

SIGNATURE SCHOOL GUIDELINES & RULES

2017-2018

Signature School is committed to providing a safe learning environment for all students. Students and parents are responsible for knowing and observing the guidelines and rules which govern Signature School. Any one or combination of the following actions may be used in order to maintain discipline in school: parent conference, counseling, restriction of extra-curricular activities, suspension of privileges, suspension from class, suspension from school, expulsion from school, referral to juvenile court, suspension from the bus, or other reasonable disciplinary action which is left to the discretion of the teacher and/or building administrator.

Signature School operates with an open campus. Safety is our number one priority, and we do everything possible to guarantee the protection of our students. Parents and guardians make the final decision for their child to attend Signature with the knowledge that our campus is open and that their child bears responsibility to adhere to all rules in order to best provide a safe environment.

Signature School may, at its discretion, report any disciplinary action to colleges, universities, and other post-secondary institutions as well as other legitimate organizations where a student may seek admission or with which a student wishes to associate.

Signature School does not discriminate against any individual on the basis of race, color, religion, gender, sexual orientation, veteran status, national origin, age, disability, genetic information, or limited English proficiency in its programs or employment policies as required by the Indiana Civil Rights Law (I.C.22-9-1), Title IV and Title VI (Civil Rights Act of 1964), the Equal Pay Act of 1973, Title IX (Educational Amendments), the Genetic Information Non-Discrimination Act, and Section 504 (Rehabilitation Act of 1973).

MAINTAINING DISCIPLINE

Recognizing that the behavior of some students may be so disruptive that it interferes with school purposes or educational functions of the school, Signature School may find it necessary to remove a student from the school. In this event and in accordance with the provisions of **Indiana Code 20-33-8**, the Signature School Board of Directors authorizes administrators and staff members to take the following actions:

1. REMOVAL FROM CLASS OR ACTIVITY-TEACHER

A teacher will have the right to remove a student from his/her class or activity for one (1) class period or length of the class.

2. SUSPENSION FROM SCHOOL-PRINCIPAL

The school principal (or designee) may deny a student the right to attend school or take part in any school function for a period of time of up to ten (10) school days. **Students are not allowed on any Signature School property while on suspension and may not attend any activity sponsored by Signature School.**

3. EXPULSION

In accordance with the due process procedures defined in this policy, a student may be expelled from school for a period no longer than the remainder of the current semester plus the following semester, with the exception of a violation of **the weapons rule (RULE 2)** listed under the grounds for Suspension and Expulsion in this policy which will result in a one year expulsion. **Expelled students are not allowed on any Signature School property and may not attend any activity sponsored by Signature School.**

****A VIOLATION, OR REPEATED VIOLATION, OF ANY SCHOOL RULE IS GROUNDS FOR DISCIPLINARY ACTION INCLUDING SUSPENSION OR EXPULSION.**

GROUNDS FOR SUSPENSION OR EXPULSION

IC 20-33-8-14

Sec. 14: Grounds for suspension or expulsion-

(a) The following are the grounds for student suspension or expulsion, subject to the procedural requirements of this chapter and as stated by school corporation rules:

(1) Student misconduct.

(2) Substantial disobedience.

(b) The grounds for suspension or expulsion listed in subsection (a) apply when a student is:

(1) on school grounds immediately before or during school hours, or immediately after school hours, or at any other time when the school is being used by a school group;

(2) off school grounds at a school activity, function, or event; or

(3) traveling to or from school or a school activity, function, or event.

As added by P.L. 1-2005, SEC.17.

IC 20-33-8-15

Sec. 15: Unlawful activity by student

In addition to the grounds specified in section 14 of this chapter, a student may be suspended or expelled for engaging in unlawful activity on or off school grounds if:

(1) the unlawful activity may reasonably be considered to be an interference with school purposes or an educational function; or

(2) the student's removal is necessary to restore order or protect persons on school property; including an unlawful activity during weekends, holidays, other school breaks, and the summer period when a student may not be attending classes or other school functions.

As added by P.L. 1-2005, SEC.17.

RULE 1. SUBSTANCE ABUSE

A. **Alcohol**

Possessing, using, transmitting, or being under the influence of any alcoholic beverage is prohibited. Any substance which is represented to be alcohol is prohibited. (IDOE Code 01)

B. **Drugs**

Possessing, using, transmitting, or being under the influence of any **drug that is not used in accordance with doctor's orders is prohibited**. Any substance/chemical which is represented to be or looks like drugs/paraphernalia, or is not used for intended purpose, is also prohibited. **(Note: Student shall surrender any prescription or non-prescription drugs in the original container to Ms. Roscoe or Ms. Muehlbauer upon arrival at school.)** (IDOE Code 02)

C. **Tobacco**

Possessing, using, and/or transmitting tobacco or tobacco products is prohibited.

Use of tobacco shall mean all uses of tobacco, including cigar, cigarette, pipe, snuff, or any other matter of substance that contains tobacco, as well as electronic, "vapor," or other substitute forms of cigarettes. (IDOE Code 07)

RULE 2. WEAPONS

A. **POLICY ON POSSESSION OF WEAPONS**

1. No student shall possess, handle, or transmit any firearm, deadly weapons, destructive devices, or dangerous instruments, as defined in Indiana Codes 20-33-8-16 and 35-47-5-2.5, on school property. Look-alike weapons of any kind are also prohibited. (IDOE Codes 03-06)

- B. **The penalty for possession of a firearm, deadly weapons, or destructive devices: The student must be expelled for One (1) calendar year with the return of the student to be at the beginning of the first school semester after the end of One (1) year period.** The Executive Director/Principal may, on a case-by-case basis, modify the period of expulsion for a student who is expelled under this section.

- C. The Executive Director/Principal shall notify the county prosecuting attorney's office when a student is expelled under this rule (Rule 2).

RULE 3. INTIMIDATION/BULLYING/HARASSMENT

- A. No student shall intimidate, bully, harass, or threaten other students or school personnel in any form or manner as defined by Indiana Codes 35-45-2 and 22-33-8-0.2. (IDOE Codes 13 and 10) Behaving in a way that is disrespectful towards others is unacceptable and will not be tolerated.
- B. Students are prohibited from continuously and intentionally making noise or acting in any manner so as to interfere seriously with the ability of any teacher or any other school personnel to conduct the education function under their supervision.
- C. Violating or repeatedly violating any rules that are reasonably necessary in carrying out school purposes or an educational function and are validly adopted in accordance with Indiana law.

RULE 4. THEFT, DAMAGE, OR DESTRUCTION OF PROPERTY

A. **Theft, Damage, Destruction of Property**

Causing or attempting to cause damage to private or school property, stealing or attempting to steal private or school property is prohibited. (Items found by a student should be taken to the office immediately.) (IDOE Code 10)

- B. School property: Students shall not write on desks, walls, books, or deface school property. Students shall not leave litter school on property.
- C. Students shall not post advertising or other materials in the school without permission of an administrator.
- D. Trespassing on school property is prohibited.

RULE 5. ASSAULT, FIGHTING, THREAT

- A. Fighting is prohibited. (IDOE Code 11)
- B. Battery as defined by I.C. 35-42-2-1 is prohibited. (IDOE Code 12)
- C. Verbal aggression and profanity: Verbal aggression and profanity are prohibited. (IDOE Code 14)
- D. Forming groups who associate closely, such as a group engaging in antisocial, delinquent and/or criminal behavior is forbidden. Use of signals related to membership in groups is prohibited. Writing gang signs or symbols on your person at school is prohibited. This includes gang-related tattoos. (IDOE Code 10)

RULE 6. DEFIANCE

Defiant behavior is prohibited. Defiance is defined as failing to comply with directions of teachers or other school personnel during any period of time when the student is properly under their supervision and/or the behavior constitutes an interference with school purposes or an educational function. (IDOE Code 15)

RULE 7. UNAUTHORIZED ITEMS

Students shall not bring equipment or other objects to school or school activities which can be considered disruptive and/or are being used in the educational process without permission from school personnel. (IDOE Code 15)

RULE 8. VIOLATION OF STATE/FEDERAL LAW

Engaging in any activity forbidden by the **laws of Indiana** or the federal government is prohibited. (IDOE Code 10)

RULE 9. SCHOOL RULES

Walkway Safety: Because Signature School's campus is in downtown Evansville, students are advised to be careful when on the walkway. No student is allowed to be on the walkway alone. Students must always travel in groups or pairs.

- A. Cell phones **must be turned off** and not used **inside** the main building, Science Center, and Victory (3rd floor and 4th floor studio) from 8:30 a.m. until 3:15 p.m. Cell

phones may not be used during passing periods.

1. Cell phones may be used **outside** the school during lunch.
 2. Cell phones or other electronic devices may not be used in any manner, such as texting, that will cause disruption to the educational environment.
- B. Students shall adhere to safety practices and all other school rules during the school day, school activities, and during transportation to and from school and school sponsored activities.
- C. Students shall not cheat or use misrepresentation including, but not limited to, forging and/or misuse of any document, excuse, official forms or records, assignments, homework i.e., Reason for Absence form, false telephone calls, text messaging, etc.
- D. Creating, writing or distributing newspapers, bulletins, newsletters or websites under the auspices of the Signature name or logo which are not authorized by the school administration is prohibited.
- E. **Blogs and websites:** Libel (writing derogatory statements that cannot be proven), defamation and invasion of privacy are punishable by law. **No** blog or website should take the Signature name as a part of its title, inferring that it is somehow sponsored or sanctioned by the school.
- F. Students wishing to use the elevator shall refrain from any actions that could result in the malfunction of the elevator, such as pushing multiple buttons simultaneously, jumping up and down, etc. Students are reminded to be respectful of others when entering or exiting the elevators. **The number of individuals on the elevators should not exceed 12.**
- G. Matches and/or lighters are prohibited.
- H. The selling of items for fundraising purposes must be approved by the principal.
- I. Students who bring electronic devices are to observe Signature's Acceptable Use Policy. Information on devices confiscated by the school is subject to being reviewed by the police/liaison officer.
- J. Students are asked to help maintain the cleanliness and overall appearance of the building. Do not bring in food or drinks in open containers. No eating or drinking in hallways or elevators.
- K. Students are asked not to block the hallways, elevators, or stairwells with backpacks (bookbags). **Backpacks should not be left in the lobby on the first floor or outside in front of the school.**
- L. **No public display of affection.**

RULE 10. HARASSMENT

It is the policy of Signature School to maintain a learning and working environment that is free from sexual harassment, or other harassment based on race, color, age, religion, national origin, disability, sexual orientation, gender, limited English proficiency, or any other reason protected by law. Students are prohibited from bullying, threatening, intimidating, or transmitting sexually explicit communication via electronic devices and social media.

It shall be a violation of the policy for any employee, student, or agent of Signature School to harass another employee, student, or agent through conduct or communications of a sexual nature or other protected basis. The use of the term "employee" also includes non-employees and volunteers who work subject to control of school authorities.

- A. A student shall not exhibit conduct which has the purpose or effect of unreasonably interfering with another student's academic development or creates an intimidating, hostile, or offensive learning environment.
- B. A student shall not make unwelcome sexual advances, requests for sexual favors, or exhibit other verbal or physical conduct of a sexual nature.
- C. A student shall not engage in subtle forms of harassment such as unwelcome cartoons, caricatures, jokes of a sexual or racial nature, race or sex-oriented verbal kidding or abuse, and unwelcome, deliberate physical contact.
- D. Verbal or physical abuse, racial harassment, sexual harassment of others, any indecent language or gesture or act, threats of violence to the school staff or its body are prohibited.

E. SEXUAL HARASSMENT AND THE COMPLAINT PROCEDURE INVOLVING AN EMPLOYEE, STUDENT, OR AGENT OF SIGNATURE SCHOOL

Pursuant to Title VII of the Civil Rights Act of 1964 and Title IX of the Educational Amendments of 1972, "sexual harassment" is defined as: Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature, when:

- 1. Submission to such conduct is made either implicitly or explicitly a term or condition of an individual's status in a class, educational program, or activity;
- 2. Submission or rejection of such conduct by an individual is used as the basis for educational decisions affecting such individual;
- 3. Such conduct has the purpose or effect of interfering with the individual's educational performance; of creating an intimidating, hostile, or offensive learning environment; or of interfering with one's ability to participate in or benefit from a class or an educational program or activity.

Sexual harassment may involve the behavior of a person of either gender against a person of the same or opposite gender.

Prohibited acts that constitute sexual harassment may take a variety of forms. Examples of the kinds of conduct that may constitute sexual harassment include, but are not limited to:

- Unwelcome sexual propositions, invitations, solicitations, and flirtations.
- Physical assault.
- Threats or insinuations that a person's academic grade, promotion, classroom work or assignments, academic status, participation in athletics or extra-curricular programs or events, or other conditions of education may be adversely affected by not submitting to sexual advances.
- Unwelcome verbal expressions of a sexual nature, including graphic sexual commentaries about a person's body, dress, appearance, or sexual activities; the unwelcome use of sexually degrading language, jokes or innuendoes; unwelcome suggestive or insulting sounds or whistles; obscene telephone calls.
- Sexually suggestive objects, pictures, videotapes, audio recordings or literature, placed in the educational environment, which may embarrass or offend individuals.
- Unwelcome and inappropriate touching, patting, or pinching; obscene gestures.
- A pattern of conduct, which can be subtle in nature, that has sexual overtones and is intended to create or has the effect of creating discomfort and/or humiliation to another.
- Remarks speculating about a person's sexual activities or sexual history, or remarks about one's own sexual activities or sexual history.
- Consensual sexual relationships where such relationship leads to favoritism of a student with whom the teacher or superior is sexually involved and where such favoritism adversely affects other students.

Not all behavior with sexual connotations constitutes unlawful sexual harassment. Conduct must be sufficiently severe, pervasive, and persistent such that it adversely affects an individual's education, or such that it creates a hostile or abusive educational environment.

RULE 11. ATTENDANCE (I.C. 20-33-2)

A. ABSENCES AND PROCEDURES

Student absences shall be reported to the school by parent/guardian **before 9:30 am** on the day of absence, or where circumstances require, a note may be sent to school on the following day.

1. Absences will count in the determination of loss of credits.
2. Unexcused absences, if excessive, can lead to legal action under the compulsory school attendance law. I.C. 20-33-2
3. A suspension or expulsion from another educational institution will apply to and be upheld by Signature School.
4. **Vacations during school time are counted as unexcused absences and can lead to the loss of the student's credit(s)**. In Indiana, school attendance is mandatory, and schools cannot give permission for absence beyond the law. Parents/guardians are advised to plan family activities when school is not in session.

5. Student absences for activities other than those listed in Rule 11, Sections C and D, will be counted as unexcused absences unless deemed otherwise by the Executive Director. Requests for such absences must be submitted in advance and in writing to the Executive Director.
6. Students who find it necessary to leave school before the end of the school day must receive the approval of the proper school authority and sign out in the school office.
7. Students shall attend all of the scheduled classes and activities to which they are assigned during the school day unless properly excused by school authority.
8. When absent from school, the student is responsible for requesting make-up work, including tests, by following the procedures set forth by the school. **Make-up work will not be allowed** for students who are truant.
9. If a student has been suspended, the student should contact the teacher and request makeup work for the time absent. A student who does not request the work by the end of the third day after return will forfeit his/her rights to make up the work.
10. **In order to participate in extra-curricular activities, the student must be in attendance in ALL classes on the day of the activity, unless excused by the principal.** Students who are suspended from school may not practice or participate in extra-curricular activities.
11. Students attending Signature School must be legal residents in the state of Indiana.

B. LATES (TARDIES) TO SCHOOL/CLASS

1. A student will be considered late when he/she is not in his/her assigned class at the designated time of the class.
2. **Three lates to a class will equal one unexcused absence to that class.**
3. Students who report to school late in the morning shall sign in at the office. The student is responsible for providing documentation to excuse the absence.

C. EXCUSED ABSENCES

Parents/guardians of students who anticipate an absence from school shall contact the office by telephone, email, or written note prior to the absence.

Students are responsible for providing documentation for all excused and exempt absences.

1. Funeral/Bereavement
2. Verified medical or dental appointment (written medical verification of illness and proof of medical visit must be provided within three school days of the date the student returns to school)
3. Chronic illness (school form must be filled out by doctor **each year**)

4. Religious holidays/activities (must be verified by the parent/guardian and should be received and approved by the administrator one week in advance of the event)
5. Legal appointment (written legal verification must be provided)
6. Other activities as approved by the principal

D. EXEMPT ABSENCES

Parents/guardians of students who anticipate an absence from school shall contact the office by telephone, email, or written note prior to the absence.

Students are responsible for providing documentation for all excused and exempt absences.

The following absences are exempt and will not count in the determination of loss of credits or the pursuit of legal action due to violations of the compulsory school attendance law. (I.C. 20-33-2)

Students will be exempt and not counted absent when attending or participating in/as:

- (a) School-approved field trip
- (b) Service as a page or an honoree of the Indiana General Assembly. (I.C. 20-33-2-14)
- (c) A high school student who serves on the 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. Prior to the date of the election, the student must submit a document signed by one of the student's parents or guardians giving permission to participate in the election provided in this section, and the student must verify to school authorities the performance of services by submitting document signed by the candidate, political party chairman, campaign manager, or precinct officer. The document must describe generally the duties of the student on the date of the election. (I.C. 20-33-2-15)
- (d) A student who is issued a subpoena to appear in court as witness in a judicial proceeding is excused from school. (I.C. 20-33-2-16)
- (e) A student who is ordered to active duty with the Indiana Guard for not more than ten days in a school year. (I.C. 20-33-2-17)
- (f) A student with an Approved Educationally Related Non-Classroom Activity (I.C. 20-33-2-17.5) such as science fairs, etc.

E. PRE-COURT CONFERENCE

Students who accumulate more than **5 unexcused absences** in a semester (without medical documentation) or who accumulate **3 or more trancies** may be referred for pre-court conference.

Students who have been referred for a pre-court conference due to a violation of the compulsory school attendance law are required to produce medical or legal documentation of any missed days for one calendar year. Students who do not provide proper documentation and continue to miss school after their pre-court conference will be counted as truant, and the student and or their

parent will be referred to the prosecutor's office.

F. DENIAL OF CREDIT

EACH SEMESTER A STUDENT MAY BE DENIED CREDIT AFTER THE FIFTH ABSENCE FROM A CLASS. Extensions will be provided to students who have written medical or dental excuses on file in the attendance office. **Notes from doctors, dentists, or other health care providers must be received by the attendance office within three school days of the date the student returns to school.** Notes not received within three school days may not be accepted. When a student is denied credit in three or more classes, he/she will be recommended for expulsion from school or referred to the prosecutor's office; or, if of legal age, will have the option to withdraw. **(All appeals should be directed to the Executive Director/Principal of the school.)**

G. TRUANCY

1. A HABITUAL TRUANT is defined as a student who is "chronically absent, having unexcused absences from school for more than ten (10) days of school in one (1) year. (I.C. 20-33-2-11)
2. A student is truant when no just reason is presented to Signature School for the absences within three days.
3. Make-up work is not permissible for students who have been marked truant.

H. STUDENTS SHALL NOT LEAVE ANY CAMPUS BUILDING BETWEEN PERIODS WITH THESE EXCEPTIONS:

1. Those who are ill and have been excused by an administrator.
2. Those with permission of an administrator.

Students should use the exit by the front office at all times, and students leaving any campus building during the day must sign out in the main office.

RULE 12. SCHOOL BUILDING

A. LUNCH

1. Signature students have two options during lunch:
 - Students may bring their lunch and eat on the fifth floor of the Victory, outside on the "Grassy Knoll" (on the Civic Center side of Signature School), or in designated classrooms for appointments with teachers or faculty-supervised club meetings.
 - Teachers will be with students at selected restaurants on the Walkway.
2. Students will be provided a copy of the lunch procedures on the first day of school.
3. Students are responsible for cleaning up after themselves at all times.
4. Students may not have lunch with non-Signature students.
5. **Family members who have lunch with a student must sign in at the front desk in the office.**

B. BOOK DAMAGE

1. Students are responsible for books and equipment issued and loaned to them by Signature School. Those that are lost must be paid for by the student. Fines are also charged for damages to rental or borrowed books. Students shall not damage or deface textbooks, computers, or media material in any manner.

C. DRESS CODE

1. Appropriate dress and personal grooming are required of each student as a vital part of maintaining the educational environment. Modes of grooming or styles of attire which detract from a good teaching/learning situation are not acceptable. **Extremes shall be avoided in all areas of dress and grooming** including body piercing. The building administrator and staff shall determine what is inappropriate. Students in violation of the dress code will be asked to correct the violation prior to returning to the classroom and could face further disciplinary action. (IDOE Code 15)
2. Students in their dress and grooming must recognize the necessity for health, safety, cleanliness, and modesty at all times.
3. The wearing of any apparel that has on it any writing, printing, symbols or pictures that is judged by the building administrator to be vulgar, suggestive and/or implies sex, drugs, alcohol, violence, or other subjects disruptive to the normal operation of the school is prohibited.
4. Wearing pajamas and/or house slippers is prohibited.
5. Wearing low-rise, baggy or sagging pants that reveal any skin or undergarments is prohibited.
6. See-through or sheer garments are prohibited.
7. Length of shorts or skirts should be at least finger-tip length when arms are resting at the side of the body.
8. The wearing of low-cut tops or blouses should be avoided.

RULE 13. BUS TRANSPORT

1. The school bus is an extension of the classroom or school property. All school rules apply to those students who ride the bus. Students shall follow rules of safety required for bus riders.

RULE 14. COMPUTERS

All students will be provided a copy of Signature School's Acceptable Use Policy. To have access to Signature School computers, students and parents must sign and return the "Network User's Agreement" to the main office.

1. Students shall not access, upload, download, or distribute pornographic, obscene or sexually explicit materials. Nor shall students transmit pornographic, obscene, abusive, or sexually explicit materials, or "stalk" or harass others.
2. Students are prohibited from bullying, threatening, intimidating, or transmitting sexually explicit communication via electronic devices.

3. Students shall not use the network to violate local, state or federal statutes.
4. Students shall not access the files, information, or software of others without prior authorization.
5. Students shall not vandalize, damage or disable or “hack” the files, networks, software, profiles, and other electronic media and devices of others. Creation of a “virus” is considered vandalism.
6. Students shall not upload, download, or otherwise use copyrighted material or other intellectual property of others without prior authorization. Copyright violations can result in fines or imprisonment.
7. Students shall not purchase any goods or services through any on-line service.
8. Computers and other electronic devices are to be used for educational and classroom purposes only. Students are prohibited from using computers, electronic devices, and/or the school network for entertainment purposes, including, but not limited to
 - gaming,
 - streaming or downloading movies, television, and music,
 - shopping,
 - blogging, and
 - unapproved social media use

RULE 15. DRIVING PRIVILEGES/PARKING/LEAVING SCHOOL WITHOUT PERMISSION

1. Students who leave school during lunch without permission may face suspension.
2. Students are not allowed to leave school to go their cars without permission from the administration.

RULE 16. SEARCH

- A. As used in this section, “reasonable cause for a search” means circumstances which would cause a reasonable person to believe that the search of a particular person, place, or thing will lead to the discovery of:
 1. evidence of a violation of school rules and guidelines
 2. anything which might present an immediate danger of physical harm or illness to any person.
- B. The administration or a teacher may search any storage area on school premises at any time.
- C. Student searches can be conducted by the principal or principal’s designee.
 1. Searches of the student shall be limited to:
 - a. Searches of the pockets of the student, and/or;

- b. Any object in the possession of the student such as a purse or backpack, and/or;
 - c. a "pat down" of the exterior of the students clothing.
2. Searches of the person of a student which require removal of clothing other than shoes, socks, coat or jacket shall be referred to a law enforcement officer.
- D. Driving a motor vehicle to school is a privilege. The principal or principal's designee may search a motor vehicle on or near school property, or which has been driven to a school event.

**SIGNATURE SCHOOL
ANTI-SMOKING POLICY**

The Signature School Board of Directors recognizes that the use of tobacco presents a health hazard which can have serious consequences both for the user and the nonuser and is, therefore, of concern to the Board.

For purposes of this policy, "use of tobacco" shall mean all uses of tobacco, including a cigar, cigarette, pipe, snuff, or any other matter of substance that contains tobacco, as well as electronic, "vapor," or other substitute forms of cigarettes.

In order to protect students and staff who choose not to use tobacco from an environment noxious to them, and because the Board cannot condone the use of tobacco, the Board prohibits the use of tobacco by professional staff members, students, and visitors in school buildings at all times. Such prohibition also applies on school grounds, on school buses, at any school-related event except at designated times and in designated areas.

It is the policy of the School Board to comply with the city and county smoking ordinance. The ordinance can be accessed from the link below.

<http://www.vanderburgh.org/auditor/codification/title8/8.24.html>

**SIGNATURE SCHOOL
POLICY OF NON-DISCRIMINATION**

Signature School does not discriminate against any individual on the basis of race, color, religion, gender, sexual orientation, veteran status, national origin, age, disability, genetic information, or limited English proficiency in its programs or employment policies as required by the Indiana Civil Rights Law (I.C.22-9-1), Title IV and Title VI (Civil Rights Act of 1964), the Equal Pay Act of 1973, Title IX (Educational Amendments), the Genetic Information Non-Discrimination Act, and Section 504 (Rehabilitation Act of 1973).

Signature School is in compliance with federal regulation 40 CFR 763.85 covering asbestos Inspections and testing. Signature School has an asbestos management plan in place that is available to parents/guardians to view.

Signature School may on occasion use pesticides to control insects and pests. Parents/Guardians have the right to be notified of pesticide usage. If a parent/guardian wishes to be notified in advance of pesticide usage, he/she must notify Ms. Muehlbauer in writing that he/she wishes to be placed on a notification list.

Signature School receives Title I funding and, in accordance with ESEA Section 1111(h)(6), wishes to communicate to parents/guardians the terms of Title I. Please refer to the above citation or contact Jean Hitchcock, Executive Director, for further information.

THE FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

FERPA allows schools to disclose certain "directory" information without student or parental consent. This information could include a student's name, address, telephone number, date and place of birth, honors and awards, and dates of attendance. FERPA requires that parents and eligible students have the right to request the school NOT disclose this information. If any Signature School parents or eligible students wish to have information withheld during the 2017-'18 school year, they must notify their school administrator by August 25, 2017. To see full FERPA information, go to <http://www.ed.gov/policy/gen/guid/fpco/ferpa/index.html>

HARASSMENT

It is the policy of Signature School to maintain a learning and working environment that is free from sexual harassment, or other harassment based on race, color, age, religion, national origin, disability, or any other reason protected by law.

It shall be a violation of the policy for any employee, student, or agent of Signature to harass or intimidate another employee, student, or agent through conduct or communications that are based on the latter individual's sex or other protected characteristic. The use of the term "employee" also includes non-employees and volunteers who work subject to control of school authorities.

Signature School will investigate all allegations of harassment, and in those cases where unlawful harassment is substantiated, the school and the Board of Directors will take immediate steps to end the harassment. Individuals who are found to have engaged in unlawful harassment will be subject to appropriate disciplinary action.

PARENT/STUDENT RIGHTS IN IDENTIFICATION, EVALUATION, AND PLACEMENT

The following is a description of the rights granted by federal law to students with handicaps. The intent of the law is to keep you fully informed concerning decisions about your child and to inform you of your rights if you disagree with any of these decisions.

You have the right to the following:

- Have your child take part in and receive benefits from public education programs without discrimination because of his/her handicapping condition.
- Have the school district advise you of your rights under federal law.

- Receive notice with respect to identification, evaluation, or placement of your child.
- Have your child receive a free appropriate public education. This includes the right to be educated with non-handicapped students to the maximum extent appropriate. It also includes the right to have the school district make reasonable accommodations to allow your child an equal opportunity to participate in school and school-related activities.
- Have your child educated in facilities and receive services comparable to those provided non-handicapped students.
- Have your child receive special education and related services if she/he is found to be eligible under the Individuals with Disabilities Education Act (IDEA), and/or general education interventions/modifications outside of special education under Section 504 of the Rehabilitation Act.
- Have evaluation, educational, and placement decisions made based upon a variety of information sources and by persons who know the student, the evaluation data, and placement options.
- Have transportation provided to and from an alternative placement setting at no greater cost to you than would be incurred if the student were placed in a program operated by the district.
- Have your child be given an equal opportunity to participate in nonacademic and extracurricular activities offered by the district.
- Examine all relevant records relating to decisions regarding your child's identification, evaluation, educational program, and placement.
- Obtain copies of educational records at a reasonable cost unless the fee would effectively deny you access to the records.
- A response from the school district to reasonable requests for explanations and interpretations of your child's records.
- Request amendment of your child's educational records if there is reasonable cause to believe that they are inaccurate, misleading, or otherwise in violation of the privacy rights of your child. If the school district refuses this request for amendment, it shall notify you within a reasonable time and advise you of the right to a hearing.
- Request mediation, grievance, or an impartial due process hearing or appeal related to decisions or actions regarding your child's identification, evaluation, educational program, or placement. The costs for these due process procedures will be borne by the school corporation. You and the student may take part in the hearing and have an attorney represent you. Requests for mediation should be made to the school Executive Director/Principal. Requests for grievance, hearing, or appeal should be made to the Executive Director/Principal.
- Request a review (appeal) of the hearing should you not prevail.
- Ask for payment of reasonable attorney fees if you are successful on your claim.

NOTICE OF RIGHTS OF STUDENTS AND PARENTS UNDER SECTION 504

Section 504 of the Rehabilitation Act of 1973, commonly referred to as "Section 504," is a nondiscrimination statute enacted by the United States Congress. The purpose of Section 504 is to prohibit discrimination and to assure that disabled students have educational opportunities and benefits equal* to those provided to non-disabled students.

An eligible student under Section 504 is a student who (a) has, (b) has a record of having, or (c) is regarded as having, a physical or mental impairment which substantially limits one or more major life activities such as learning, self-care, walking, seeing, hearing, speaking, breathing, working, and performing manual tasks.

Dual Eligibility: Some students will be eligible for education services under both Section 504 and the Individuals with Disabilities Act (IDEA). Students who are eligible under the IDEA have many specific rights that are not available to students who are eligible solely under Section 504.

For more information regarding Section 504, or if you have questions or need additional assistance, please contact the school's 504 Coordinator at: 812-421-1820.

Signature School
610 Main Street
Evansville, Indiana 47708

* Equal educational benefits and opportunities does not mean the "same" benefits and/or opportunities.

The implementing regulations for Section 504 as set out in 34 CFR Part 104 provide parents and/or students with the following rights:

1. You have a right to be informed by the school district of your rights under Section 504. (The purpose of this Notice form is to advise you of those rights.) (34 CFR 104.32.)
2. Your child has the right to an appropriate education designed to meet his/her individual educational needs as adequately as the needs of non-disabled students are met. (34 CFR 104.33.)
3. Your child has the right to free educational services except for those fees that are imposed on non-disabled students or their parents. Insurers and similar third parties are not relieved from an otherwise valid obligation to provide or pay for services provided to a disabled student. (34 CFR 104.33.)
4. Your child has a right to placement in the least restrictive environment. (34 CFR 104.34.)
5. Your child has a right to facilities, services, and activities that are comparable to those provided for non-disabled students. (34 CFR 104.34.)
6. Your child has a right to an evaluation prior to an initial Section 504 placement and any subsequent significant change in placement. (34 CFR 104.35.)
7. Testing and other evaluation procedures must conform to the requirements (34 CFR 104.35) as to validation, administration, areas of evaluation, etc. Signature School shall consider information from a variety of sources, including aptitude and achievement tests, teacher recommendations, physical condition, social and cultural background, adaptive behavior, physical or medical reports, student grades, progress reports, parent observations, and anecdotal reports. (34 CFR 104.35.)
8. Placement decisions must be made by a group of persons (i.e., Student Intervention Team and/or Signature School 504 Committee), including persons knowledgeable about your child, the meaning of the evaluation data, the placement options, and the legal requirements for least restrictive environment and comparable facilities. (34 CFR 104.35.)
9. If eligible under Section 504, your child has a right to periodic reevaluations, generally every three years. (34 CFR 104.36.)
10. You have the right to examine relevant records. (34 CFR 104.36.)

11. You have the right to notice prior to any action by Signature School in regard to the identification, evaluation, or placement of your child. (34 CFR 104.36.)

12. You have a right to an impartial hearing with respect to Signature School's actions regarding your child's identification, evaluation, or educational placement, with opportunity for parental participation in the hearing and representation by an attorney. (34 CFR 104.36.)

13. If you wish to challenge the actions of Signature School's 504 Committee in regard to your child's identification, evaluation, and education placement, you should file a written request for a hearing with your state department of education's Section 504 compliance office. A hearing will be scheduled before an impartial hearing officer and you will be notified in writing of the date, time, and place for the hearing.

14. If you disagree with the decision of the impartial hearing officer, you have a right to review of that decision by a court of competent jurisdiction. (34 CFR 104.36.)

15. On Section 504 matters other than your child's identification, evaluation, and placement, you have a right to file a discrimination complaint with the School's Chief Diversity Officer, who will investigate the allegations to the extent warranted by the nature of the complaint in an effort to reach a prompt and equitable resolution.

16. You have the right to file a complaint with the Office for Civil Rights.

Signature School reserves the right to change or modify school rules based on the action of the Signature School Board or legislative mandate.

Approved by the Signature School Board of Directors on August 7, 2017.