsion and continues beyond three days, administrators, the student's teachers, and the student's counselors will work together to create a plan for completing class assignments [KA26].

DRIVERS LICENSE IAC 20-8.2-3-17.2

All expulsions and second suspensions will result in the suspension of the student's driver's license. State law requires a report be made to the Bureau of Motor Vehicles if a student is less than 18 years of age, is a habitual truant, is under at least a second suspension from school for the school year, or has been expelled or excluded from school, or has withdrawn from school for a reason other than financial hardship. No permit or operator's license may be issued under the aforementioned circumstances, and existing permits or licenses will be invalidated until the earliest of the following: 1.) the person becomes 18 years of age; 2.) 120 days after the person is suspended, or the end of a semester during which the person returns to school, whichever is longer. A student who is at least thirteen years of age but under the age of fifteen years, and who is determined to be a habitual truant cannot be issued an operator's license or learner's permit until the age of eighteen years, or until the attendance record has improved as determined by the school board upon review of the student's record. Provisions exist for periodic review of all students determined to be habitual truants and their reclassification. Procedures will be developed by the superintendent or designee.

ANTI-HARASSMENT POLICY

It is the policy of the Board of School Trustees to maintain an education and work environment that is free from all forms of unlawful harassment, including sexual harassment, occurring in the Corporation's educational opportunities, programs, and/or activities, or, if initially occurring off Corporation grounds or outside the Corporation's educational opportunities, programs, and activities, affecting the Corporation environment. This commitment applies to all Corporation operations, educational opportunities, 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.

The Board will vigorously enforce its prohibition against unlawful harassment that is based on race, color, age, national origin, sex (including transgender status, sexual orientation and/or gender identity), religion, disability, military status, ancestry, or genetic information, which are classes protected by Federal and/or State civil rights laws, and encourages those within the Corporation community as well as third parties who feel aggrieved to seek assistance to rectify such problems.

The Corporation will investigate all allegations of unlawful harassment and, in those cases where unlawful harassment is substantiated, will take immediate steps to end the harassment, prevent its recurrence, and remedy its effects. Individuals who are found to have engaged in unlawful harassment will be subject to appropriate disciplinary action, up to and including, expulsion from school. Disciplinary actions and complaint procedures related to potential violations of the Anti-Harassment policy (5517) are included in the full policy available on the website.

For purposes of this policy, "School Corporation community" means students, administrators, teachers, staff, and all other school personnel, including Board members, agents, volunteers, contractors, or other persons subject to the control and supervision of the Board.

For purposes of this policy, "third parties" include, but are not limited to, guests and/or visitors on School Corporation property (e.g., visiting speakers, participants on opposing athletic teams, parents), vendors doing business with, or seeking to do business with, the Board, and other individuals who come in contact with members of the School Corporation community at school-related events/activities (whether on or off School Corporation property).

REPORTING COMPLAINTS

Members of the School Corporation community and third parties are encouraged to promptly report incidents of harassing conduct to an administrator, supervisor or other School Corporation official so that the Board may address the conduct before it becomes severe, pervasive, or persistent. Complaints may also be reported to the Assistant Superintendent of Operations at 317-873-2858 extension 11940.

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

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/clinic staff](#) 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. ~~Parents/Guardians will be notified of each clinic visit by a yellow treatment pass. 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 (Diasat 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)

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.

1. 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.
2. 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
3. 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

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, 5th 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, 1st, 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 [routine vaccination age 11 or 12-all 11-12-year-old girls](#). The Indiana Department of Health recommends Influenza vaccinations for children of all ages, 2 doses HPV for students in grades 6 and 7, 2/3 HPV for students in Grades 8-12, and 2 doses Men B (meningococcal) for students in Grade 12. Please talk to your health care provider regarding their recommendation for your child. Parents/guardians providing an acceptable written statement of religious or medical objections to immunization will be exempt from this policy. These statements of religious or medical objection to immunization must be submitted each school year.

20254-2025^[KA27] S6^[KA28] 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"> • 3 Hepatitis B • 4DTaP (Diphtheria, Tetanus & Pertussis) • 3 Polio 	<ul style="list-style-type: none"> • 1 Varicella (Chickenpox) • 1 MMR (Measles, Mumps & Rubella) • 2 Hepatitis A
K-5 th Grade	<ul style="list-style-type: none"> • 3 Hepatitis B • 5 DTaP (Diphtheria, Tetanus & Pertussis) • 4 Polio 	<ul style="list-style-type: none"> • 2 Varicella (Chickenpox) • 2 MMR (Measles, Mumps & Rubella) • 2 Hepatitis A
6 th - 11 th Grade	<ul style="list-style-type: none"> • 3 Hepatitis B • 5 DTaP (Diphtheria, Tetanus & Pertussis) • 4 Polio • 2 Varicella (Chicken Pox) 	<ul style="list-style-type: none"> • 2 MMR (Measles, Mumps & Rubella) • 2 Hepatitis A • 1 MCV4 (Meningococcal) • 1Tdap (Tetanus, Diphtheria & Pertussis)
12 th Grade	<ul style="list-style-type: none"> • 3 Hepatitis B • 5 DTaP (Diphtheria, Tetanus & Pertussis) • 4 Polio • 2 Varicella (Chicken Pox) 	<ul style="list-style-type: none"> • 2 MMR (Measles, Mumps & Rubella) • 2 Hepatitis A • 2 MCV4 (Meningococcal) • 1Tdap (Tetanus, Diphtheria & Pertussis)

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

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

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

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

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

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

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

Indiana Department of Health, Immunization Division1 (800) 701-0704
in.gov/health/immunization

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 100.4 degrees for 24 hours without fever-reducing 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 infestation 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. 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/Google) 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/Google) 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.

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.~~

AMI291 "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/smartphones, personal digital assistants (PDAs), 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 guarantee 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

ACADEMIC AFFAIRS

RESIDENCY, ENROLLMENT AND WITHDRAWAL INFORMATION

A student must have legal settlement pursuant to Indiana law in order to attend Zionsville Community High School. Generally, legal settlement means a student lives with a parent/guardian who resides within the legal boundaries of the school corporation or with an adult who otherwise has legal custody of the student and resides within the boundaries of the school corporation in order to be able to attend Zionsville Community High School.

A student losing residency during the school year may attend Zionsville Community High School until the end of the semester in which the loss of residency occurred. Resident students who have completed the eleventh grade and have changed legal settlement to another school corporation may complete the twelfth grade in this Corporation.

Students wishing to transfer to Zionsville Community High School from another school after the school year has begun must affirm in writing from the principal (or designee) of the sending school that the student is leaving while in good disciplinary standing. Students determined by the principal of Zionsville Community High School to have been legally dismissed or denied attendance to another school will not be eligible to enter Zionsville Community High School until the disciplinary action has been served.

If a student has been expelled from another school corporation, that student may not enroll in Zionsville Community High School during the period of the expulsion unless the following conditions are met:

1. The student informs the principal of Zionsville Community High School of the expulsion.
2. The principal of Zionsville Community High School consents to the student's enrollment.
3. The student consents to the terms and conditions of enrollment established by the principal of Zionsville Community High School.

If the student fails to inform the principal of Zionsville Community High School of an existing expulsion order or fails to follow the conditions of enrollment to Zionsville Community High School, the principal may withdraw consent for enrollment during the period of expulsion.

Before consent for enrollment is withdrawn the student will be granted an informal hearing before the principal.

Students withdrawing from school should contact their counselor who will guide them through the process.

STUDENT WITHDRAWAL FROM SCHOOL

Public law and Zionsville Community School Board policy require that no student under the age of 18 may withdraw from school unless 1) the student requests in writing to withdraw from school 2) a parent/guardian provides written consent to withdraw, and 3) the principal consents to the withdrawal as a result of an exit interview. During the exit interview it will be determined if the student's request for withdrawal is based on financial hardship, illness, or court order. Students not meeting one of these three criteria may not withdraw from school until their 18th birthday. (IC 20-33-2-9) Students under the age of sixteen (16) may not withdraw. The school principal

shall advise the student and the student's parent/guardian that the student's withdrawal from school may prevent the student from receiving or result in the revocation of the student's employment certificate and driver's license or learner's permit. (IC 9-24-2-1)

Any student who leaves school without following protocol is still responsible for returning all textbooks, library materials and any financial assessment.

GRADUATION

Graduation Classes: 2026,2027,2028

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Students must meet Graduation Pathways requirements which include

1. Meet all minimum requirements for the General, Core 40, Technical Honors, or Academic Honors Diploma.
2. Demonstrate Employability Skills.
3. Demonstrate Postsecondary Readiness Competencies.

-

Graduation Classes: 2029-Beyond

Students must complete either:

1. Indiana Core 42 Diploma, which includes:
 - a. Earning 42 credits as defined by the IDOE
 - b. Demonstrating Employability Skills
 - c. Demonstrating Postsecondary Readiness Competencies

-

OR

-

2. Indiana Honors Seal Diploma, which includes:
 - a. Earning 42 credits as defined by the IDOE
 - b. Completing the requirements for one of the 6 Honors Seals as defined by the IDOE

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More information about the diploma requirements for the Class of 2029 and beyond can be found [here](#).

-

The school counseling department can help with any graduation requirement [questions](#)^[KA30].

~~Students must meet Graduation Pathways requirements which include~~

- ~~1. Meet all minimum requirements for the General, Core 40, Technical Honors, or Academic Honors Diploma.~~
- ~~2. Demonstrate Employability Skills.~~
- ~~3. Demonstrate Postsecondary Readiness Competencies. (The school counseling department can provide specific requirements for these Graduation Pathways.)~~

HIGH SCHOOL COURSES COMPLETED WHILE ATTENDING ZIONSVILLE MIDDLE SCHOOLS:

The courses listed below, when taken before grade 9, **DO** count for high school credit, will appear on a student's high school transcript, and will contribute to a student's G.P.A. These courses will count to meet the requirements for the high school diploma if they are taken prior to grade 9.

Geometry
Honors Geometry
Algebra II
Honors Algebra II
Spanish II
French II
Chinese II
Upper level course work beyond level II

The courses listed below, when taken before grade 9, **DO NOT** count for high school credit, will not appear on a student's high school transcript, and will not contribute to a student's G.P.A. These courses will not meet the requirements for the high school diploma if they are taken prior to grade 9.

Algebra
 Algebra Honors
 Spanish I
 French I
 Chinese I

GRADUATION IN LESS THAN EIGHT SEMESTERS

It is the belief of the administration that all students benefit by completing eight semesters of high school. However, a student may graduate in less than eight semesters with approval of the administration and if appropriate arrangements can be made by the school counselor. Specific guidelines and restrictions apply to students seeking early graduation. Please contact your counselor.

GRADUATION EXERCISES

Students may participate in graduation exercises who:

1. Have met all requirements for graduation and have been enrolled in Zionsville Community High School during the eighth semester or the last semester in which graduation requirements are satisfied and have made provisions with the high school principal.
2. Are in proper disciplinary standing at Zionsville Community High School.
3. Attend graduation practices.

Note: Students not completing graduation requirements in eight semesters may participate in the first graduation ceremony held following satisfactory completion of all requirements.

VALEDICTORIAN

The valedictorian(s) of the graduating class will be all students who are tied for the highest rank at the end of 7 semesters plus the 3rd nine-week grading period. Grade point averages will be computed to the nearest one-hundredth of a point. The valedictorian(s) will be selected from those students enrolled at Zionsville Community High School for the eighth semester.

SALUTATORIAN

The salutatorian(s) of the graduating class will be all students who are tied for the second highest rank at the end of 7 semesters plus 3rd nine weeks grading period. Grade point averages will be computed to the nearest one-hundredth of a point. The salutatorian(s) will be selected from those students enrolled at Zionsville Community High School for the eighth semester.

RECOGNITION AT COMMENCEMENT

Top 5% = Summa Cum Laude (Wear gold cords at commencement)

Next 5%= Magna Cum Laude (Wear silver cords at commencement)

Next 5%= Cum Laude (Wear bronze cords at commencement)

COMPUTING G.P.A.

To compute a grade point average, the total number of grade points earned is divided by the total credits. Averages are figured cumulatively; that is, the total points for all semesters of schoolwork are divided by the total credits attempted for all semesters. G.P.A.'s will be rounded to the nearest one-hundredth of a point.

The following value is assigned to each letter grade:

Grade Values		
Letter Grade	Point Value	Percentage
A+	4.0	98-100%
A	4.0	92-97%
A-	3.7	90-91%
B+	3.3	88-89%
B	3.0	82-87%
B-	2.7	80-81%
C+	2.3	78-79%
C	2.0	72-77%
C-	1.7	70-71%

D+	1.3	68-69%
D	1.0	62-67%
D-	.7	60-61%

HONORS COURSES

Honors classes are designed for students who have demonstrated academic success and commitment via outstanding achievement in prerequisite courses. Students considered for honors courses must have outstanding achievement in prerequisite courses, standardized test scores, samples of course work, and staff recommendations. Students that fail to gain admittance to an honors course may appeal to the appropriate department chair, the assistant principal overseeing academic [affairs-services](#)[KA31] and the principal in this sequence.

ADVANCE PLACEMENT

Zionsville Community High School participates in the College Board Advance Placement Program. Any student that completes the prerequisite courses may enroll in an AP course.

AP courses will receive a full or half quality point.

WEIGHTED GRADES

ZCHS recognizes and rewards academic rigor through a weighted grading system. Students who participate in AP, honors, and other select courses may earn a quality [full or half](#) point ~~if their grades are C- or higher. Courses with a weighted designation will earn either a full point or a half point~~[KA32]. Please see the Course Planning Page of the ZCHS web page or a school counselor for information on specific weights for specific courses.

STUDENT RANK [REPORTING](#)[KA33]

Because Zionsville Community High School is a highly achieving high school, ranking students has proven to be detrimental to college admissions. Therefore, Zionsville Community High School does not report a student's rank on the transcript. Students, with authorization from parent/guardians, will have their rank reported on official school disclosures for college applications, special programs, awards or scholarships.

TRANSFER OF CREDITS

New Enrollees: Zionsville Community High School will accept all required and elective credits for students transferring from another accredited school as long as these courses are listed in the Indiana Department of Education's course catalogue. Courses taken outside of Indiana will be reviewed individually to determine transferability. Weighted points will be awarded for only those courses that are also offered at ZCHS.

Current Students: Zionsville Community High School maintains high academic standards. To help maximize future student success and curricular continuity from one level of course work to the next, students are encouraged to take courses offered at ZCHS whenever possible. Students are allowed to transfer credit courses from another school or educational service provider. General guidelines for transfer courses:

- The courses must be taken through schools or providers approved by ZCHS. Approval must be gained through the principal or designee before enrollment.
- Students earning 47 total credits or more may transfer in a maximum of eight credits over the course of their high school career. Students earning a final total of more than 47 credits may transfer in additional credits beyond eight over the course of their high school career.
- Students must take transfer coursework in sequence parallel with the ZCHS curriculum or as approved by ZCHS administration.
- The name of the school or course provider will appear on the transcript.
- Quality points may be awarded for transfer courses that are also offered at ZCHS.

RETAKING CLASSES

Students who receive a grade of C+ or lower may retake the class at ZCHS if desired. The grade received in the retake class will become the grade of record. Any exceptions to this must be approved by the principal. Students must notify their school counselor when the replacement grade is earned.

AUDITING OF CLASSES

The primary purpose of an audit is to allow students the opportunity to help build capacity of fundamental skills or knowledge. Coursework designed to extend skills or knowledge beyond a fundamental level must be taken for credit. To assist students in meeting this goal, students may audit classes for which they have previously earned a credit. ~~[To~~[KA34] ~~inquire about an audit, students must begin with their school counselor who can work with the counseling and academic department chair for approval. If space is available, students who wish to audit a course may request permission from the course instructor and the department head prior to the beginning of the semester. A contract of student expectations will be developed and agreed upon by the student, teacher, and parent/guardian. Violation of this contract will result in termination of the audit agreement.~~

SCHEDULING OF CLASSES

Students will select classes for the following academic year in late winter/early spring. It is our goal that students will receive schedules for the following academic year before summer break. These schedules should be carefully checked and the school office should be contacted before the end of the school year concerning any requests for changes. Students will be allowed to request any schedule changes before the end of the school year. The school counseling department will do its best to accommodate requests for changes as class balance allows ~~at this time.~~

~~Any schedule change requests made after the last day of the school year, will require approval of the principal or designee and be addressed for the following reasons: At Back to School Days in August, students will receive their official schedule for the academic year. Students are expected to follow these schedules. Changes of schedules will require approval of the principal or designee and be addressed for the following reasons.~~

1. Changes in a student's special need status, IEP or resource requirements.
2. Medical issues as documented by a medical provider.
3. Errors made by the school in developing the schedule.
4. Changes that allow students to qualify for the Academic Honors or Core 40 diploma.
5. Failure of a prerequisite course as identified in the ZCHS course descriptions.
6. Failure of a course required for entrance into post-secondary education.
7. Failure of a course required for post-secondary study as documented by the institution.
8. Failure of a course required for graduation.
9. Dropping a study hall for a credit bearing course.
10. Dropping an elective class for a required class.
11. Balance of class size as determined by the school.
12. History of failure in the same course taught by the same teacher.
13. Change to planned graduation date.
14. Adding a class to continue the sequence of a year-long course.

~~At Back-to-School Days, students will receive their official schedule for the academic year. Students are expected to follow these schedules. Any requests for change would follow the guidelines outlined above for requests made after the last day of the school year.~~

~~No matter the time of year, requests for specific lunches, periods, or teachers cannot be honored.~~

~~Requests for specific lunch periods or teachers cannot be honored.~~

CLASS WITHDRAWAL (CLASS DROP) TO STUDY HALL

Students who are taking seven classes during a semester may drop one course for one study hall per semester as follows.

- Student's may drop a course within 10 school days for a study hall if not already enrolled in a study hall. No notation will be made on the student's transcript.
- Students may drop a course for a study hall from day 11 through the third day past midterm (approximately 4 and ½ weeks from the beginning of the semester) if not already enrolled in a study hall. A withdrawal notation will be recorded on the student's transcript if they are passing at the time the drop occurs. A withdrawal failure notation will be recorded on their transcript if they are failing at the time the drop occurs. These marks will not be factored into the student's grade point average.
- Students may drop a course for a study hall from the fourth day past midterm (approximately 4 and ½ weeks from the beginning of the semester) if not already enrolled in a study hall. A counselor must approve of this drop. A withdrawal failure notification will be recorded on their transcript and be factored into the student's grade point average.

J. EVERETT LIGHT CAREER CENTER (JELCC)

Enrollment in the J. Everett Light Career Center is a full year commitment, and students are responsible for the following:

1. Follow the JELCC calendar as well as the ZCHS calendar for attendance purposes.
2. Follow all JELCC regulations while under its supervision.
3. Students missing more than ten days in a semester at JELCC or making an F for the semester will not be approved for attendance at JELCC the following year.
4. Students suspended or expelled from either ZCHS or JELCC will be denied attendance at both schools.
5. Students dropping from JELCC classes during the semester and unable to schedule four classes at ZCHS will not earn credits for that semester.
6. Students must attend JELCC at the designated times. Absences for convocations or pep sessions are not allowed. Exceptions to this policy can only be made by the principal.

EMANCIPATED STUDENT

In order to be emancipated for all school purposes, a student must provide proper legal documentation to their school counselor.

ARRIVAL AND DEPARTURE TIMES [KA36]

Students should not arrive before 8:00 AM and should depart by 4:15 PM with the following exceptions: Students should not arrive at the high school before 7:30 a.m. each morning with the following exceptions:

1. Involvement in a club function.
2. Participation in an athletic practice or event.
3. Participating in an event under the direct supervision of a school employee.

Students who are waiting to be picked up from school should do so in the commons area at Door 3.

ATTENDANCE

The State of Indiana's attendance target for students in grades K-12 is ninety-four percent (94%). This means students should miss no more than ten (10) school days each school year.

The Board of Trustees believes that presence in the classroom enables the student to participate in instruction, class discussions, and other related activities. As such, regular attendance and classroom participation are integral for the student to excel. Students are bound by the requirements of Indiana's compulsory attendance law.

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

EXCUSED ABSENCES

Excused absences are established in IC20-33-2 and shall be recognized by the Corporation. For any of these exceptions a student shall be recorded as excused absent from school. At a minimum, in accordance with Indiana law, the Board considers the following as exceptions to compulsory attendance, and may not be recorded as absences or penalized by the school in any manner:

A. Service as a page for or as an honoree of the general assembly (not recorded as absence) (I.C. 20-33-2-14)

B. Service on a precinct election board or as a helper to a political candidate or to a political party on the date of each general, city, or town, special, and primary election at which the student works. (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. Ordered to active duty with the Indiana National Guard for not more than ten (10) days (I.C. 20-33-2-17)

E. Participating as a member of the Indiana wing of the Civil Air Patrol for not more than five (5) days in a school year. (I.C. 20-33-2-17.2)

F. Participation in an "educationally related non-classroom activity" as defined in I.C. 20-33-2-17.5.

G. Student or member of student's household participates or exhibits in the Indiana State Fair for educational purposes, for not more than five (5) days in a school year, if student is in good academic standing, as determined by the school corporation. (I.C. 20-33-2-17.7)

Additionally, the principal shall allow a student to attend a school for religious instruction that is conducted by a church, an association of churches, or an association that is organized for religious instruction and incorporation under Indiana law for not more than 120 minutes per week for the students to receive religious instruction if the student's parent makes a written request for such absence. A student who is receiving religious instruction as indicated herein shall not be recorded as absent from school. (I.C. 20.33.2-19)

The Superintendent shall require, from the parent of each student, or from an adult or emancipated student, who has been absent for any reason, a written statement of the cause for such absence. A phone call to the school is also accepted, should this be designated by the principal. The Superintendent reserves the right to verify such statements and to investigate the cause of each:

A. prolonged absence;

B. absence of more than three (3) days duration;

C. repeated unexplained absence and tardiness.

In addition to the excused absences listed in State statutes, the Board considers the following for excused absences:

A. illness verified by a note from the parent

B. illness verified by a note from a physician

C. recovery from accident verified by a note from a physician or documented by medical records

D. required court attendance by subpoena or court order

E. professional appointments – Parents are encouraged to schedule medical, dental, legal, and other necessary appointments other than during school hours. When appointments are necessary during the school day, the student shall report back to school immediately after the appointment with a signed statement from the doctor, dentist, lawyer, counselor, etc.

F. death in the immediate family or of a relative

G. observation or celebration of a bona fide religious holiday in accordance with Policy 5223

H. maternity

I. military connected families' absences related to deployment and returnsuch other good cause as may be acceptable to the Superintendent or permitted by law.

UNEXCUSED ABSENCES

Unexcused absence shall mean any absence not covered under either the definition of excused absence or listed as an exception to compulsory attendance.

Repeated instances of unexcused absences may result in disciplinary action .

TRUANCY AND HABITUAL TRUANTS

Truancy is defined as a student absence from the school campus without knowledge of the parent and school.

Or

Truancy shall mean an absence from school that is not an excused absence as stated above or that is not an absence under a parent request that has been filed with the school.

Habitual truant are students absent ten (10) days or more from school within a school year without being excused or without being absent under a parental request filed with the school.

A habitually truant student may not participate in extracurricular or co-curricular activities, unless:

A. at the Corporation's discretion, in accordance with a plan that meets the requirements for a Student Attendance Plan as described below (even if the student is beyond grade 6) and signed by the student and a parent, provided such participation is permitted by the association governing the activity (if applicable);

B. after one month of attendance without any unexcused absences and provided such participation is permitted by the association governing the activity (if applicable); or

C. in accordance with an IEP, Section 504 Plan, or other comparable plan created to meet legal duty to a student with a disability under federal or state law.

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.

The Superintendent shall ensure that the 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;

F. The superintendent or designee shall report a student who is habitually absent from school in violation of the compulsory school attendance law to the juvenile court or the Indiana Department of Child Services (DCS).

NOTIFICATIONS AND SUPPORT

Parents/Guardians will be notified when their child has missed five (5) full or partial school days in a given semester. For middle and high school students, notification may be given when there are excessive absences in a particular class period. Parents/Guardians will receive a second notification when their child has missed eight (8) full or partial days in a semester. After ten (10) missed days- full or partial- a meeting

will be required to create a plan to support student attendance. This meeting may take place regardless of if the absences are considered excused or unexcused. (This is independent of the K-6 Truancy Prevention policy required by Indiana law).

PREARRANGED ABSENCES

Some absences may be known to students and their families in advance (example: vacation travel, etc). In the case of such absences, please refer to communication provided by your child's school regarding procedures for notifying the school of a pre-arranged absence. In some cases, students may be asked to complete a form and communicate with teachers regarding expectations for make-up work. Teachers are NOT expected to prepare work in advance for students to complete during such an absence. Pre-arranged absences may be considered excused, provided that a student is considered in good standing which includes not requiring a supportive attendance plan.

For pre-arranged absences exceeding ten (10) consecutive school days per semester, students may be asked to withdraw from school and re-enroll upon their return.

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

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

Attendance shall be required of all Corporation students, except those exempted under other provisions of State law, during the days and hours that the school is in session or during the attendance sessions to which s/he has been assigned.

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

A. services 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 (10) days (I.C. 20-33-2-17)

E. participating as a member of the Indiana wing of the civil air patrol for not more than (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 goal 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 member of the student's household participation or exhibiting at the Indiana state fair for education purposes, as evidenced by the student's parent and as approved in writing by the student's school principal, for not more than five (5) instructional days per school year. (I.C. 20-33-817.7)~~

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

~~The Superintendent shall require, from the parent/guardian of each student or from an adult student who has been absent for any reason, a phone call (ZCHS preference) 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/guardian~~

~~B. illness verified by a note from a physician~~

~~C. recovery from an accident~~

~~D. required court attendance~~

~~E. professional appointments Parent/guardians are encouraged to schedule medical, dental, legal, and other necessary appointments other than during school hours. When appointments are necessary during the school day, the student shall report back to school immediately after the appointment with a signed statement from the doctor, dentist, lawyer, counselor, etc.~~

~~F. death in the immediate family or of a relative~~

~~G. observation or celebration of a bona fide religious holiday in accordance with Policy 5223~~

~~H. maternity~~

~~I. military connected families' absences related to deployment and return~~

~~J. such other good cause as may be acceptable to the Superintendent as permitted by law~~

~~**All absences must be reported by a parent/guardian or guardian by calling (317) 873-3355, option 2.** If a student is absent or will be late to school or has an appointment, it is very important that the school is notified by 9:00 a.m. The attendance line is available for calls 24 hours a day. Research shows that high attendance rates correlate to high achievement rates. At Zionsville Community High School this is clearly true. Not only does attendance support achievement but part of our designation as a Four Star School is due to our high attendance rates. For these reasons the school has determined that students may miss no more than eight absences per class per semester.~~

~~Despite the best intentions, there are times when students cannot attend school, even to the point of exceeding the eight-day limit. Parent/guardians, school officials and the students should work together to help the student through such a difficult period.~~

~~Three types of absences are defined below:~~

~~**EXCUSED ABSENCES**~~

~~An absence meets guidelines published within Indiana Attendance Codes, all procedures have been followed, and student may make up class work for credit. The following are considered excused absences if the school is notified by 9:00 AM:~~

~~1. Student illness~~

~~2. Death in the family~~

~~3. Exclusion because of exposure to contagious disease~~

~~4. Court appointment~~

~~5. Observation or celebration of a bona fide religious holiday~~

~~6. Medical appointments:~~

~~a. Please make every effort to schedule appointments after school.~~

~~b. Appointments shall be prearranged with a call from a parent/guardian before the student leaves school.~~

~~7. Prearranged absences:~~

~~—Prearranged absences include vacations, college visits, medical absences extending beyond eight-day limit, job interviews, and scholarship interviews.~~

~~a. Parent/guardians are expected to plan vacations/college visits around the school schedule as absences are a serious interruption to the learning process.~~

- b. ~~The parent/guardian must call the school attendance office at least two school days in advance of any prearranged absence.~~
- c. ~~Planned vacation days shall be taken with the parent/guardian of the student.~~
- d. ~~A prepared form shall be obtained by the student from the attendance office and signed by the teachers.~~
- e. ~~Class work shall be completed in advance of the prearranged absence or as teachers may determine.~~
- f. ~~The assistant principal shall deny prearranged absence days to students having excessive absences or when vacation days will extend absences beyond the eight-day limit.~~

8. ~~Other absences excused by ZCS school board policy~~

UNEXCUSED ABSENCES

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

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

~~The following are considered unexcused absences:~~

1. ~~Any absence not recognized by state law or Zionsville Community High School:

 - a. ~~Failure of parent/guardians to call the school before 9:00 a.m. on the day of the absence.~~
 - b. ~~Failure to prearrange vacation.~~
 - c. ~~Personal transportation difficulties.~~~~
2. ~~Vacations during final exams unless approved by the principal~~
3. ~~Absence other than those mentioned above as excused unless approved by the assistant principal~~
4. ~~Students arriving late to school less than 10 minutes after the beginning of the school day will be considered tardy. Beyond 10 minutes late the student will be considered unexcused for the time missed. Students who are more than 10 minutes late to school must report to the attendance office upon arrival and sign in. —~~

TRUANT

~~A "truant" is defined as a student who is absent from school without the knowledge or consent of the parent/guardian and school, or absent from school when there is an attempt to evade the Indiana Compulsory Attendance Law. A "habitual truant" is defined as a student who is truant three times during any semester. A student who is truant is considered unexcused.~~

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

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

OUT OF BOUNDS

~~A student not reporting to an assigned location as directed or failing to follow attendance-based procedures is considered out of bounds and may receive progressive disciplinary action.~~

EXCESSIVE ABSENCES

~~It is believed that students who miss an excessive amount of instructional time are more likely to struggle to make academic progress than students who have satisfactory attendance. Student attendance will be monitored by an administrator once a student accumulates at least 5 absences to a class. The administrator will also monitor the academic standing of the student and how attendance is impacting their academic progress. The assigned administrator may utilize any of the following interventions to improve attendance:~~

- ~~● parent/guardian notification letter~~
- ~~● attendance contract~~
- ~~● referral to the school's student success team~~
- ~~● referral to the Youth Assistance Program~~
- ~~● referral to probation~~
- ~~● police welfare checks~~
- ~~● referral to the Department of Child Services~~
- ~~● disciplinary action including suspension and expulsion~~

LEAVING SCHOOL/SIGNING IN/SIGNING OUT

~~Unless part of a student's academic plan, no student may leave school prior to dismissal time without a parent/guardian or guardian providing approval. This approval may be specific to an instance or more generalized in nature as required by school administration. No student will be released to a person other than a custodial~~

parent/guardian or guardian without specific permission from the custodial parent/guardian or guardian. A student shall report to the attendance office before leaving school for an appointment, a prearranged absence, or for any reason other than a normal ending of the school day. Students returning from an appointment or arriving late to school should also report to the office upon their return. Failure to follow procedure will be considered insubordination.

HOMEWORK

1. Homework is the student's responsibility.
2. Students will have one day for each day's absence to make up the work assigned on the day of the absence or as teachers may outline in classroom rules.
3. Request for homework assignments can be made on the second consecutive day of absence by the student or parent/guardian contacting the teacher via e-mail, voice mail or checking the student's student learning management system account.
4. If a student is on a field trip, the student is not considered absent from school. All homework will be due at the regularly scheduled time. The student will not have one day to make up work, as in an absence from school. Absences due to school sponsored field trips do not need to be reported to the attendance office.

TRANSPORTATION

BICYCLES

Student bikes must be parked in the bike racks located at various locations around the building.

BUS TRANSPORTATION

Students riding a bus shall conduct themselves in accordance with the bus safety rules provided by each bus driver. Students in violation of the rules jeopardize bus privileges. Students being transported on a school bus are under the direct supervision, direction, and control of the bus driver and are subject to disciplinary measures by the bus driver and school officials.

Students are to unload and go directly into the building.

A student may be permitted to ride a bus route other than the one to which the student is assigned only with the approval of the ZCS Transportation department. The transportation department may grant a student permission to ride another bus if it involves a daycare situation. Should transportation problems occur, please contact the transportation center, (317) 873-1237.

BUS, DRIVING, AND PARKING PRIVILEGES

1. ZCHS student drivers shall have an application on file in the office and shall display a student driving tag from the rear view mirror of the front windshield. Cars not displaying this tag shall be considered "unauthorized" vehicles on school property and may be cause for disciplinary action, loss of driving privileges or the car to be towed at the owner's expense.
2. Students are to park in their assigned lots. Parking in any other unauthorized area can result in disciplinary action, loss of the driving privilege and/or the car being towed at the owner's expense.
3. The maximum speed limit on school property is 15 mph or less as safety dictates.
4. Pedestrians have the right of way.
5. At the order of the fire marshal, parking in exits, fire lanes or outside lanes is prohibited AT ALL TIMES and may result in towing at the owner's expense.
6. Students and riders arriving in cars are to park and come into the building immediately.
7. Non-students may not loiter with students in the parking lot.
8. Any drivers that conduct themselves in an unsafe manner may lose their privilege to drive to school or receive discipline action deemed appropriate by the administration.

STUDENT DROP OFF

Current student drop off information may be found on the high school's main web page.

MISCELLANEOUS

CAFETERIA

Zionsville Community High School [MB37] has 3 lunch periods.

Students may bring their own lunch or purchase lunch from a variety of menus offered in the cafeteria.

Lunchtime expectations:

1. For the safety and security of the students and staff, ZCHS maintains a closed lunch program. Students may not leave campus for lunch or invite friends or graduates to eat lunch with them. Students earning senior privileges may leave campus by following the established procedures.
2. Remain in the cafeteria during the entire lunch period.
3. Properly dispose of paper, trays, cups and wrappers.
4. Students going to and from lunch are to be considerate of other students in class.
5. Students abusing the privileges afforded them in the cafeteria will face disciplinary consequences.

The ZCS Food Service Department participates in the National School Lunch [and Breakfast Programs](#), ~~at all ZCS sites as well as the School Breakfast Program in a variety of locations~~. Continual efforts are made to ensure that the meal service provided meets or exceeds all regulations enacted by the U.S. Department of Agriculture, the programs federal administrator.

Within each ZCS cafeteria, a pre-payment debit system is utilized which provides each student a personalized [lunch meal](#) 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 [snack \(i.e. a la carte \(i.e. snack\) products, those items, those are](#) intended to supplement a nutritious [lunch meal](#). 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- parents/guardians](#) are encouraged to deposit funds in advance of ~~use~~. [purchase](#). Deposits will be accepted during any meal service or by sending deposits to the school cafeteria or the school office. 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 by utilizing the school's [online payment option](#). Account balances [both positive and negative](#), ~~carry over to subsequent school years regardless of a student's ZCS building assignment. For those students graduating OR anyone leaving ZCHS, account b-~~ Balances greater than \$5.00 will be refunded via a request through our [webpage](#).

~~T~~While 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, [Parents/guardians and](#) ~~students and parents/guardians~~ are encouraged to keep track of account balances, ~~which~~. ~~This~~ can be done via the family portal accessed at <https://zionsville.familyportal.cloud>. In addition, this portal provides assistance in transferring funds between students, creating purchase limitations, viewing purchase histories and applying for meal assistance if needed.

At no time will a child be denied [purchases a school meal](#), for details, please see the "Charging Practices" document located on the ZCS Food Service webpage, found on the district website, linked [here](#).

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. If a parent/guardian has concerns about a negative [meal/lunch](#) balance or purchases made, please contact the school's cafeteria manager or school counselor.

The ZCS Food Service webpage will also provide current information about many topics including: menus, pricing, nutritional content/allergy awareness; cafeteria contacts; summer meal service sites, in addition to meal assistance; refunds; meal charging; purchase limitation options, etc.

[USDA Nondiscrimination Statement link](#)

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

CHARGE FOR RETURNED CHECKS

There shall be a charge for checks written to the high school and returned for insufficient funds.

SCHOOL COUNSELING

The ZCHS school counseling department's webpage contains a variety of academic, college and career planning information including links to the College Board, FAFSA, and Naviance sites. The ZCHS school counseling department's webpage may be found at: http://zhs.zcs.k12.in.us/apps/pages/counseling_department_news

MEDIA CENTER

The media center is open from 8:00 – 4:00 Monday through Friday. Students may use the media center before school, after school, during study hall, and with a pass from a teacher. Books circulate for three weeks, while DVDs, cables, chargers, adapters, and other miscellaneous items may be checked out for shorter periods of time. The library catalog is available online at <https://zcs.follettdestiny.com/>. Research databases, eBooks, and other digital resources selected to support the ZCHS curriculum and student interests are available to all students through the media center Canvas course. In addition to being a research and leisure reading facility, the media center is the primary location for computer repair or technical support at the high school.

LOCKERS

As a school with a growing enrollment, ZCHS no longer has enough lockers for all students. At the end of the school year, students in grades 9, 10, and 11 are surveyed to determine if they are willing to forego a locker assignment for next year. If not enough students volunteer to waive their locker assignment, students in grades 10, 11, and 12 will be randomly chosen to receive a locker. Lockers and lock combinations shall be issued when students receive their official schedules. Only school-approved locks may be used to secure lockers.

It is the responsibility of the student to report locker problems to the main high school office. The student shall further be responsible for the general condition of the locker, should affix no stickers to the locker, and shall remove all contents at the end of the school year. The school does not assume the responsibility for items presumed stolen or in any way missing from lockers. Lockers must be kept locked.

A student who uses a locker that is the property of a school corporation is presumed to have no expectation of privacy in that locker or the locker's contents. A law enforcement agency having jurisdiction over the geographic area having a school facility containing a student's locker may, at the request of the principal, assist a school administrator in searching a student's locker and the locker's contents.

Lockers are school property and may be inspected at any time. In the absence of the principal, assistant principal, and school counselor, the athletic director will be responsible for opening lockers. The student, when possible, shall be present when the locker is inspected.

PASSES (ZCHS)

Because of the importance of instructional time and pacing, the opportunity to leave class will only be granted at the teacher's discretion. Students must have the written permission of a teacher each time he/she leaves the classroom to leave the classroom. Refusal to comply with this policy will be considered insubordination.

STUDENT IDs (ZCHS)

ZCHS students may be required to produce their student ID in order to access the building after school has started or to attend certain extracurricular activities.

STUDY HALL (ZCHS)

Study halls shall be conducted so that students wanting to study may do so. The following rules shall apply:

1. Students shall have all necessary materials at the start of study hall.
2. Students shall not be excused to go to lockers or to empty classrooms during study hall.
3. Students wanting to see a teacher or doing assigned work for a teacher shall have a pass from that teacher to present to the study hall director.
4. Students shall maintain an atmosphere conducive to studying in the study hall.
5. Students may be released to the library with the study hall director's authorization.

MESSAGES/DELIVERIES

Messages and deliveries, including homework, are welcomed. Items and messages will be left in the front office until students are able to pick them up at an appropriate time. In order to prevent interruptions to instruction, items will not be delivered to classrooms.

ZCHS will not accept drop offs from restaurant delivery services. Students who forget their lunches are encouraged to eat in one the cafeteria. If a parent/guardian drops off a lunch that a student has forgotten, the parent/guardian may leave it at the front office. The office staff will not call students down to retrieve lunches, so parent/guardians delivering a forgotten lunch should communicate directly with their child to alert them the meal is ready to be picked up in the office.

TELEPHONE

Students must have permission from a staff person to use school telephones.

VISITORS

The school encourages parent/guardians to visit their children's classes, the teachers, counselors, and administrators. To ensure staff availability, please make an appointment before the visit. Call (317) 873-3355, extension 0, to reach the main office.

ZCHS must balance the desire to host visitors with the explicit safety and instructional needs of students and staff. For that reason, all doors are locked during the school day and [video](#)^[KA38]

surveillance is utilized. Visitors to the school must report to the main office immediately upon entering the building. All visitors must sign in and obtain proper identification.

Visitors other than parent/guardians must be prearranged. The proper visitor form may be obtained from the main office and completed prior to the visitation. All volunteers must work through a faculty member of the main office to complete a criminal background check.

Please be advised that ZCHS is a closed campus during school hours.

DANCES (ZCHS)

School sponsored dances are a fun and important part of student life at ZCHS. It is expected that students' behaviors meet the expectations of the school day. While the student dress code is relaxed at school dances, students are expected to dress appropriately and to maintain appropriate dress throughout the dance. Students will be required to present their school I.D. in order to be admitted to all school dances. A student requesting to bring a guest or friend who is not a Zionsville Community High School student must have a Student Guest Form completed and returned to the main office prior to the event. This form requires the signature of the administrator of the guest's school. The minimum grade level for all guests is ninth grade, and all guests must be under the age of twenty-one. All guests must attach a photocopy of their current school I.D., Driver's License, or State I.D. to this form. Guests must also present their I.D. to be admitted to the dance.

SENIOR PRIVILEGES (ZCHS)

ZCHS students in their fourth year of study may, with parent/guardian and administrative approval, elect to participate in the Senior Privilege Program. This program is designed to allow students to experience the privileges and responsibilities that will accompany the higher degrees of freedom they will have in the next stage of their lives. To qualify, students must be in their fourth year of study, have submitted the Senior Privilege Parent Permission form, and have obtained a Senior Privilege Pass.

Qualifying seniors exercise the following privileges:

- may sign themselves out and leave the premises for medical or legal appointments when documentation is provided
- may leave campus during their lunch period on designated days

Excluding the above privileges, all school rules as outlined in the Parent Student handbook shall remain in effect while students are participating in the Senior Privilege Program. **Qualifying seniors will lose these privileges in the following instances:**

- taking any student that does not have senior privileges off campus
- leaving campus without permission from parents and the school at any time not assigned as a designated Senior Privilege opportunity
- withdrawal by parent/guardians

CO-CURRICULAR & EXTRA-CURRICULAR STUDENT ACTIVITIES, CLUBS & ORGANIZATIONS

PURPOSE

Students at Zionsville Community High School are encouraged to consider opportunities for growth through participation in the wide variety of activities and clubs offered. These programs and activities exist to enhance student connectedness to the school, provide unique learning opportunities that cannot be replicated in the traditional classroom, and ultimately increase overall student achievement. These activities should be considered only after the student has planned a course of academic study. Students should strive to maintain proper balance in the total number of activities selected in relation to the basic academic load carried.

EXPECTATIONS AND CONDUCT FOR PARTICIPATION

Any student who represents ZCHS should exhibit the highest standards of personal conduct both inside and outside of school. Participation in school activities is a privilege, and students who participate have an escalated level of responsibility for exemplary conduct. In regard to extracurricular activities, these expectations and code of conduct are in effect 12 months a year for students enrolled in grades 9-12. Students who engage in criminal activity, ~~use tobacco, nicotine, use~~ intoxicating beverages or illegal drugs, engage in bullying or intimidating behavior, or commit major school infractions shall not be allowed to serve in or will be removed from any club/activity officer or leadership position for the remainder of the school year in which the action takes place. For clubs where the participants represent the school in interscholastic competition, the above actions can lead to suspension and/or removal from competition consistent with school discipline policy and the student-athlete code of conduct. Additionally, students failing to consistently maintain passing grades and acceptable standards of conduct as outlined in organizational charters or contracts as set by rules of sponsors or coaches, or by the general standard of acceptable behavior at Zionsville Community High School may be denied membership in or may be ~~suspended or~~ removed from an activity by order of the sponsor, coach or principal.

AWARDS FOR INTERSCHOLASTIC ATHLETIC TEAMS NOT SANCTIONED BY THE IHSAA

~~ZCHS may choose to sponsor athletic teams which compete interscholastically but are not governed by the IHSAA. School sponsorship is achieved and maintained through a review process with the ZCHS Administration. At such a time when a school sponsored sport demonstrates the characteristics of and exists in a similar context to current IHSAA sports, ZCHS Administration can choose to recognize the participants with the varsity letter award and/or other team and individual awards sponsored by the athletic department. ZCHS sponsors club athletic teams which compete interscholastically, but that are not governed by the IHSAA. These teams are part of sport specific state associations and/or national governing bodies that set forth rules for competition and other structural elements. These teams compete against other area high school teams in their respective associations. School sponsorship is achieved and maintained through a review process with ZCHS administration. At such a time when a sport demonstrates the characteristics of and exists in a similar context to the current IHSAA sports, ZCHS administration can choose to recognize the participants with the varsity letter award and/or other team and individual awards sponsored by the athletic department.~~

DRUG AND ALCOHOL STATEMENT

~~Zionsville Community High School has committed to providing a productive, safe and clean environment for students. Therefore, it is imperative that all students and teachers promote the philosophy of the school against drug and alcohol use. As students of ZCHS it is your responsibility to set an example for your peers and the youth of this community promoting a drug and alcohol free way of life.~~

STUDENT ORGANIZATIONS

~~ZCHS offers a wide variety of clubs and student activities. For more information please consult the school web site, a counselor, or an assistant principal.~~

[KA42]

ATHLETICS

REFERENCE^[KA43] TO ATHLETICS SECTION OF THIS HANDBOOK

Students and parents/guardians of students who participate in any ZCHS Co-Curricular & Extra-Curricular Student Activity, Club, or Organization shall adhere to the Zionsville Community High School Athletic Policy Regarding Student Hazing and Harassment, Parent/Guardian/Coach Relationships, Parent/Guardian (Fan) Decorum, and Travel sections of this handbook.

HONOR CODE

(The Honor Code outlines certain standards of ethical conduct for persons associated with the Zionsville Community High School athletic department. The policies of the Honor Code apply to athletes, coaches, and administrators.)

All athletes shall abide by a code of ethics. Any conduct that results in dishonor to the athlete, the team or the school will not be tolerated. ZCHS athletes should be diligent in preparation, relentless in effort, disciplined by nature, respectful in action, self-controlled with works, humbled in spirit, and aggressive in pursuit of excellence, without regard to the score, opponent, time, referees, etc. (Violation of the Honor Code may result in disciplinary action in the discretion of the coach.)

RESPECT

I understand that respect for self and others is the guide for all interactions at ZCHS. I will maintain respect for authority, just as I will expect the same in return.

HONESTY

I will not take unfair advantage of members of my school or community. I will be honest and trustworthy to myself and others.

RESPONSIBILITY

I understand that respect demands responsibility. I also understand that I will be held accountable for my actions. My integrity as an individual during competition, where I must learn to discern and apply right from wrong, is reinforced and affirmed.

LEADERSHIP

I will not abuse nor take advantage of my position of leadership. I will set a positive example through dedication and commitment to my school and community.

ZIONSVILLE COMMUNITY HIGH SCHOOL TITLE IX COMPLIANCE POLICY

It is and shall be the policy of Zionsville Community High School to actively pursue gender equity in all aspects of our sports program. Our compliance with Title IX goes beyond our intent to comply with the law. We feel that there should exist a "spirit" of fair play for both genders. Further, that we will create an environment in which opportunities and resources are distributed equally, and in which no one experiences discrimination on the basis of gender.

Our Athletic Department procedures are to see that:

1. We seek the best qualified applicants and make no gender differentiation in hiring coaches (regardless of whether the opening is in a male or female sport.)
2. We render commensurate compensation for coaches with similar experience, responsibilities, and program size.
3. We make no gender differentiation in hiring officials.
4. We make the budgets for the purchase of equipment equitable. (Note: Outside donations to specific sports cannot absolve the school from responsibility of offering similar equipment benefits to other groups.)
5. The length of seasons and number of games/matches/meets and practices are scheduled equally.
6. Any per diem, meal or travel money is dispersed equally.
7. Locker rooms, practice facilities, game facilities are provided and maintained in the same fashion for both genders.
8. Medical resources and use of the training room will be equal to all student athletes. Availability of team doctors depends upon suitable volunteers. Availability of trainers is to be the same for all like or comparable sports.
9. Publicity and promotion of sports teams will be equal in as far as the school has the ability to control that aspect (realizing that the media does not treat all sports equally.)
10. Support services such as video tape recorders, secretarial assistance, use of team meeting rooms will be equally available.
11. Pay for event workers will be the same for male and female sports which are comparable (example: baseball-softball) in time and work effort expended.
12. Coaches offices and locker rooms are not dissimilar in design or space and equal facilities are offered to each gender.

WHAT MUST BE DONE BEFORE YOUR FIRST PRACTICE

~~(A new physical, code of conduct form and medical release form must be filed each year in the Athletic Office.)~~

~~Before^[KA44] participating in any workouts, tryouts, or practice sessions for a team, a student-athlete and their parent/guardian must complete and submit all required forms, including the physical examination form, through Final Forms. These forms must meet the requirements set forth by both Zionsville Community High School and the IHSAA.~~

~~The physical examination form must be dated after April 1st to be valid for the following school year. All required ZCHS/IHSAA forms, including the physical exam form, must be updated every 12 months.~~

~~Additionally, transfer students new to ZCHS are not eligible to compete in interscholastic contests until their athletic transfer form has been approved by the IHSAA.~~

~~Before participating in a practice for any team, an athlete and his/her parent/guardian/guardian must have all forms required by Zionsville Community High School and the IHSAA completed, signed and on file in the Athletic Office:~~

- ~~a.—Physical examination form (dated after May 1 of the current year by the start of fall practices and updated once every 12 months).~~
- ~~b.—Code of conduct form.~~
- ~~c.—Emergency medical release form.~~
- ~~d.—If a transfer — forms beginning the athletic transfer process~~

~~Transfer students new to Zionsville Community High School cannot compete in interscholastic contests until an athletic transfer is complete.~~

ATHLETIC PARTICIPATION

~~Participation in the athletic program at Zionsville Community High School requires self-discipline and sacrifice. An athlete is an example for peers and the young people in the community. Students with sufficient ability are eligible to participate on a Zionsville Community High School athletic team, provided they meet the scholastic standards and appropriate conduct standards established by the Indiana High School Athletic Association and Zionsville Community High School. Students may use the following criteria to determine eligibility for athletic participation:~~

- ~~1. A student who is or shall be twenty (20) years of age prior to or on the scheduled date of the IHSAA State Finals in a sport shall be ineligible for interschool athletic competition in that sport; a student who is nineteen (19) years of age on the scheduled date of the IHSAA State Finals in a sport shall be eligible as to age for interschool athletic competition in that sport.~~
- ~~2. Shall be currently enrolled and passing five full credit subjects.~~
- ~~3. Shall have a physical examination completed using the IHSAA physical examination form, with a signed consent and release statement from a parent or guardian on file in the athletic office. The physical must be dated on or after April 1st. Additionally, athletes must be compliant on Final Forms.~~
- ~~4. Shall not participate in non-school contests in a sport after beginning practice and participation in the sport unless waivers are available for that sport and completed appropriately.~~
- ~~5. Shall follow the IHSAA practice guidelines.~~
- ~~6. Shall have never received money or merchandise directly or indirectly for athletic participation.~~
- ~~7. Shall abide by rules and regulations of the coaching staff in the sport of participation.~~
- ~~8. Shall attend school a minimum of the last three periods of a school day in order to practice or compete in athletic contests. Individual circumstances which may prove to be the exception shall be handled by the assistant principal or athletic director.~~

~~Zionsville Community High School athletes are expected to conduct themselves in a manner consistent with school policy whether it be in or out of season and whether or not school is in session. All athletes should be aware that any act that would generally result in a recommendation for expulsion from school, regardless of when or where that act occurs, shall constitute sufficient reason for the athletic council to deny participation for a maximum of one athletic year. Each coach may set training rules consistent with the moral philosophy of Zionsville Community High School and the IHSAA. Failure to comply with the rules or repeated violations of the rules shall result in the denial of an athlete's privilege to participate in athletics at Zionsville Community High School and the denial of all athletic awards. The high school principal is the final authority in matters relating to an athlete's eligibility.~~

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- ~~2. Shall be currently enrolled and passing in five full credit subjects.~~
- ~~3. Any student that receives a D or F at the end of an official grading period is required to participate in an intervention activity developed by the coach in consultation with the Athletic Director.~~
- ~~4. Shall have a physical examination completed using the IHSAA physical examination form and with a consent and release statement signed by a parent/guardian on file in the athletic office and dated between May 1 and the first practice each year.~~
- ~~5. Shall not have changed schools without a corresponding move by a parent/guardian.~~
- ~~6. Shall not participate in non-school contests in a sport after beginning practice and participation in the sport unless waivers are available for that sport and completed appropriately.~~
- ~~7. Shall follow the IHSAA practice guidelines.~~
- ~~8. Shall have never received money or merchandise directly or indirectly for athletic participation.~~
- ~~9. Shall abide by rules and regulations of the coaching staff in the sport of participation.~~
- ~~10. Shall attend school a minimum of the last three periods of a school day in order to practice or compete in athletic contests. Individual circumstances which may prove to be the exception shall be handled by the assistant principal or athletic director.~~
- ~~11. Shall have on file a signed parent/guardian consent form agreeing to abide by the terms of the Athletic Code.~~
- ~~12. Shall have on file a trainer's emergency medical card.~~

~~Zionsville Community High School athletes are expected to conduct themselves in a manner consistent with school policy whether it be in or out of season and whether or not school is in session. All athletes should be aware that any act that would generally result in a recommendation for expulsion from school, regardless of when or where that act occurs, shall constitute sufficient reason for the athletic council to deny participation for a maximum of one athletic year. Each coach may set training rules consistent with the moral philosophy of Zionsville Community High School and the IHSAA. Failure to comply with the rules or repeated violations of the rules shall result in the denial of an athlete's privilege to participate in athletics at Zionsville Community High School and the denial of all athletic awards. The high school principal is the final authority in matters relating to an athlete's eligibility.~~

CHANGING A SPORT

Completion of a season includes through that sport's sectional. If an athlete is "cut" from a team, the athlete may join another team or program in that sport season. An athlete cannot quit one sport and join another sport, until that sport season is concluded. Any exceptions to this rule must be cleared by the Athletic Director.

TEAM CUTTING POLICIES

Coaches of ~~[KA46] athletic training, cheerleaders, and the nineteen~~ varsity sports at Zionsville Community High School have their own policy on how they will choose their teams. In some sports, "cutting" a team down to manageable size is a necessity. Coaches will explain their policy to candidates for their team at the first meeting. An athlete may be cut from a team any time during a season.

WEIGHT ROOM/PRE-SEASON/SUMMER WORKOUTS

~~[The [KA47] weight room is available for school-sponsored athletic teams before and after school, under the supervision of the Head Sports Performance Coach or an approved member of the high school coaching staff. The Head Sports Performance Coach will establish the weight room schedule and oversee training sessions for athletic teams throughout the school year and summer.]~~

~~Students are not permitted to use the weight room or participate in pre-season/summer workouts or conditioning sessions without adult supervision. Additionally, all student-athletes must have a current physical exam and required forms fully compliant in Final Forms before they can participate in workout sessions. Physicals must be updated every 12 months for eligibility in athletic contests, practices, and pre-season/summer workouts.]~~

~~The weight room is available for use by teams before and after school. There is a full program of weight training offered during the school year and summer under the school of a weight coach. No student shall use the weight room or participate in pre-season/summer workouts or conditioning without adult supervision, nor without having a physical exam on file in the athletic office. Physicals must be updated every 12 months for student athletes to be eligible to participate in athletic contests, practices or summer/pre-season workouts.]~~

PRACTICES: REGULAR/VACATION/SCHOOL CLOSING

All team members are expected to attend all practices. Practice schedules during school vacations are set by the coach and only the coach can excuse an athlete from practice. Practice during a school closing time (snow, etc.) are often held and attendance at these practices are considered voluntary.

TRAVEL

~~Students are generally expected to travel to and from athletic events using school-provided transportation. However, the athletic department recognizes that unique circumstances may occasionally require alternative travel arrangements. These exceptions should be used sparingly and must meet the following criteria:~~

- ~~1. A parent or guardian must complete the permission/waiver form available on the school athletic website, granting approval for the student to use an alternate mode of transportation.~~
- ~~2. The parent or guardian must also inform the head coach or the head coach's designee of their intention to utilize the alternative transportation.~~
- ~~3. Under no circumstances are students permitted to drive themselves or other students to any away athletic contest.~~

~~—Alternative transportation should be used only in unique or special circumstances. Students are strongly encouraged to travel to and from all athletic contests using school-provided transportation [KA48]. In general, students should travel to sports events via school transportation and return by the same means. However, the Athletic Department recognizes certain unique situations when other options are acceptable, if sparingly utilized. Such would be:~~

~~a. parent/guardians wishing to transport their own child may do so by giving the coach a signed note to that effect. The note must be given to the coach by the parent/guardian or verified as authentic by the parent/guardian.~~

~~b. A child may only ride with someone else's parent/guardian in rare cases and with an authenticated note from the child's own parent/guardian.~~

~~c. In cases where school transportation is not available or is in poor use of resources, a student may travel to or from an event with the parent/guardian or coach after providing the coach with an authentic note of permission.~~

~~—(Example: taking one diver to the IHSAA regional). Any coach transporting a student will be required to have on file with the Athletic Department, proof of insurance as required by the Indiana Department of Motor Vehicles, and a copy of his/her current driver's license.~~

~~d. In the very rare event that a coach cannot ride the team bus, the coach must have an assistant or another coach on the bus to supervise the team.~~

ATHLETIC [KA49] AWARDS

- ~~1. Only one letter shall be awarded to any athlete. The letter shall be the first one earned. -If displayed, the letter shall be put on a jacket approved by the Athletic Department Administration.~~
2. An athlete shall qualify for a letter jacket upon receipt of the first varsity letter. The cost of the jacket shall be borne by the athlete.
3. An athletic blanket shall be awarded to a senior athlete during the spring when they have earned seven (7) letters in any combination of sports.
4. An athletic honor ring shall be awarded to any athlete that participates in a recognized sport during all twelve athletic seasons of their career.
5. Illness, injury, and other circumstances shall be handled by the Athletic Department Administration as each individual case arises.
6. All letters or credits awarded to an athlete shall be approved by the Athletic Department Administration.
7. Zionsville Community High School does not recognize letters awarded at other schools.
8. To receive a letter or credit for an award, an athlete shall complete the season in good standing.
9. The following criteria shall be met in varsity competition to earn a varsity letter:

Baseball

- (1) An athlete shall play in 33% of the total innings as a fielder.
- (2) An athlete shall play in 15% of the total innings as a pitcher.

DH shall count as 7 innings or the length of the game.

Basketball

An athlete shall have participated in 33% of the total quarters and be certified for the sectional.

Cheerleading

An athlete must be on the varsity roster and complete the season in good standing. A cheerleader shall earn at least 90% of the possible points assigned to each season.

Cross Country

- (1) An athlete shall run in 75% of the meets.
- (2) An athlete shall place in 75% of the meets in which he/she participates.

Football

An athlete shall participate in 50% of the quarters

Golf

An athlete shall participate in 50% of all the meets.

Lacrosse

An athlete shall participate in 50% of the quarters.

Soccer

An athlete shall participate in 50% of the halves.

Softball

- (1) An athlete shall play in 33% of the total innings as a fielder.
- (2) An athlete shall play in 25% of the total innings as a pitcher.
- (3) DP shall count as 7 innings or the length of the game.

Student Trainer

Shall complete 200 hours of service to a team for both the fall and winter seasons and 150 hours for the spring season, be recommended by their coach, and show evidence of continuing to enhance their skills and knowledge.

Swimming/Diving

An athlete shall place in scoring position in a minimum of 75% of all scheduled meets (or place in the top 12 at sectional).

Tennis

An athlete shall participate in 50% of all meets.

Track

An athlete shall participate in 50% of the meets and/or compete in the sectional.

Unified Sports

An athlete must compete in 50% of the varsity contests and complete the season in good standing.

Volleyball

An athlete shall participate in 50% of the games and be certified for the sectional.

Wrestling

An athlete shall participate in 33% of all meets.

INJURIES/SPECIAL CONSIDERATIONS

Individual coaches retain the right to recommend ~~(to the Athletic Council)~~ injured athletes for a letter in cases where the athlete would have lettered but for the injury. Other unique cases may be recommended for approval by the coach to the Athletic Director [KAS0] ~~(Athletic Council)~~.

EAGLE SCHOLAR AWARD

Winner will earn an award that will be presented at a recognition night in May.

Academic Criteria: Must have earned a 4.0 cumulative G.P.A. or better based on grades through the first semester of the present school year. Student must be a sophomore, Junior, or Senior to be eligible for this award.

Athletic Criteria: Fall and Winter Athletes: Successfully complete their full sport season as a letter winner. Applies equally to all athletes, cheerleaders and training staff.

Spring Athletes: Must be a member of a spring sport athletic team on the date of the recognition and be projected to be a varsity letter winner by the head coach.

STUDENT-ATHLETE CODE OF CONDUCT STATEMENT

The following Zionsville Community High School athletic rules are in accordance with the Indiana High School Athletic Association Constitution. Combined with the following procedures and policies they constitute the Zionsville Community High School Student-Athlete Code of Conduct (Code.)

The conduct of participants in athletics at Zionsville, both IHSAA sanctioned and club sports, in or out of school, year-round, shall be such as: 1) Not to reflect discredit upon our school, and 2) Not to create a disruptive influence on the discipline, good order, moral or educational environment in our school. Any such misconduct violating these principles shall be subject to disciplinary measures.

ENFORCEMENT OF THE STUDENT-ATHLETE CODE OF CONDUCT

The athletic director shall enforce all rules and regulations as described in the Student-Athlete Code of Conduct for athletes. All rules regarding behavior and/or training

as outlined in the IHSAA regulations apply. The coach of each sport will reinforce the Code during the year. Parent/guardians/guardians and athletes are required to sign the acknowledgment, consent, and disclosure document stating that they understand the Code and the athlete is subject to disciplinary measure should he/she violate the code. **A new code of conduct form must be signed and submitted electronically through Final Forms each school year. (The Code is enforced year-round twelve (12 months) for students in months a year, grades 9-12[KAS1]. nine through twelve (9-12).**

Procedure: The Athletic Director will meet with the accused student prior to enforcement of any penalty. At this meeting the student will receive a written or oral statement of the charges, a summary of the evidence against them if they deny the charges, and an opportunity to explain his or her conduct.

Appeal:

1st Appeal: the Assistant Principal who appoints a committee of himself/herself, three head coaches, and the Athletic Director (Everyone votes.)

2nd Appeal: Directly to the Principal

The student-athlete must appeal within 72 hours in each case at each level.

PROHIBITED ACTIONS:

- A. USE OF INTOXICATING BEVERAGES - the use or possession of an intoxicating beverage in any form or quantity is prohibited. This also includes attending parties where alcohol is present.
- B. USE OF ILLEGAL DRUGS - the use or possession of controlled substances (not prescribed to that individual by a doctor) is prohibited. This also includes attending parties where drugs are present.*
- C. USE OF TOBACCO or NICOTINE - the use or possession of any tobacco or nicotine product is prohibited. This also includes attending parties where tobacco is present.
- D. CRIMINAL ACTIVITY- Theft/Vandalism/Reasonable Proof of a Misdemeanor
- E. Bullying/Intimidation/"Hazing" or any type of "initiation rite" constitutes a violation of the general conduct rules and will be dealt with as a serious matter. Coaches, the Athletic Director, and the administration will determine if an incident is considered hazing. If so determined, this will constitute a violation of both the Athletic and Student Handbooks.
- F. FELONY* * – Reasonable Proof of breaking a law.
- G. "MAJOR " CASES OF INFRACTION: Some major infractions may go beyond the scope of the actions listed above, and will be presented to the Athletic Director for an imposed penalty.

*Attending a party where alcohol/drugs are present constitutes a violation of the Athletic Code. Failure to leave a party where alcohol or drugs are present ("leave" means immediately – leave and wait outside if necessary) will result in a violation of the athletic code.

**It is acknowledged that the formal use of the terms "misdemeanor" and "felony" is largely inapplicable to the students at Zionsville Community High School due to their ages. Notwithstanding the same, these terms are used in describing certain behaviors and should be understood not to be limited by the legal age or juvenile status of an offending student.

STUDENT-ATHLETE CODE OF CONDUCT PENALTIES

Any student who participates in athletics at Zionsville Community High School is considered an athlete. Being an athlete at Zionsville Community High School is a privilege and not a right. The Student-Athlete Code of Conduct will be adhered to during the entire year. Violations will accumulate throughout the athlete's career. i.e. if a first violation occurs during the athlete's freshman year and a second violation occurs during the athlete's senior year, the second violation will incur a full year penalty. The following penalties will be imposed for violations:

I. First Offense:

- A. Intoxicating Beverage - 50% of Contests. (Self Report - 25%.)
(Drug/Alcohol Ed. and/or Rehab Program completed within 6 weeks. May practice. Loss of awards.)
- B. Illegal Drugs - 50% of Contests. (Self Report - 25%.)
(Drug/Alcohol Ed. and/or Rehab Program completed within 6 weeks. May practice. Loss of awards.)
- C. Tobacco/Nicotine - 25% of Contests. (Self Report - 12.5%.)
(Drug/Alcohol Ed. and/or Rehab Program completed within 6 weeks. May practice. Loss of awards.)
- D. Criminal Activity - 50% of Contests (With or Without Law Involvement.) (Self Report - 25%.)
- E. Bullying/Intimidation/"Hazing" - 50% of Contests. (Self Report - 25%.)
- F. Felony or "Major Infraction" - Referred to Athletic Director.

Second Offense: One-Year Suspension of Contests

Third Offense: Career Suspension.

GENERAL SCHOOL AND COMMUNITY CONDUCT

The IHSAA rule on "Conduct, Character, Discipline" states as follows:

Contestants conduct themselves, in and out of school, shall be such as

- (1) not to reflect discredit upon their school or the Association
- (2) not to create a disruptive influence on the discipline, good order, moral, or educational environment

1st Violation	10% of season	Can practice
2nd Violation	50% of season	Practice at Coach's discretion Loss of awards
3rd Violation	One calendar year	No practice
4th Violation	Life	

NOTE: In such cases where students are suspended from class, they are not allowed to practice.

ATHLETIC CODE PARAMETERS AND PROTOCOL

1. Suspensions are to begin immediately subsequent to the offense.
2. Any violation which causes a loss of 25% or more of the season carries also an automatic loss of letter and school individual awards for that season.
3. In order for a suspension to be considered complete, an athlete must serve his/her entire suspension in their current sport. If not, it then carries over to his/her next athletic season that they have participated in before. i.e., an athlete is a football player and has a first time violation and loses 50% of the football season or 5 games. There are only 2 games left in the football season. The remaining percentage would be served in the next sport in which he/she has already participated.
4. When determining the number of contests for a suspension, the number is always rounded up. i.e., an athlete has a violation and loses 50% of the season. There are 9 contests in their sport. That equates to a 4.5 game suspension. The athlete would have to sit out 5 contests.
5. If an athlete is suspended from school, he/she will automatically be suspended from all practice and game participation for the period of the school suspension. For the purposes of suspension, the following will be adhered to:
6. Jamboree or scrimmages will not be considered a contest for suspension purposes.
7. The decision to allow a suspended athlete to participate in a jamboree or scrimmage will be left up to each individual coach.
8. An athlete will be required to practice for the duration of the season and end the season in good standing when that suspension will be fulfilled during the current season.
9. If an athlete participates in two sports during the same season (i.e. cheerleading and volleyball), the penalty will be assessed in each sport. For example, a 50% penalty for such athlete would suspend the athlete from 25% of the volleyball season as well as 25% of the cheerleading season.
10. An athlete will not be able to serve his/her suspension in a sport they have never participated in or established themselves in prior to the suspension. i.e. the athlete has participated in golf in the fall, basketball in the winter, and nothing in the spring. (Exceptions may be made to 9th graders who have not yet had the opportunity to establish themselves in a particular sport.) During the basketball season the athlete violates the code for the second career offense. The athlete receives a 50% suspension from contests. There were 20 contests scheduled which includes the sectional. There were five contests remaining including one sectional contest that we lost. The athlete therefore has missed 5 of the 20 basketball contests or 25%. The athlete still has 25% of a penalty remaining that will be served when golf season arrives in the fall because he/she participated in fall golf and not in a spring sport the previous year.
11. All suspensions will be based on contests at which level the athlete participates. i.e. freshman, jv, or varsity.
12. Drug and Alcohol Rehab or Education programs must be approved by the Zionsville High School Principal, and a certificate of completion must be sent to the Zionsville High School Athletic Department.
13. If a code or apparent code violation occurs, and the individual refuses to cooperate with the investigation by school authorities, he/she may be suspended from the sport until cooperation is obtained or until the investigation is complete, at which time further penalties may be imposed.
14. A season is defined as the total number of regularly scheduled contests. This does not include IHSAA tournament contests.
15. A coach may make team specific rules that are more restrictive than this code. Such rules must be approved by the athletic director prior to implementation and on file in the athletic office. Once approved these rules must be provided to team members and parent/guardians in writing.
16. A student may not participate (except practice if allowed by the code) during the appeals process. The student has already been judged to have violated the code and therefore the penalty begins immediately upon his/her hearing with the Athletic Director.
17. Appeals will be handled expeditiously.
18. In the event there is an apparent offense, but it falls into an "uncovered" or "gray" area, then the Athletic Director shall, after seeking any possible parallels or common and standard procedures in such cases, evaluate the evidence and administer a penalty commensurate with the offense.
19. Self-reporting is defined as notifying the Coach, Athletic Director, or school administrator by noon on the next school day after the infraction. If the violation occurs on a weekend during the school year, the student must self-report by noon the next day school is in session, or by the end of the next practice if that occurs before school is in session. If the violation occurs over Thanksgiving, winter break, spring break, summer break, or other extended breaks the student has 48 hours in which to reach a coach, the Athletic Director or school administrator, or must report by the of the next practice if practice occurs within 48 hours. Personal contact with one of these officials is strongly encouraged but email or voice mail will constitute initiation of the self-reporting process. An athlete may self-report only one time (on the first offense of their career) in order to receive a lesser penalty. If a parent/guardian or student has acted "above and beyond" in self-reporting an incident, the time limit on self-reporting may be waived through the appeals process.
20. Because we adhere strongly to the policy that a student athlete is a representative of his school and community, all athletes are responsible to hold themselves to this code and to high standards of behavior 365 days per year for the four years of high school. This code comes into effect when a student officially graduates from the 8th grade. The policy has no jurisdiction over non-athletes or over athletes who renounce their eligibility to compete.
21. Violations from middle school shall not be carried over to high school, but all high school violations shall be considered cumulative.

ZIONSVILLE COMMUNITY HIGH SCHOOL ATHLETIC POLICY REGARDING STUDENT HAZING AND HARASSMENT

Hazing and harassment are behaviors, by one person towards another, which are insulting, intimidating, humiliating, malicious, degrading or offensive. It creates negative and uncomfortable feelings for the person, or groups of persons, to whom it is directed. Such a person may feel anything from a discomfort or embarrassment in the presence of the person or group of people displaying the behavior, to a feeling of terror or even fear for their safety. Hazing and harassment can take many forms whether physical, verbal, sexual or emotional, and can involve a combination of these elements. Sexual hazing or harassment is a form of sexual discrimination under both Title VII of the Civil Rights Act and Title IX of the Educational Amendments Act of 1972. Hazing, or initiation rites, which single a person or group of people out and subject them to embarrassing, degrading or secretive behavior will almost always be viewed as harassment.

It is the policy of Zionsville Community Schools to maintain a learning and working environment that is free from sexual hazing and harassment. It shall be a violation of this policy for any employee of Zionsville Community Schools to haze or harass another employee or student through conduct or communication of a sexual nature. This is also applied to behavior between students or groups of students.

It is not just the conduct itself which may make certain behavior inappropriate, but the context or way in which it is delivered, or its repetitive nature. Allegations of emotional, physical, or sexual abuse or neglect involving a minor must be reported to the Department of Child Services or local law enforcement, then to an available

administrator. . Once a complaint of harassment or abuse is made, the school must work with it, as the school has a responsibility to ensure a safe environment for its students and staff alike. The school will work with harassment and abuse matters promptly, fairly and openly.

Coaches must be alert to society's changing perceptions about the appropriate use of power. With coaching comes power, with power comes vulnerability. Codes of behavior for players and coaches must be developed and communicated in such a manner that guide and govern "the words and actions" of all participants during their sport season. The coach is the most influential participant in preventing harassment, hazing and abuse during their coach season. The coach must use every opportunity to reinforce the principle of appropriate behavior by being a role model and communicating with athletes daily in practice, during pre-competition preparation, during competition, and in post-competition feedback sessions. The coach has a responsibility to behave in a respectful manner. The coach is an important leader who must reinforce an environment free of abusive, hazing and harassing behaviors of all student athletes and coaches alike.

The value and safety of children and youth must be reflected in the standards of the entire athletic department and of all of the people of authority involved and associated with the advocacy of our students.

PARENT/GUARDIAN/COACH RELATIONSHIPS

Both parenting and coaching are extremely rewarding but sometimes difficult vocations. By establishing an understanding of each other's positions, we are better able to accept the actions of the other and provide greater benefit to children. As parent/guardians, when your children become involved in our program, you have a right to understand what expectations are placed on your child. This begins with clear communication from the coach of your child's program.

COMMUNICATION YOU SHOULD EXPECT FROM YOUR CHILD'S COACH

1. Philosophy of the coach.
2. Expectations the coach has for your child as well as all the players on the squad (i.e. what is your child's role on the team).
3. Locations and times of all practices and contests (realizing that flexibility is necessary).
4. Team requirements, i.e., fees, special equipment, off-season conditioning, level of skill required.
5. Procedure should your child be injured during the participation.

COMMUNICATION COACHES EXPECT FROM PARENT/GUARDIANS

1. Concerns expressed directly to the coach.
2. Notification of any schedule conflict well in advance.
3. Specific concerns in regard to a coach's philosophy and/or expectations.
4. As we grow, schedule conflicts will become increasingly evident, and choices between activities will have to be made by the student and family with clear communication to the coaches.

APPROPRIATE CONCERNS TO DISCUSS WITH COACHES

1. The treatment of your child, mentally and physically.
2. Ways to help your child improve.
3. Concerns about your child's behavior

It is very difficult to accept your child's not playing as much as you hope. Coaches are professional. They make judgment decisions based on what they believe to be best for all students involved and are not out to harm any child. As you have seen from the list above, certain things can be discussed with your child's coach. Other things must be left to the discretion of the coach.

ISSUES NOT APPROPRIATE TO DISCUSS WITH COACHES

1. Playing time.
2. Team strategy.
3. Play calling.
4. Other student athletes.

PROCEDURES FOR RESOLVING CONCERNS

1. As your children become involved in the programs at Zionville Community High School, they will experience some of the most rewarding moments of their lives. It is important to understand that there also may be times when things do not go the way you or your child wishes.

The first step in resolving issues with a coach is to see if your student athlete can resolve the issue. Often a discussion with a coach resolves miscommunication or other issues. Remember, part of the process of education and growing up is conflict resolution. Student athletes should be the first step in the process. If this step fails or it is simply a matter that needs adult/parent/guardian attention, then parent/guardians should move on to step 2.

2. Sometimes a situation will require a conference between the coach and the parent/guardian. These conferences are encouraged if there is a problem. It is important that both parties involved have a clear understanding of the other's position. When conferences are necessary, the following procedure should be followed to help promote a resolution of the issue of concern.

Call to make an appointment with the coach (873-3355).

If the coach cannot be reached, the Athletic Director will assist you in making the appointment.

Do not attempt to confront a coach before or after a contest or practice. These can be emotional times for both the parent/guardian and the coach. Meetings of this nature do not promote resolution.

WHAT CAN A PARENT/GUARDIAN DO IF THE MEETING WITH THE COACH DID NOT PROVIDE A SATISFACTORY RESOLUTION?

In the event of the above occurring, the parent/guardian can call the Athletic Director to make an appointment to discuss the situation. At this meeting, the appropriate next step can be determined.

PARENT/GUARDIAN (FAN) DECORUM

Rule 3, Article C-3-6, page 15 IHSAA By-Laws:

"A member school's responsibility includes the responsibility of instituting full and complete team and crowd control measures at all contests...assuring that the participants, staff and boosters of the member school conduct themselves at all times in a proper and sportsmanlike manner, assuring full compliance...of the member school of all Association rules..."

At a time when society is experiencing increased incidents of physical confrontations and unmanaged anger, often associated with youth sports, Zionsville Community High School wishes to state a philosophical stance of keeping our athletes, coaches, and fans safe; insisting on proper behavior, and promoting our positive reputation as regards to sportsmanship.

We recognize that the majority of our parent/guardians and fans set a behavioral example of the highest standard. However, the few who do not, force us to address these issues.

In as much as our coaches have certain standards of expected behavior (Coaches Handbook), our student athletes are governed by the Student-Athlete Behavioral Code, and regular students are subject to school rules at athletic events; it becomes incumbent upon us to set standards for the behavior of our adult fans and parent/guardians.

Zionsville Community High School will not condone or permit inappropriate parent/guardian behavior directed toward Zionsville staff or players, the opposing school and all its representatives, or the game officials. Such behavior by parent/guardians can cause the school to suffer severe sanctions from the IHSAA and is embarrassing to the school and community. Inappropriate behavior is embarrassing to the school and reflects poorly on our values as a community.

Zionsville Community High School supports the IHSSA rules and emphasis on good sportsmanship. We embrace this fully by definition and in spirit of intent. Proper human courtesies, kindness and decorum must apply to all relationships and situations, and sports are no exception. High school sports exist to build character, allow students to express themselves through physical exertion, and as entertainment. There is no place for poor behavior toward anyone.

Parent/guardians need to understand certain facets of the structure of high school athletics and the relationships involved.

1. There is no inherent right to participate. Coaches will only retain those players whose skills and attitudes meet the needs of the program, as defined by the coach.
2. Likewise, the coach alone is responsible for deciding who plays and how much.
3. By allowing one's child or children to play sports, the parent/guardian is, in effect, turning the child over to that coach for that time period. The coach, as is naturally assumed, will instruct the child and keep the child safe within normally accepted standards.
4. Coaches are professional and, until proven otherwise, it is assumed that they are operating within the best interests of all student athletes in their charge.
5. It is inappropriate for a parent/guardian to confront a coach after a practice or event. Parent/guardians should wait until the next day and schedule a meeting with the coach. This will help avoid conflict at a potentially emotional time.
6. Making derogatory comments about the officials, coaches, players of either team or other parent/guardians and fans at an athletic event is never acceptable.
7. Swearing in public at athletic events is never acceptable.
8. Coming to an athletic event intoxicated is not acceptable.
9. Being offensive in any fashion is not acceptable.

Parent/guardians who violate any of the above standards of decorum risk sanctions by the school corporation including, but not limited to, the following:

1. A warning, verbal or written.
2. Removal from the contest or premises.
3. Banishment from attendance at athletic contests for a short period of time or even permanently.
4. The severing of further contact with team personnel.
5. Civil or legal action could result.

In conclusion, we commend those parent/guardians who have always exhibited exemplary behavior and who, by such, have served as positive role models for our student-athletes. We encourage our parent/guardians to volunteer, to become involved with the teams, and to be supportive of the attempts of the entire community to educate our youth. By working together, we will establish Zionsville Community Schools and athletics as a class act so that players can play, coaches can coach, and officials can officiate.

Since research indicates that students who participate in athletics receive higher grades and have a greater chance for success in adulthood, we consider athletics an important part of the total educational process. Many of the character traits required to be a successful participant are exactly those that will promote a successful life after high school. With all that has been said in this section, the school takes the stance that good communication begins at home between parent/guardian and child. It is most definitely a two-way street. We hope the information provided here makes both your child's and your experience with the Zionsville Community High School Athletic Program an enjoyable one.