



---

## **2024-2025 STUDENT HANDBOOK**

### **WELCOME**

Welcome to North Elementary School. Our faculty and staff are looking forward to working with you to help ensure that you have a successful and rewarding year. This student handbook has been prepared for you with all the policies, rules, and pertinent information you will need to know. Please take the time to read through this handbook, or have your parents read it with you. We trust you are looking forward to a great year! This year will be the best ever when you take pride in yourself and in your school.

### **GENERAL INFORMATION**

#### **ENROLLMENT/HEALTH/IMMUNIZATION**

Students enrolling at MSD of North Posey Elementary Schools for the first time are required to have a birth certificate, current immunization record, a proof of residency and a social security number. Parents must complete an information sheet and annual health information authorization sheet for all students at the beginning of each school year and at the time of registration. Forms are available online through Harmony. Records will be requested from the previous school at that time.

#### **VISITORS**

All visitors on the school property must enter through the main office doors and provide required identification before gaining access to the school building. A visitor's badge must be worn while on school grounds. All conferences should be arranged in advance, and at a time when the teacher does not have children in the classroom, or is not on duty elsewhere. Younger children must be accompanied by an adult who is responsible for them.

#### **MSD of NORTH POSEY CAFETERIA MEAL CHARGING POLICY**

The school breakfast and lunch programs at MSD of North Posey elementary schools are provided in accordance with the Federal School Lunch Program. The menu is posted monthly. A prepaid accounting program utilizing the student's identification number is used at the elementary schools. Each student will have his/her own account in which money is deposited for lunches, breakfast, extra milk, and "extra" items.

The MSD of North Posey County School Corporation strongly discourages meal charges, but we understand there are instances when a student may need assistance with meal funds. It is the responsibility of the parents to provide meals either by food from home, by sending money to school so that the school may supply a meal, or by applying for meal assistance through the free and reduced meal program.

Therefore, the following rules apply:

- At all of the schools in the district, a student will be allowed to charge a meal when the need arises up to \$5.00, but the parents are expected to bring the negative balance to zero or a positive balance in a timely manner. No ala carte items will be sold to students with a negative account balance or if that item will put them in the negative.
- Students are informed at the cash register when their meal account is in need of funds. Emails are sent to parents when their child has a negative balance.
- Parents are encouraged to keep track of their student's account on Harmony and set up automatic low balance reminders in Harmony under My Notification Profile to receive emails or text messages if the account goes below a level of your choice. Please set it to send daily messages, as if you go weekly you may not get the message in time to pay before reaching a negative balance.
- At the end of each school year there cannot be any negative balances.

**Money should be sent to school in a sealed envelope with the student's name on the outside.** A check is the best form of payment, or payments may also be made with a credit card on Harmony. We prefer that payments be made at the beginning of the week or month. Students who receive free lunches will need to have account deposits to purchase "extra" items. Student and adult prices are determined prior to the start of the school year. Checks should be made payable to North Elementary School. Students may also bring their lunches. Lunches brought from home must be eaten in the cafeteria. Questions regarding your student's lunch account balance should be directed to the cafeteria clerk

Applications for Free or Reduced Priced Meals are to be filled out and returned. You are encouraged to apply if you fall within the guidelines that will accompany the application. This information is strictly confidential.

### **TEXTBOOK RENTAL**

MSD of North Posey County provides curricular materials free of charge. Nonconsumable curricular materials are considered to be borrowed by the student each year. Students may be assessed a reasonable fee for lost or damaged items. Textbooks issued are the property of MSD of North Posey schools. They should be used with care and returned in good condition. Students are responsible for books that are lost, stolen, or damaged beyond use.

### **HEALTH SERVICES**

The State of Indiana requires proof of current immunizations upon entry into the school. No student shall be permitted to attend school beyond the first day of school without providing proof of immunization. It is the parent's responsibility to keep all immunizations current. State reporting of immunizations for kindergarten, first, and sixth grades are done by the school nurse via the Children and Hoosier Immunization Registry Program (CHIRP) in accordance with Indiana Code 16-38-5-3. The State of Indiana mandates vision and hearing screenings. Vision is screened in kindergarten, first, third, and fifth grade. Hearing is screened in first and fourth grades. Vision and hearing screenings will also be completed upon request of a parent or teacher. Parents will complete the Emergency Consent-Health Information-Medication Authorization form.

Medications should be given at home whenever possible. No medication (prescription) shall be given or dispensed unless a written medication authorization form is completed, which includes written instructions by the physician or parent/guardian. Medications prescribed for an individual student should be kept in the original container bearing the original pharmacy label and the student's name.

Without written permission from parent/guardian, over-the-counter medication cannot be taken by students or administered by school officials. Over-the-counter medication shall be sent to school and brought to the nurse's office with the manufacturer's original label and the student's name affixed to the original package.

Any medication sent to school that is not in the original container will **NOT** be administered to the student. All medications are maintained in a secured location. If a medication is to be terminated, a written and dated consent for withdrawal by the parent is required. The physician order or parental permission is valid for one school year. **Indiana State Law allows medications to be transported home only with written permission from parent/guardian per IC20-34-3-18. Students may transport medications from home to school.**

The school should be notified of any student that has been treated for head lice. If your child has had lice, the school nurse must check the student before returning to the classroom or before riding the bus.

If the student is being treated for pink eye or strep throat, the student must be on antibiotics for 24 hours before returning to school. Please notify the school nurse if the student has been diagnosed with any contagious disease. **A student must be fever free without fever reducing medications, no vomiting or diarrhea for 24 hrs. before returning to school. All students need a working telephone number in case of an emergency, illness, or injury.**

#### **WEATHER AND SCHOOL CLOSINGS**

All students must follow instructions during FIRE and DISASTER drills. Schools may close due to severe weather or other emergencies beyond our control. In such cases, parents will be notified by our School Messenger Program. **Please do not call the school or the administration office for school closing information. These telephone lines are to be kept open for emergency purposes.**

#### **NON-CUSTODIAL PARENTS**

Upon request a non-custodial parent, unless restricted by court order, will be given access to all student report cards, student records, and disciplinary actions. The parent will also be allowed to participate in conferences, classroom and all other school activities. The student will not be released to the non-custodial parent unless the custodial parent gives written permission.

A certified copy of a court order restricting the rights of the non-custodial parent shall be provided to the principal should a custodial parent wish to prohibit the distribution of information to, and the school visitations of, the non-custodial parent.

#### **CHANGE OF ADDRESS**

You can change your proof of address in Harmony. The office should be notified immediately of any change of address or phone numbers. It is important that we have current and correct phone numbers in case of an emergency involving your child.

#### **TELEPHONE USE/PERSONAL COMMUNICATION DEVICES**

Students should ask to use the telephone only in case of an emergency. Permission must be granted by the classroom teacher and principal. **Students may not use the telephone to call home for forgotten homework, lunches, or to make social plans.** Parents are urged to call their child's teacher at a time when classes are not in session. No personal communication devices (cell phones, smart watches,

personal digital assistants (PDAs), wireless tablets, pagers, radios, mobile email devices) are allowed to be used by students during the school day or on the bus.

### **LOST and FOUND**

Found articles are turned into the office. Anyone losing articles should inquire about them in the office. The school cannot be responsible for lost items.

### **FIELD TRIPS**

Parents will be notified in writing prior to the field trip as to the date, place, and needed supplies. A student must have a signed written permission slip on file before being allowed to go on any field trip. Students without signed permission slips will remain at school.

### **LIBRARY**

The school library offers a wide range of materials for study, research, and pleasure reading. Students may use the library during their scheduled class period or with permission from the classroom teacher and librarian. Students are financially responsible for lost or damaged books.

### **SCHOOL BUS POLICY**

The State of Indiana has set regulations for riding the school bus. Riding the bus is a privilege extended to a student that can be taken away anytime for disruptive or unsatisfactory behavior. Any student needing to ride to or from school on a bus other than their regularly assigned bus **must** have a bus pass. Bus passes are issued prior to the start of school by the office only upon the parent's notification to the office by letter or phone call. The driver of the bus is the official in charge and shall keep order and maintain discipline among the children while on the bus. School bus drivers shall assure that all pupil passengers observe the following regulations. Violations of the regulations could result in the loss of riding privileges. Buses are equipped with camera equipment for the safety of the passengers.

- No pupil shall stand or move from place to place during the trip.
- Loud, boisterous, profane language, or indecent conduct shall not be tolerated.
- Pupils shall not be allowed to tease, scuffle, trip, hold, hit or use their hands, feet or body in any objectionable manner.
- No windows or doors will be opened or closed except by permission of the bus driver.
- No pupils shall enter or leave the bus until it has come to a full stop and the door has been opened by the driver.
- Because of the safety factor involved, students shall restrict if at all possible the bringing of large musical instruments, art objects and etc. on the bus.
- The child shall be waiting at his boarding station when the bus arrives. In case of an emergency causing late arrival of the pupil at his station, the school bus driver will be required to wait no longer than three (3) minutes after the scheduled time for arrival at the pupil station. If the school bus driver is already three minutes late, he need not wait at all.
- Upon recommendation of the bus driver, school authorities will deny the privilege of riding on the school bus to any pupil who refuses to conduct himself or herself in an appropriate manner on the bus.

### **ENTERING AND LEAVING SCHOOL**

Students are not to arrive at school before 7:45 A.M. School begins promptly at 7:55 A.M. Children are expected to remain at school throughout the school day unless a note is received by the school office. Students are counted as tardy after 8:10.

Please make every effort to schedule all appointments after school. Sometimes scheduled doctor and other appointments during the school day are unavoidable; however, students should not be excused from classes for early dismissal for dance, music, or other such lessons. Students arriving after the start of school must be signed into the building by a parent or guardian. Students leaving before the end of the school day must be signed out in the office by a parent or guardian. Children are dismissed only from the office area. **Parents are not to go to the classrooms to retrieve their child.**

### **WITHDRAWING FROM SCHOOL**

If it becomes necessary for a student to withdraw from school, the parent or guardian should contact the office and teacher as soon as possible. All classroom books and school issued electronic devices must be returned to the school. Financial obligations must be met prior to withdrawal.

### **STUDENT DISCIPLINE POLICY**

The Student Conduct Code of North Elementary has been established so that our students will be able to develop self-discipline in an environment that is conducive to learning. Listed below are the rules, expectations, and consequences.

#### **PLAYGROUND RULES**

- Stay in your designated areas.
- Use playground equipment as intended (one person per swing, no standing or jumping off swings, slides, or teeter-totters).
- Only one person going down the slides at a time. (No jumping on or hanging off the slide).
- Stay away from all classroom windows.
- There should be no wrestling, hitting, playing tackle football, grabbing another person by their clothing, or piggy back fighting.
- Keep shoes on at all times and coats should be worn during cold weather.
- Stay out of water and mud. (If students get in the mud, they are expected to clean up before entering the building.)
- Hard balls are not allowed in ball games. Anyone slinging the bat is out of the game for that recess. All batters are to stay ten (10) feet or more away from the batter at the plate.
- Do not throw items. (Example: rocks, sticks, mulch or dirt)
- Students staying in during recess must stay in their assigned room or study hall.
- Students are not to enter the building without the playground teacher's permission.
- Each teacher has the right and responsibility to discipline all children. (The child's classroom teacher should be notified and informed of the incident.)

#### **RESTROOM RULES**

- No playing in the restrooms.
- Keep sinks clean and throw away trash.
- No stuffing toilet paper or towels down the toilets or sinks.

#### **LUNCHROOM RULES**

- No trading food.
- Food may not be taken out of the cafeteria, unless stored in a lunchbox.
- No throwing food. If you drop food, you must pick it up. Clean up your space.
- Keep your voices down. No shouting at any time.
- When waiting in line, stay in that line and keep your hands to yourself.

## CLASSROOM RULES

Classroom and special education teachers' rules are up to each individual teacher's discretion concerning homework assignments and student attitude and behavior. The teacher will explain his/her rules the first day.

## CONSEQUENCES

Detention may be issued. Detentions will be served during recess or after school, per teacher/principal discretion. Length of the detention will be determined by the staff member issuing the detention. Suspensions, and possible expulsion are also possible consequences for student misbehavior and violations. Serious offenses shall be punishable at the discretion of the Principal or proper authorities.

## STUDENT EXPECTATIONS

- 1) Students are expected to conduct themselves in such a way as to reflect only credit to themselves, their parents, and to North Elementary.
- 2) Students are expected to move quietly through the halls.
- 3) Students are expected to participate in physical education classes, unless a written excuse from the parent/guardian or physician is received. If a student can't physically participate in PE, outdoor recess will also be restricted for the same reasons.
- 4) Students will refrain from chewing gum at all times, eating in non-designated areas, or at inappropriate times.
- 5) Items of value stored in lockers or desks assigned to the student are the sole responsibility of the student. School personnel shall not be held responsible for damage, loss, or theft of personal belongings.
- 6) Students are expected to be attentive and courteous during school assemblies or special events.
- 7) Students are expected to obey the regulations for safety on the school grounds and buses.
- 8) Students will not be allowed to sell personal items on school grounds.
- 9) Students are **not** to stay after school unless they are directly involved in a school sponsored activity with proper adult supervision and have signed permission by parent or guardian.

## GROUND FOR SUSPENSION OR EXPULSION

Grounds for suspension or expulsion are student misconduct or substantial disobedience. The grounds for suspension or expulsion apply when a student is:

- 1) On school grounds immediately before, during, and immediately after school hours and at any time when a school group is using the school.
- 2) Off school grounds at a school activity, function, or event.
- 3) Traveling to or from school or a school activity, function, or event.

The following include examples of student misconduct or substantial disobedience, but are not limited to:

- **WEAPONS:** Knowingly possessing, handling, or transmitting a knife, gun, or firearm, or any object that can reasonably be considered a weapon on school property.
- **DRUGS:** Knowingly possessing, using, transmitting, or being under the influence of any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage, tobacco, or intoxicant of any kind. Use of drugs authorized by medical prescription from a physician is not a violation of this.

- Engaging in the unlawful selling of a controlled substance or engaging in a criminal law violation that constitutes a danger to other students or constitutes an interference with school purposes or an educational function is a violation.
- **Causing** or attempting to cause damage to school property, stealing, or attempting to steal school property.
  - **Causing** or attempting to cause damage to private property, stealing, or attempting to steal private property.
  - **Setting** fire to or damaging school building or property.
  - **Consistently** failing to obey the directions of teachers or other school personnel during the period of time when the student is under their supervision, where the failure constitutes an interference with school or educational functions.
  - **Repeatedly** violating rules that are reasonably necessary in carrying out school purposes or educational functions and are validly adopted in accordance with Indiana law, including, but not limited to:
    - **Engaging** in sexual behavior on school property;
    - **Disobedience** of administrative authority;
    - **Excessive** absence or tardiness of students;
    - **Knowingly** possessing, using, or transmitting any substance which is represented to be or looks like a narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage, stimulant, depressant, or intoxicant of any kind;
    - **Possessing**, using, transmitting, or being under the influence of caffeine-based substances, substances containing phenylpropanolamine (PPA), or stimulants of any kind, be they available with or without prescription.
    - **Intentionally** causing or attempting to cause physical injury or intentionally 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 some other person does not, however, constitute a violation of this provision.
    - **Threatening** or intimidating any student for the purpose of, or with the intent of, obtaining money or anything of value from the student.
    - **Engaging** in any activity forbidden by the laws of Indiana that constitutes an interference with school purposes or an educational function.
    - **If** it is determined that damage has resulted from the student's conduct or possession of a knife, or any instrument used destructively to mar, damage, deface or destroy school property of any kind or description, including school buses, the parent of the student responsible shall be required to reimburse the school corporation in the amount of that damage.

### **HOMEWORK and MAKE UP WORK**

Homework is often an integral part of the educational process and an out-of-school extension of the class work related to objectives of the curriculum. With parental support, children are more likely to do better in school, show more interest, learn more, have improved standardized test scores, and have more success in daily schoolwork.

All homework is due on the following day. Extended assignments will be due on a date established by the teacher. **Students will not be permitted to call home for homework**, which they have forgotten to bring to school. Teachers will establish their own homework protocols in their individual classrooms.

**Make-up work must be requested through the office each day.** If homework has not been previously requested, it is always the **responsibility of the student**, upon returning to school, to ask the teacher for make-up work. Assignments picked up will indicate when they are due. Students who get assignments upon returning to school will have one day for each day's absence in which to submit the required make-up work. Missed work caused by an extended illness will be reviewed, and specific dates will be established for the work to be completed.

## **ADDITIONAL INFORMATION and POLICIES**

### **ATTENDANCE POLICY**

Every student enrolled at MSD of North Posey County elementary schools is expected to attend school each day. School attendance is compulsory under Indiana law. Parents who permit their children to be absent without valid excuses are in violation of the law. MSD of North Posey County elementary schools intend to vigorously uphold the Indiana Statutes relating to school attendance. Our attendance policy allows for up to **five** parent phone calls to excuse absences due to illness. Absences beyond these five phone calls will be deemed **unexcused** unless supported by a doctor's note. To ensure that all absences are properly documented, a doctor's note must be provided for any additional absences beyond the initial five excused calls. This policy aims to balance flexibility for genuine health issues with the need to maintain consistent attendance standards. The following procedures will be followed to address unexcused absences.

#### **MSD of North Posey Habitual Truancy Prevention Procedures**

- \*3 unexcused absences - Site attendance designee sends attendance letter from Harmony.
- \*5 unexcused absences - Site attendance designee phone call to parent to conference with parent on the importance of attendance and that attendance is compulsory in Indiana.
- \*7 unexcused absences - Site attendance designee notifies District Attendance Officer of absences along with any documentation of actions already taken. District Attendance Officer calls parent to conference with parent on the importance of attendance and that attendance is compulsory in Indiana.
- \*8 unexcused absences - Site attendance designee schedules conference with parent or guardian to discuss attendance concerns and a plan moving forward. Invite District Attendance Officer and Principal.
- \*10 unexcused absences - Site attendance designee provides Resource Officer with documentation needed to submit an affidavit to the Prosecutor's Office. DCS report made by Site attendance designee. District Attendance Officer will work with the Prosecutor's Office to determine an intervention plan at this point.

#### **IC 20-18-2-6.5 "Habitual truant"**

Sec. 6.5. "Habitual truant" refers to a student who has been absent ten (10) days or more from school within a school year without being excused or without being absent under a parental request that has been filed with the school. *As added by P.L.246-2013, SEC.3. Amended by P.L.250-2023, SEC.4.*

Excused absences will be for illness, funeral, doctor and dentist appointments, and other absences approved by the administration. All other absences will be considered UNEXCUSED (car trouble, childcare, etc).. All absences (excused and unexcused) will be counted in applying this attendance policy. It is recommended that doctor and dentist appointments be made outside of school hours if possible.



Student absences should be called in or a note sent to the office each day. Parents will be called on all absences by 10:00 a.m. if we do not hear from the parent. If a student misses three (3) days in a row, a doctor's excuse is needed to return to school.

If planning a vacation during the school year, you must request the form from our office for approval by the principal one week prior to the scheduled days off in order for the days to be excused. After approval has been received from the principal, the parent should contact the teacher about work missed.

Arriving late to school (tardy) is in violation of the attendance policy and may subject the student to disciplinary action. Tardiness is defined as arriving after 8:05 A.M. Students who are tardy must be signed in at the office before going to class.

### **DRESS CODE**

It is the responsibility of the students to maintain a healthy and respectful-looking appearance while attending school and school activities. Specific regulations of the dress standard:

- 1) Wearing any form of clothing which is indecent (too short, too transparent, too revealing, vulgar, etc.), or displaying/inferring offensive or lewd words, sayings, and/or pictures is considered a violation.
- 2) Clothing may not display any forms or references to alcohol, tobacco products, and/or illegal substances.
- 3) Tank tops with big arm holes are not allowed. Blouses, shirts and tops must be long enough to cover the midriff/stomach at all times. Pants/slacks must not be too low as to where the stomach/back shows. No shirts with thin straps or spaghetti straps allowed. No off-the-shoulder shirts are allowed. No racerback shirts allowed.
- 4) Students must wear tennis shoes to gym class.
- 5) Hair should be clean, neat, and out of the eyes. Hair dye shall not be used that is of unnatural hair color.
- 6) Hats and sunglasses are not to be worn in the school building except on designated days.
- 7) The wearing or displaying of any gang-related article of dress or adornment is not allowed at school or any school activity (chains, bandanas, armbands, etc.).
- 8) No shorts may be worn between November 1 and April 1. Shorts must be mid-thigh in length or longer.
- 9) No rubber flip flops may be worn at school.

**Appearance must not be considered a disruption to the education process, cause a distraction, or interfere with school purpose. The administration reserves the right to determine what is considered inappropriate or disruptive to the educational process.**

### **VALUABLES**

It is recommended that students do not bring valuables or large sums of money to school and store in their lockers or desks. If it is necessary to bring such items, make arrangements with the teacher or office for safekeeping. **Personal cell phones, smart watches, cameras, walkie-talkies, skateboards, rollerblades, shoes with wheels, and laser lights are prohibited.** Battery operated toys and games are not allowed on the playground. They may only be used during indoor recess. Games/music cannot be shared between students. Vulgar/obscene video games/music will not be allowed. **Personal communication devices are not permitted at school or on the school bus.**

**Students are expected to abide by all student rules and policies of both North Elementary School and the MSD of North Posey County Board of Education.** Copies of pertinent policies (such as Rules of Conduct and Procedural Code for Student Suspensions, Substance Abuse Policy, Sexual Harassment, etc.) are located in the Principal's office.

## **CORPORATION POLICIES**

### **CHROMEBOOK CARE & USER AGREEMENT**

*North Posey County Schools Chromebooks are designed to be an educational tool and an extension of the classroom. **Parents & students must sign and return the Student Chromebook Acknowledgement form before the Chromebook can be issued to the student. A complete copy of the Chromebook Care & User Agreement may be found on the school's website; however, several criteria are as follows:***

- \*Users will understand that they are responsible for managing their own files.
- \*Users will not leave their Chromebooks unattended unless it is locked in a secure place/classroom. The family is fully responsible for the cost of replacement should the Chromebook become lost or stolen. A police report must be filed for theft.
- \*Users will understand that their family is financially responsible for the full cost if damage occurs due to the user's "gross negligence."
- \*Users will not duplicate or distribute copyrighted materials other than a backup copy of those items they own legally.
- \*Users will keep the Chromebook secure whenever it is moved from one point to another.
- \*Users will read and follow general maintenance alerts from school technology personnel.
- \*Users will report any problems with their Chromebook to a teacher or administrator.
- \*Users will not attempt to repair the Chromebook outside of approved MSD of North Posey County channels.

### **MSD OF NORTH POSEY COUNTY ANTI-BULLYING POLICY**

The school board of MSD of North Posey County prohibits acts of bullying of a student. The school board has determined that a safe and civil environment in school is necessary for students to learn and achieve high academic standards. Bullying, like other disruptive or violent behaviors, is conduct that disrupts both a student's ability to learn and a school's ability to educate its students in a safe and disciplined environment. Since students learn by example, school administrators, faculty, staff and volunteers should be commended for demonstrating appropriate behavior; treating others with civility and respect; and refusing to tolerate harassment, intimidation or bullying.

A complete copy of the MSD of North Posey Anti-Bullying Policy will be disseminated to all students at the beginning of each school year. The policy can also be found on the MSD of North Posey website at [www.northposey.k12.in.us](http://www.northposey.k12.in.us).

### **SEXUAL AND RACIAL HARASSMENT POLICY**

The MSD of North Posey County has adopted a sexual harassment policy and a racial harassment policy. It is the policy of the MSD of North Posey County Schools to maintain a learning and working environment that is free from sexual harassment. It shall be a violation of this policy for any employee of MSD of North Posey County Schools to harass any student, teacher, other school employee, or visitor through conduct or communication of a sexual nature. It shall also be a violation of this policy for a student to harass any student, teacher, other school employee, or visitor through conduct or communication of a sexual nature. The use of the term "employee" also includes non-employees and volunteers who work subject to the control of school authorities. A complete copy of the sexual

harassment policy and complaint procedures is available upon request. A copy of the sexual harassment and racial harassment policies are located in the South Terrace office.

### **DISTRICT WELLNESS POLICY**

The MSD North Posey district wellness policy can be found on the North Elementary website as well as the MSD North Posey Corporation website.

### **NON DISCRIMINATION POLICY**

In accordance with Federal law and U.S. Department of Agriculture policy, this institution is prohibited from discriminating on the basis of race, color, national origin, sex, age, religion, political beliefs, or disability.

To file a complaint of discrimination, write USDA, Director, Office of Civil Rights, 1400 Independence Avenue, S.W., Washington, D.C. 20250-9410 or call (800) 795-3272 (voice) or (202) 720-6382 (TTY). USDA is an equal opportunity provider and employer.

### **ASBESTOS POLICY**

Under the Asbestos Hazard Emergency Response Act (AHERA) OF 1986, South Terrace Elementary is required to annually notify all school building employees, building occupants or their legal guardians, of the availability and location of the Asbestos Management Plan(s) and of any post-response action activities, including periodic re-inspection and surveillance activities that are planned or in progress.

We are happy to report that the following facility, North Elementary, has been thoroughly inspected and that there are no asbestos-containing building materials.

However, State and Federal law requires that we notify you annually that we maintain an asbestos management plan for each building. The AHERA Management Plan is available for public review at the Administration Office. You are welcome to inspect and copy these plans during normal business hours. A reasonable charge will be made for requested copies of the Management Plan(s). If you have any questions about our asbestos program, please call Dr. Todd Camp, Designated Person for the school system at 812-874-2243.

The policies and procedures contained in this student policy handbook have been approved by the school board of the MSD of North Posey County.