

**Avon Community School Corporation**  
*Educate. Excite. Excel*

# **Student Handbook**

**2019-2020**  
**AVON MIDDLE SCHOOLS**



Avon Middle School North  
&  
Avon Middle School South

## **MISSION STATEMENT**

Avon Community School, in its quest to prepare students for a changing society, will offer students educational opportunities that will provide them a productive fulfilled life.

## **PHILOSOPHY**

The Board of School Trustees recognizes that it has responsibility for educating all students in the Avon district, regardless of their abilities, race, color, national origin or creed. It recognizes that the entire person comes to school, and that the school cannot ignore his or her health, character and total personality development. However, it also recognizes that the school cannot assume complete responsibility for all aspects of student development, as the responsibility must be shared by the home, the church and the total community with its various organizations and environmental conditions. The school is but one of several institutions in society and community which are collectively responsible for the total educational development of students. The basic responsibility of the corporation should be the achievement of those academic and physical development goals which are primarily those responsibilities charged to schools, and for which the other institutions of society and community do not assume major responsibility. The Board believes that the most important educational task assigned to the school is that of working toward the maximum intellectual development of students in an atmosphere that recognizes and nurtures the uniqueness of the individual. Therefore, the corporation will concentrate its resources towards the development of an educational program to discharge that most important responsibility. The Board believes that the home, the church and the total community must assume major responsibility for other aspects of each student's development. The board recognizes, however, that if the education of its students is to be complete, the developmental tasks of other community institutions must be supported and reinforced by the school. Thus, the corporation shall assume shared responsibility for the physical, social-emotional and ethical-moral development of its students.

## **STRATEGIC PLAN**

- Improve student achievement district-wide through individual student growth.
- Establish a climate and culture that embraces all children, families, employees and citizens of the Avon Community.
- Enhance communications at all levels to build stronger, richer and more authentic relationships.
- Support strategic initiatives through district-wide professional development.
- Manage growth to plan for the future, provide optimal learning opportunities and enhance relationships.

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## Academics

### **EDUCATIONAL OBJECTIVES**

Our instructional program is designed to stress the mastery of language communication and expression, mathematical computation, quantitative skill development, and the ability to seek and obtain information necessary in the formulation of concepts, attitudes, and the decision-making process. In addition, the program shall include opportunities for exploratory and enrichment experiences in fine arts, practical arts, elective subjects, the activity program, and athletics.

This instructional program also:

1. helps students understand themselves as unique individuals with personal needs and shared social responsibilities;
2. guides students in the formulation of attitudes and values, which will contribute, positively to their living in a democratic society;
3. promotes maximum individual growth in the basic learning skills of reading, writing, and computing;
4. provides experiences, which encourage understanding and gaining of knowledge in language arts, social studies, science, and mathematics;
5. fosters independent, self-directed learning on the part of each student;
6. provides opportunities for varied physical education experiences in which physical fitness and the acquisition of leisure time skills are taught;
7. provides exposure to various exploratory and enrichment programs.

### **AFTER SCHOOL STUDY TABLES/ HOMEWORK HELP**

The After School Study Tables program, supported by Avon Education Foundation, is offered to any 7<sup>th</sup> or 8<sup>th</sup> grader that is requested by his/her academic teachers or parents. Students can also voluntarily attend. Students will be given a structured setting where teachers can answer homework questions that students might have

### **GRADING SCALE:**

A: 93 and Above	A-: 90 – 92	B+: 87 – 89
B: 83 – 86	B-: 80 – 82	C+: 77-79
C: 73 – 76	C-: 70 – 72	D+: 67 – 69
D: 63 – 66	D-: 60-62	F: Below 60%

### **HOMEWORK PHILOSOPHY**

Homework is an important part of the learning process. It provides an extension to classroom work that contributes to the educational development of the student. Homework and frequent reading improves grades, test scores, provides practice for study skills, develops responsibility and self-discipline, and increases knowledge. Students should utilize technology to maintain assignments/grades and complete their homework in study opportunities started at school and completed at home. Homework can be expected on most school days. Parents should encourage and support their child's homework efforts. The following suggestions may help parents in dealing with their child's homework:

1. Remind your child that it's his/her responsibility to utilize technology for assignments and bring materials home to complete assignments.
2. Develop a routine and plan as to when the homework is to be started and completed.
3. Create a study area that best suits your child.
4. Offer support and guidance rather doing the work for them.
5. Provide praise and positive support.

We hope that parents and teachers will be partners in the educational process. The cooperative effort of monitoring homework will provide an excellent opportunity to strengthen this educational partnership. Parents can communicate with their child's teacher by phone or e-mail. With everyone's guidance and encouragement, it is our hope that all students will learn to work independently.

### **HOMEWORK / MAKE-UP WORK REQUEST**

Parents and students may obtain homework assignments through Schoology and monitor grades through PowerParent. Students will be allowed one (1) day to complete makeup work for each day of absence unless special arrangements are made.

### **HOMework (LATE)**

Students are expected to complete homework on time, but we realize that an emergency may arise that will keep a student from turning in an assignment on time. Parents are encouraged to speak with the teacher regarding any special circumstances. When students are absent, all work must be completed and full credit will be given if turned-in in a timely manner.

### **HOMework / MAKE-UP WORK (SUSPENSION)**

Any student who is suspended from school or has an unexcused absence is expected to complete all homework and projects and will be given a maximum of two days to make up major quizzes and tests for credit. Projects and assignments are due the first day upon return to school.

### **HONOR ROLL**

High Honor Roll - Students earning an A or A- in every class during the grading period.

Honor Roll - Students earning at a B- in every class during the grading period.

### **REPORT CARDS**

We have classes that use a nine-week format. These classes include wellness art, family and consumer sciences, engineering and technology, and computer applications. Student grades in these classes will be finalized at the end of each nine-week grading period. All other classes are one or two semesters in length.

Student grades in all other classes are calculated across the semester. A report card will be issued at the mid-point of the semester but the student's grade in these classes will continue to build until the end of the semester. Student grades in these classes will be finalized at the end of each semester.

Report Cards Official report cards are sent to parents in October, January, March, and June via email. Parents must have an active email address on file to receive these report cards and other official school communication.

Student grades are also available for parents and students to view at any time throughout the year through PowerParent. PowerParent gives parents access to real-time information including attendance and grades. Select the **Parent** tab on the school's webpage to learn how to register and use PowerParent. Please e-mail [powerparent@avon-schools.org](mailto:powerparent@avon-schools.org) with questions regarding PowerParent.

## **Athletics/ Extracurricular Activities**

### **ATHLETICS**

Avon Middle Schools offer an opportunity for boys and girls to participate in many inter-school sports. The Avon Junior Athletic Association also provides various opportunities for non-school athletics.

1. Physical Examination: Prior to the first open gym, try-out or practice, a completed IHSAA Physical Examination Sheet signed by a licensed physician Electronic Signatures must be completed and uploaded to PRIVIT.
2. Eligibility: Students are encouraged to participate in athletics with the understanding that the phrase student-athlete means they must be a student first. Maintaining grades at or above passing is the responsibility of the student. Parents can check grades via Power Parent and contact teachers as needed. Grades will be checked at the 9 week mid-term and semester for eligibility. In the event a student is failing at this time, they may be placed on academic probation for a period of 3 weeks. The student is allowed to participate in practices, but not play in games during this period. Grades are expected to be passing at the end of this probationary time. In the event grades are not passing, the student may be removed from the team for the remainder of the season.

**Any student who becomes a habitual discipline problem may not be allowed to participate or attend any after school activities such as dances and athletic contests. Students who have two major violations (Saturday School, or suspension) or a total of eight referrals may become ineligible for athletics/extracurricular activities.**

3. Drug Testing: Drug and alcohol abuse in any school is a threat to the safety and health of student, faculty, staff, and the community as a whole. The value for a student's personal development must be given a high priority for the community that wants to have a total school program. The opportunity for participation in privileged activities, including athletics, is not an absolute right. Participation is a privilege offered to students and necessitates that students meet high standards. A condition for participation in privileged activities shall be an agreement by the student to submit to probable cause and/or random testing for the use of drugs and alcohol. The random drug testing program will be applied to all students who choose to participate in non-credit, extra-curricular activities, or during school while a student in middle school.
4. School sponsored conflicts: If a student has a conflict between two school-sponsored extra-curricular activities the student may choose to participate in either event without penalty or alternate assignment. Contests/performances will have priority over practice.
5. Sports: \*Those underlined are sports with try-outs and cuts\*

Fall Season (August – October): Boys & Girls Cross Country, Girls Golf, Football, Boys Tennis, Cheer and Girls Volleyball.

Winter Season: (October – March): Boys & Girls Basketball, Cheer/Comp Cheer and Wrestling.

Spring Season: (March – May) - Boys & Girls Track, Girls Tennis and Boys Golf

**Please refer to our middle schools website at [www.avon-schools.org](http://www.avon-schools.org) for a complete listing of all athletic schedules.**

#### **CLUBS AND EXTRACURRICULAR ACTIVITIES**

Avon Middle School offer a variety of clubs and activities during each school year. Please check the schools webpage or contact the guidance office to see what is offered at each school.

#### **DANCES**

Dances are for **current Avon Middle School students only**. Students from other schools, including our corporation, are not allowed to attend these events. Students who enter one of our dances are not allowed to leave until near the end of the event. Parents may come into the dance early and have their children leave with them if they so desire.

**Parents are responsible for having their children picked up no later than fifteen minutes after the event is over.**

The following specific rules for dances at Avon Middle Schools will be enforced. Violation of these rules will result in having the student call his/her parents immediately to leave the dance. Attendance at the next dance may also be revoked and other consequences could result. All school rules apply. Appropriate school dress will be enforced. No running or inappropriate dancing is permitted. **A student is not allowed to attend or participate in after school activities if he/she is not in school by 11:00 AM that day.**

#### **STUDENT ATTENDANCE AT SCHOOL EVENTS**

The School Board encourages students to attend as many school events held after school as possible, without interfering with their school work and home activities. Enthusiastic spectators help to build school spirit and encourage those students who are participating in the event. However, in order to ensure that students attending as non-participants are properly safe-guarded, the Board recommends that all elementary and pre-high school students be accompanied by a parent or adult chaperone when they arrive at the event and throughout its duration. The Board will not be responsible for students if they attend without an adult chaperone. The Board will continue to provide adequate supervision for all students who are participants in corporation-sponsored events.

## Attendance Policies

### INDIANA LAW REQUIRES SCHOOL ATTENDANCE UNTIL AGE SIXTEEN.

#### PHILOSOPHY

It is very important that students attend school as much as possible. One should not be absent unless it is absolutely necessary. There is a close correlation between attendance and achievement in school. A day lost in the classroom can never be completely retrieved. The dialogue between a teacher and the students in a classroom group environment can never be effectively duplicated. Regular daily attendance is the responsibility of the parent and student. **A student is not allowed to attend or participate in after school activities if he/she is not at school by 11:00 AM that day.**

#### ABSENCE PROCEDURE

If a student is absent from school, the PARENT must call the school by 8:30 A.M. to report the absence. If no call is received, the automated school system will make an effort to contact the parent, but if NO PARENT CALL has been received by 3:00 P.M. the day following the absence, the student will be charged with an unexcused absence.

#### ATTENDANCE NOTIFICATION

The parent will be contacted by letter after their child has acquired five (5) absences excused or unexcused. The purpose of the letter will be to offer help and support to the student. The parent will be contacted again, after their child has acquired eight (8) absences excused or unexcused. The importance of good school attendance will be stressed.

#### EARLY DISMISSALS

When students have to leave school early for special appointments, a note must be brought from home to secure an "Early Dismissal" slip from the office. This must be obtained before school begins.

If leaving early for a Dr. appointment, please provide Dr. verification to ensure that the absence is excused.

#### EXCESSIVE ABSENCES

**Students who have (10) ten absences will be required to sign a "Parent Attendance Contract" and must have a doctor's statement verifying each absence after the tenth absence. Failure to comply will result in a referral to the "Project Attend" program. A student with a serious medical condition should have a medical report on file.**

#### EXAMPLES OF EXCUSED ABSENCES

1. Mental or physical unfitness.
2. Service as a page for the Indiana General Assembly.
3. Service on a precinct election board or a helper to a political candidate or political party on Election Day.
4. Church attendance for religious instruction for up to 120 minutes per week.
5. Appearance in court.
6. Absence for travel or family or church events may be excused if arranged in advance and approved by the school principal or his/her designee under conditions established by the principal.
7. Emergency circumstances totally beyond the control of the student and/or parents may be determined to be cause for an excused absence at the discretion of the principal.
8. Attendance at a funeral.
9. Prearranged absence.

#### PREARRANGED ABSENCE

It is our belief that students can best achieve academic success by being in school every day. We also understand that a student may occasionally have an opportunity to experience extraordinary opportunities that may result in a missed day of school. The principal or designee may grant a pre-arranged absence, if the absence provides an extraordinary opportunity for the student and/or family. The request must be submitted at least five school days in advance of the requested absence. The student will be required to complete all missed work upon his/her return to school.

No more than three days of pre-arranged absences will be approved each year. Pre-arranged absences may not be granted during the following circumstances:

- NWEA and ISTEP+ testing
- During semester exams
- When the requested absence would push the student's attendance record into excessive absence status or if the student has surpassed the allowable number of absences.

### **PROJECT ATTEND**

Project ATTEND is a cooperative effort between the Schools, Probation, Prosecutor and Child and Family Services in Hendricks County, Indiana. The goal is to assist the Schools in increasing their attendance rate and to reduce the number of Truancy cases filed in the Court.

1. When a child has accumulated 3 unexcused absences or 10 total absences, the school will have the student and the parent or guardian of the student sign a Parent Attendance Contract. The school is to determine what constitutes an unexcused absence. If the school is unable to get the parent to sign the contract within 5 school days, they should contact the PROJECT ATTEND Coordinator.
2. When a child has accumulated 5 unexcused absences or 10 total absences, the school representative should notify the Project ATTEND Coordinator by phone or e-mail and include the pertinent information about the child. This information should include; the child's name and date of birth, parents names, addresses, phone numbers and a copy of their attendance. Also, a record of any contacts made by the school should be included.
3. The PROJECT ATTEND Coordinator will then contact the parents or guardian of the child by phone, mail or both. This contact will include an attempt to gather pertinent information regarding the family and attendance issues. The parents will be notified that this is considered an official referral to the Juvenile Court and could result in future legal action.
4. If the attendance problems continue, the school should notify Project ATTEND with all updated information. A meeting will be set for the parents, child, school representative and Project ATTEND Coordinator. The Deputy Prosecuting Attorney may also be asked to attend this meeting.
5. At the above mentioned meeting, the legal consequences of non-attendance will be explained. A contract/agreement will be signed by the parents, child, school representative and Project ATTEND Coordinator, that lists any actions that should be taken and any conditions imposed on the student, parents or school.
6. If the child still continues to have attendance problems or otherwise violates the above mentioned agreement, a decision to file Truancy charges against the child, or Educational Neglect charges against the parent may be made. It is also possible that the child could continue under the existing agreement or an amended agreement.
7. Each case will be considered on an individual basis. Every attempt will be made to have an Attendance Contract or Agreement signed before filing charges. The goal is to improve attendance without filing formal charges if possible.

### **TARDY TO CLASS, RESTROOM PRIVILEGES AND LOCKER PASSES**

Students need to be to each class on time. Between each class, students will have a 4 minute passing period. If tardiness becomes a problem, students may incur consequences.

### **TARDY TO SCHOOL**

If a student arrives after the tardy bell, he or she must sign in at the office before going to class. Students who are late due to school bus problems are excused. Excessive tardiness to school may result in an assignment of lunch detention, before/after-school detention or Saturday School.

### **TRUANCY**

Truancy is defined as absence from school without the knowledge and consent of the parent or guardian. Disciplinary measures as determined by the principal will be applied to students who are truant from school. In grades 7 through 12,

a first offense truancy results in an assignment of a Saturday School; the second offense results in assignment to two Saturday Schools and implementation of Project Attend guidelines; and penalties for further trancies will be even more severe as determined by the principal.

**UNEXCUSED ABSENCES**

An unexcused absence is defined as an absence from school with the knowledge or consent of the parent or guardian, which fails, in the judgment of the building administrator, to meet any of the conditions for an excused absence.

## Code of Behavior

### **DISCIPLINE POLICY and PROCEDURES**

The entire foundation and success of public school education depends on the basic concept of self-discipline; a self-discipline that will allow all individuals to exist in a world of change and with the individual right afforded them by our Federal and State Constitutions. Certain standards of student conduct are necessary to assure that students seeking to express their own individual rights do not at the same time infringe upon the rights of others. The responsibility for the development and maintenance of self-discipline falls to the cooperative efforts of students, parents, teachers, administrators, and community. The rights and protection guaranteed special education students by the Federal and State regulations will be observed.

A portion of the responsibility for the development and enforcement of regulations for the protection of the rights of individuals may be delegated by the Board to responsible officials within the School Corporation. Authority for the Board responsibility is included in the House Enrolled Act 1279 of the Indiana General Assembly (per Indiana Code). The purpose of discipline controls is to create an atmosphere that promotes the best possible learning environment for all those involved in the educational process. An environment that provides equal educational opportunity for all students and permits the teaching-learning process to proceed in an orderly manner is the objective of all school personnel. School staff members should make reasonable efforts, individually, collectively, and cooperatively, with appropriate available community resources, to help each student gain acceptable self-discipline standards.

However, in the absence of self-discipline, the superintendent, principal, other administrative personnel, or any teacher of the school corporation is authorized to take certain actions reasonably desirable or necessary to help any student, to further school purposes, or to prevent an interference with the educational process.

All discipline is handled on an individual basis when the need arises. Consequences will be administered when self-discipline is lacking. The degree of consequence administered will depend on the nature and/or frequency of the misbehavior.

### **BEHAVIOR EXPECTATIONS**

Most students conduct themselves as ladies and gentlemen, with courtesy and cooperation being the prevalent atmosphere. Suggestions and rules concerning desirable behavior are listed as follows:

1. **GENERAL RULES**
  - a. Gum and candy should not be used during school hours. These items are not to be sold by students for any reason. If a student sells gum or candy, he/she may face disciplinary action.
  - b. Students are not allowed off school grounds during the school day.
  - c. Bookbags, large bags and purses are not to be carried during the school day. Reasonably sized computer/laptops bags are permitted.
  - e. Flowers, balloons, food, etc., are not to be delivered to students. A parent may bring food for their student. Deliveries will not be accepted.
  - f. Parents/guardians are only allowed to eat lunch with their child. Seating is available designated areas outside of the cafeteria.
2. **IN THE CLASSROOM**
  - a. Be in your seat when class begins.
  - b. Do not leave the classroom until the teacher dismisses you.
  - c. Write on the paper provided or scratchpad - not on the desk.
  - d. Have the textbooks and materials necessary with you when you enter the classroom.
3. **IN THE CORRIDORS**
  - a. Walk, do not run to your classes.
  - b. Please keep to the right.
  - c. Our halls are narrow, keep moving so as to not create a traffic jam. Avoid gathering in groups or loitering.
  - d. Talk with your friends - do not shout or whistle.
  - e. Keep your hands to yourself, scuffling or "horseplay" will not be tolerated.

- f. Students should refrain from showing undue affection toward one another at school.
- g. Halls should be clear at the time classes start.

4. GUEST TEACHERS

When a guest teacher is in the classroom, behavior should be as good as when the regular classroom instructor is there. Any student who is disrespectful to a guest teacher may be disciplined.

5. CARE OF THE BUILDING

Each person who is a part of the school should help keep the building a clean and healthy place in which to learn and work. If paper or debris is noticed on the floor, take the time and effort to place it in one of the waste containers located throughout the building.

**BULLYING**

The Avon Community School Corporation, in compliance with Indiana Code, Prohibition of Bullying, will investigate and resolve bullying incidents reported to the principal or designee by a teacher, student, or parent.

An act of bullying is defined as "overt", repeated acts or gestures, including verbal, non-verbal or written communications transmitted; physical acts committed; or any other behaviors committed by a student or group of students against another with intent to harass, ridicule, humiliate, intimidate, or harm the other student. These acts include those that may occur on school grounds before, during, or after school hours; at a school sponsored activity or event; traveling to or from school or a school activity; or when using school property such as a computer.

**CLOTHING AND GROOMING**

Dress and appearance appropriate for the occasion and in good taste should be the guideline for school dress. Apparel, which is not considered appropriate school dress, is not to be worn.

The following guidelines are in effect for student dress:

1. Shoes or other proper footwear are to be worn at all times.
2. Tank tops are not permitted. T-shirts must be worn with all tank tops. Cover shirts are to be worn with "spaghetti strap" tops.
3. If shorts or skirts (even with leggings) are worn to school, the length should be appropriate.
5. Headgear, such as hoods, hats, bandanas, scarves, etc. are not to be worn.
6. Pajamas and/or slippers are not to be worn at school.
7. Coats and outdoor jackets are not to be worn during the school day. (Sweatshirts and hoodies are permitted)
8. Pants are to be worn at the waist and undergarments should not be visible. If pants with holes are worn, holes must be appropriate length.
9. No skin is to be exposed between the waist of the pants or dress and the bottom of the upper garment (shirt, blouse, or sweater). Abbreviated or low cut tops and off the shoulder shirts will not be acceptable as proper school dress.
10. Chains are not permitted.
11. Dress that advertises or promotes the use of alcohol, tobacco products, or controlled substances, and clothing or symbols that denote membership in a gang, promote violence, that are lewd, profane, or have sex-related language or innuendoes are not permitted.
12. Appearance or attire that disrupts the educational environment is not permitted.

Failure to follow the dress guidelines could result in the student being requested to change the clothing or other disciplinary action.

## **DRIVER'S LICENSE/PERMIT RESTRICTION POLICY**

Pursuant to Indiana Public Law, the Board adopts this policy regarding the restriction of drivers' licenses and permits.

### SECTION I - HABITUAL TRUANCY

- A. Indiana Code provides that any person, while of the ages of 13 and 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.
- B. Issuance of License or Permit Indiana Code states: "A driver's license or learner's permit may not be issued to an individual less than eighteen (18) years of age who meets any of the following conditions:
  1. is a habitual truant under Indiana Code;
  2. is under at least a second suspension from school for the school year under Indiana Code;
  3. an expulsion from school under Indiana Code;
  4. has withdrawn from school, for a reason other than financial hardship and the withdrawal was reported under Indiana Code before graduating."

## **DRUG TESTING**

Drug and alcohol abuse in any school is a threat to the safety and health of student, faculty, staff, and the community as a whole. The value for a student's personal development must be given a high priority for the community that wants to have a total school program. The opportunity for participation in privileged activities, including athletics, is not an absolute right. Participation is a privilege offered to students and necessitates that students meet high standards. A condition for participation in privileged activities in middle school shall be an agreement by the student to submit to probable cause and/or random testing for the use of drugs and alcohol. The random drug testing program will be applied to all students who choose to participate in non-credit, extra-curricular activities, or during school while a student. All students may be subject to drug testing based on reasonable suspicion.

## **ELECTRONIC OR AUDIO / VISUAL DEVICES AND CELL PHONES**

Laser pointers are not permitted at school. Other electronic equipment, including, but not limited to, portable TV's, DVD players, electronic toys, hand-held video games, cell telephones, personal music devices, and cameras, are not deemed necessary learning tools unless specified in an Individual Education Plan (IEP) or other learning plan. This electronic equipment should be powered off during school hours unless an individual teacher authorizes the use of such equipment to enhance the learning environment. Videotaping, photographing or audio recording of staff or students without prior administrative authorization is strictly prohibited. Violation of this policy will result in school assigned discipline and may cause the items to be confiscated and delivered to an administrator to be returned at the discretion of the administrator. If students are concerned about these items being lost or stolen, they should be left at home. **The school is not responsible for lost or stolen items.** Administration will not spend school time investigating stolen or lost items that fall within this category. Instead, stolen items should be reported to the Avon Police Department.

### **Important Notice to Students and Parents Regarding Cell Phone Content and Display**

## **ELECTRONIC OR AUDIO / VISUAL DEVICES AND CELL PHONES**

- The Child Abuse/Neglect Law requires school personnel to report to law enforcement or child protective services whenever there is reason to believe that any person/student is involved with "child exploitation" or "child pornography" as defined by Indiana Criminal Statutes.
- It is "child exploitation," a Class C felony under I.C. 35-42-4-4(b), for any person/student (1) to exhibit, photograph or create a digitalized image of any incident that includes "sexual conduct" by a child under the age of 18; or (2) to disseminate, exhibit to another person, or offer to so disseminate or exhibit, matter that depicts or describes "sexual conduct" by a child under the age of 18.
- It is "child pornography," a Class D felony under I.C. 35-42-4-4(c), for any person/student to possess a photograph, motion picture, digitalized image, or any pictorial representation that depicts or describes "sexual conduct" by a child who the person knows is less than 16 years of age or who appears less than age 16.
- "Sexual conduct" is defined by I.C. 35-42-4-4(a) to include sexual intercourse, exhibition of the uncovered genitals intended to satisfy or arouse the sexual desires of any person, or any fondling or touching of a child

by another person or of another person by a child intended to arouse or satisfy the sexual desires of the child or other person.

- The Indiana Sex Offender Registration Statute at I.C. 11-8-8-7 and the Sex Offender Registry Offense Statute at I.C. 35-42-4-11, as of May 2009, require persons convicted of or adjudicated as a juvenile delinquent for violating the Child Exploitation Statute at I.C. 35-42-4-4(b) to register as a sex offender.
- Because student cell phones have been found in a number of Indiana school districts to have contained evidence of "sexual conduct" as defined above, it is important for parents and students to be aware of the legal consequences should this occur in our school system.
- Avon Middle School North and South respect the student's right to post on social media sites such as Instagram, SnapChat, FaceBook, and others, however students are not allowed to use social media during school hours. We also understand that students who use these sites use them as a means of communicating with friends. Students must understand the public nature of these sites and the risks, responsibility, and accountability that they, as site manager, must assume if they participate. They also must understand that their names and sites are linked with Avon Middle School North and South, and as a result, the school may monitor the content of these sites because of the impact such sites can have on school accountability, public image, and student safety. Anything posted on a website by a student constitutes public speech and will be held to all the standards and expectations expressed in this handbook.

### **GANG ACTIVITY POLICY**

The Board recognizes that the harm done by the presence and activities of gangs in the public schools exceeds the immediate consequences of such activities such as violence and destruction of property. Gang activities also create an atmosphere of intimidation in the entire school community. Both the immediate consequences of gang activity and the secondary effects are disruptive and obstructive of the process of education and school activities. School officials will work closely with local law enforcement officials in controlling gang-related activities. The principal will report instances of gang-related criminal acts or acts of serious disruption to local law-enforcement authorities for further action.

No student on or about school property or at any school activity shall:

1. Wear, possess, use, distribute, display, or sell any jewelry, emblem, badge, symbol, sign or other item that evidences or reflects membership in, or affiliation with any gang;
2. Engage in any act, either verbal or nonverbal, including gestures or handshakes, showing membership or affiliation in any gang;
3. Engage in any act in furtherance of the interests of any gang or gang activity, including, but not limited to:
  - a. soliciting membership in, or affiliation with, any gang;
  - b. soliciting any person to pay for "protection," or threatening any person, explicitly or implicitly, with violence or with any other illegal or prohibited act;
  - c. painting, writing, or otherwise inscribing gang-related graffiti, messages, symbols, or signs, on school property;
  - d. engaging in violence, extortion, or any other illegal act or other violation of school policy;
  - e. soliciting any person to engage in physical violence against any other person.

Violations of Policy: Students who violate this policy shall be subject to the full range of school disciplinary measures, in addition to applicable criminal and civil penalties.

### **SEXUAL HARASSMENT POLICY**

In compliance with federal and state law, it is the practice of Avon Community School Corporation to investigate promptly and resolve equitably all complaints of sexual harassment and discrimination on the basis of sex. All incidents of sexual harassment should be reported immediately to the principal. Sexual harassment includes unwelcome sexual advances, requests for sexual behavior, communications of sexual nature, and any other gender-based harassment. Sexual harassment can occur adult to student, student to adult, student-to-student, male to female, female to male, male-to-male, or female-to-female.

Examples of school-related conduct that are considered unacceptable include, but are not limited to, the following: sexual assault, attempted sexual assault, unwelcome sexual invitations, unwelcome and offensive public sexual display of affection, unwelcome communication that is sexually suggestive, remarks or innuendoes about clothing or appearance,

sexual jokes, sexual gestures, sexual rumors, name-calling or profanity that is sexually suggestive, unwelcome physical contact, unwelcome and sexually offensive pranks, unwelcome and sexually offensive touching of individual's clothing, unwelcome written or pictorial displays, or any other unwelcome gender-based behavior that is offensive, degrading, intimidating, demeaning, or that is based on sexual stereotypes and attitudes. **Harassment of any kind is grounds for suspension or expulsion from school.**

### **STUDENT HAZING**

The School Board believes that hazing activities of any type are inconsistent with the educational process and prohibits all such activities at any time in school facilities, on school property, and at any Corporation-sponsored event. Hazing shall be defined for purposes of this policy as performing any act or coercing another, including the victim, to perform any act of initiation into any class, group, or organization that causes or creates a risk of causing mental, emotional, or physical harm. Permission, consent, or assumption of risk by an individual subjected to hazing shall not lessen the prohibitions contained in this policy. Administrators, faculty members, and other employees of the Corporation shall be alert particularly to possible situations, circumstances, or events which might include hazing.

If hazing or planned hazing is discovered, the students involved shall be informed by the discoverer of the prohibitions contained in this policy and shall be ordered to end all hazing activities or planned activities immediately. All hazing incidents shall be reported immediately to the Superintendent. Students, administrators, faculty members, and other employees who fail to abide by this policy may be subject to disciplinary action and may be held personally liable for civil and criminal penalties in accordance with law. The Superintendent shall distribute this policy to all students and Corporation employees, and shall incorporate it into building, staff, and student handbooks. It shall also be the subject of discussion at employee staff meetings or in-service programs. I.C. 35-42-2-2

### **TOBACCO**

Students shall not **possess** or **use** any tobacco product (i.e. lighter or cigarettes), electric cigarettes, Juul, vape pens, hookah paraphernalia on school property.

### **CONSEQUENCES FOR MISBEHAVIOR**

Some behavior is much more serious than other behavior and requires different approaches and clearly defined actions. Reprimand, lunch detention, before or after-school detention, Saturday school, probation, and referral to special personnel in the schools (counselor, assistant principal, principal), parent conferences, suspension, and expulsion are some of the devices available to school personnel in dealing with student discipline problems.

### **HABITUAL DISCIPLINE PROBLEM**

**Any student who becomes a habitual discipline problem may not be allowed to participate or attend any after school activities such as dances and athletic contests. Students who have two major violations (Saturday School, or suspension) or a total of eight referrals will be in this category.**

### **SATURDAY SCHOOL REGULATIONS**

Saturday School will be held from 8:00 AM until 10:00 AM or from 8:00 AM to 12:00 PM throughout the school year in the Avon High School. The length of the Saturday School is decided by the school administrators. Assignment to Saturday School is automatic in the case of first and second offense truancy. Students may be assigned Saturday School for other disciplinary reasons by the principal or assistant principal.

The Saturday School supervisor may assign students to an additional Saturday School session if students misbehave. He/she may also expel a student from Saturday School and/or recommend school suspension or expulsion for the student to the principal. "Rules of the Room" will be posted. The supervisor will have the authority to enforce these rules. Every student should take ample schoolwork to Saturday School to keep him/her busy. An additional report may also be required by the principal or assistant principal.

#### **I. Willful failure to attend Saturday School (unexcused)**

There is no reassignment of Saturday School for unexcused absences. First Offense: Two days out-of-school suspension. Second and Third Offense: Up to five days out-of-school suspension for each offense. Fourth Offense: Recommendation for expulsion.

2. Excused Absence from Saturday School  
Excused absence from Saturday School shall include illness, attendance at a funeral, serious illness of another family member, or emergency circumstances totally beyond the control of the student and/or parent. The principal, his designee, or Saturday School supervisor must receive a parent's note or telephone call by 8:30 A.M. on that Saturday. The missed Saturday School will be reassigned with no added penalty.
3. Tardies to Saturday School  
Students are expected to be in the school cafeteria by 8:00 A.M. Doors to the school will be open at 7:50 A.M. and will be locked precisely at 8:00 A.M. Students who report late will not be admitted and will be charged with a failure to attend Saturday School.

### **SUSPENSION OR EXPULSION**

School officials may find it necessary to discipline students when their behavior interferes with school purposes or educational functions of the school corporation. Any or all reasonable techniques may be used; however, certain acts of misconduct will subject the student to suspension or expulsion from school. In accordance with the provisions of Indiana Code, administrators and staff members may take the following actions:

1. REMOVAL FROM CLASS OR ACTIVITY - TEACHER: A teacher may remove a student from the teacher's class or activity for a period of up to one (1) school day if the student is assigned regular or additional work to be completed in another school setting.
2. SUSPENSION FROM SCHOOL - PRINCIPAL: 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 (10) school days.
3. EXPULSION: A student may be expelled from school for a period no longer than the remainder of the current semester plus the following semester. In cases where the student is being expelled for possession of a firearm, a destructive device, or a deadly weapon, the maximum length of the expulsion period is listed under the Grounds for Suspension and Expulsion, Section B.

### **GROUND FOR SUSPENSION OR EXPULSION (per Indiana Code)**

The grounds for suspension or expulsion listed in section A. below apply when a student is:

- a. On school grounds immediately before, during, and immediately after school hours and at any other time when the school is being used by a school group (including summer school);
- b. Off school grounds at a school activity, function, or event; or
- 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 or disrupt the educational process.
- 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, and bullying, hazing, fighting 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 or possession of stolen school property.
- 5. Causing or attempting to cause damage to private property, stealing or attempting to steal private property or possession of stolen 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 some other 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) damage or injury to persons or 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.

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 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:

- a. That the student has an acute or chronic disease or medical condition for which the physician had prescribed medication.
  - b. The nature of the disease or medical condition requires emergency administration of the prescribed medication.
  - c. The student has been instructed in how to self-administer the prescribed medication.
  - d. 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.

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 products of any kind or in any form.
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, 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 or displaying pictures (digital or otherwise) without the consent of the student or staff member in a situation not related to a school purpose or educational function.
23. Engaging in pranks that could result in harm to another person.
24. Use or possession of gunpowder, ammunition, or an inflammable substance.
25. 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.
  - i. Significant disrespect toward a staff member
26. Possessing or using on school grounds during school hours an electronic device, a cellular telephone, or any other telecommunication device in a situation not related to a school purpose or educational function.
27. Any student conduct rule the school building principal establishes and gives publication of it to all students and parents in the principal's school building.

**B. Possessing A Firearm or a Destructive Device**

1. No student shall possess, handle or transmit any firearm or a destructive device on school property.
2. The following devices are considered to be a firearm under this rule:
  - a. any weapon which will or is designed to or may readily be converted to expel a projectile by the action of an explosive.
  - b. the frame or receiver of any weapon described above.
  - c. any firearm muffler or firearm silencer.
  - d. any destructive device which is an explosive, incendiary, or poison gas bomb, grenade, rocket having a propellant charge of more than four ounces, missile having an explosive or incendiary charge of more than one-quarter ounce, mine, or any similar device
  - e. any weapon which will, or which may be readily converted to, expel a projectile by the action of an explosive or other propellant, and which has any barrel with a bore of more than one-half inch in diameter
  - f. any combination of parts either designed or intended for use in converting any device into any destructive device described in the two immediately preceding examples, and from which a destructive device may be readily assembled
  - g. an antique firearm
  - h. a rifle or a shotgun that the owner intends to use solely for sporting, recreational, or cultural purposes
1. For purposes of this rule, a destructive device is:
  - a. 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,
  - b. 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
  - c. 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.
4. 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.
5. The superintendent shall immediately notify the appropriate law enforcement agency when a student engages in behavior described in this rule.

**C. Possessing A Deadly Weapon**

1. No student shall possess, handle or transmit any deadly weapon on school property.
2. The following devices are considered to be deadly weapons (per Indiana Code):
  - a. 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.
  - b. an animal readily capable of causing serious bodily injury and used in the commission or attempted commission of a crime.
3. 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.
4. The superintendent shall immediately notify the appropriate law enforcement agency when a student engages in behavior described in this rule.

**D. 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.

**E. 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.

**F. Right to Appeal**

The student or parent 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 appeal to the school board must be in writing. If an appeal is properly made, the board will consider the appeal unless it votes not to hear the appeal. If the board hears the appeal, it 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. The board will then take any action deemed appropriate.

**MAKE-UP WORK DURING A SUSPENSION**

Any student who is suspended from school is required to complete all homework assignments and projects and will be given a maximum of two days to make up major quizzes and tests for credit. Projects will be due the first day upon return to school.

**PARTICIPATION DURING A SUSPENSION OR EXPULSION**

Any student who is suspended and/or expelled from school is not allowed to participate in or attend any school activity. A student who is suspended and/or expelled from school is not to be on school property for any reason except when requested by a school administrator.

**SUSPENSION PROCEDURE**

When a 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. 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 his or her 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 date of the suspension.
3. Following the suspension, the parent or guardian of a suspended student will be notified in writing. The notification will include the dates of the suspension, description of the student's misconduct, and the action taken by the principal.

## Emergency Procedures

### **FIRE DRILL**

Instructions regarding how you are to leave the building are posted inside each classroom. Make it a point to read these instructions in each classroom, so that when it becomes necessary exits will be known.

1. When the fire alarm rings, all personnel and students must leave the building, NO RUNNING. Students must follow the directions of their teacher/administrator.
2. Lights should be turned out, and the classroom door should be closed.
3. Teachers should follow and be with their classes outside of the building.
4. Everyone should move back from the building at least 100 feet in those areas which permit.

### **HAZARDOUS MATERIALS INCIDENT PLAN**

In case of a hazardous materials incident, the school will be informed if students and staff are to remain at school or if they will be evacuated.

In case of self-containment:

1. Maintenance and custodial staff will secure the building (air handling units, doors, etc.).
2. Await further instructions.

In case of evacuation:

1. The building principal receives the order to evacuate from the H.M.I. officer.
2. Students will not be allowed to visit or go to their lockers.
3. The principal will dismiss the students to the buses by intercom. Teachers are to escort students to and from the room and on to the bus. Supervisors will be on the bus.

### **SCHOOL CLOSINGS**

In the event that the school is closed due to an emergency, announcements will be made on the following radio stations: WCBK-FM (102.3); WFIU Bloomington, FM 103.7 and WEDJ – FM (107.1) as well as the following television stations: WRTV (6); WISH (8); WTHR (13); WXIN (59) and WTTV CBS4. Each school closing will also be posted on Twitter, ACSC webpage and ACSC Facebook.

In times of extreme weather, school may still be in session or only delayed. Parents make the final determination as to whether their child will come to school. The parent decision will not penalize any student academically.

### **TORNADO DRILL**

The Tornado Drill signal will be given over the intercom. Upon hearing the instructions, proceed rapidly and silently to the safe area and remain quiet. Each teacher should proceed with his/her class to the designated safe area and be of assistance, if needed. Remain in the designated area until you receive further instructions.

## General Information

### **BOOKSTORE**

Students may purchase supplies and bookstore items before school.

### **CAFETERIA**

**Breakfast** - is available, but optional, for all students. Parents can decide if they want their child to eat breakfast at school. Students who eat breakfast, will pick up breakfast in the cafeteria and take it to first period class before the tardy bell. The price of a student breakfast is \$1.35. It consists of: 1 entrée, 1 fruit or juice and 1 milk.

**Breakfast will not be served on two-hour delay days.**

**Lunch** - Every middle student is expected to eat a mid-day meal. Students may purchase a lunch at school or bring a sack lunch from home. Prior to purchasing ala carte items, students must have either a school lunch or home sack lunch. The price of a student lunch is \$2.40. It consists of: 1 entrée, 1 vegetable, 1 fruit and 1 milk.

**Diet Forms** - A student who is allergic to food items, such as milk, peanuts, etc., must remit a completed Diet Form signed by a physician to the cafeteria manager. It will remain on file for that school year. According to federal regulations, no food item can be omitted from a student's tray without a completed Diet Form signed by a physician.

### **Payment Procedures:**

- Each student has an individual account and picture ID card that will track prepayments and items purchased daily.
- **Payments can be made with debit and credit cards on-line at [www.myschoolbucks.com](http://www.myschoolbucks.com). Parents may use this website to monitor their child's account.**
- The cafeteria will also accept cash or checks made out to the appropriate middle school. The student's name should be printed on the memo line of the check. One check may be written for breakfast and lunch payments.
- If sending money or check to school, it must be in a sealed envelope. Indicate on the envelope: name of student, amount of the deposit that is for breakfast payments, lunch payments and the amount of the deposit that is for ala carte items, such as: ice cream, chips and cookies. When instructions are not provided on the envelope, the money will be deposited as breakfast and lunch payments in the student's account. Avon Community School Corporation may not be held liable for money lost or credited to an incorrect account when a student's name is not provided on the envelope.

### **Charges :**

- Charging is not permitted in the cafeteria for either breakfast or lunch. If a student does not have any money in their account, they will be given a peanut butter sandwich and milk.
- When a positive balance exists in a student's lunch account at the end of the school year, this balance will be carried over to his/her account for the next school year. A student's balance will be refunded when he/she moves from the Avon Community School Corporation. **A claim form must be signed by the parent/guardian before the refund check can be issued.** The parent/guardian is responsible for payment of delinquent lunch amounts when his/her child transfers to another school system. Appropriate legal action will occur as needed.

### **Rules - Students are expected to:**

- Deposit all lunch litter in wastebaskets
- Return all trays and utensils to the dishwashing area
- Remain seated unless given permission
- Leave the table and floor around the area in a clean condition for others
- No food or drink may be taken from the cafeteria

### **CAR RIDER PROCEDURES**

In the morning, students may be dropped off and may enter the main entrance after 7:00 am. Students being picked up at the end of the school day will be released at the 2:35 pm dismissal bell. Please remember that students may not be dropped off/picked up in the parking lot.

A supervisor will direct all cars to pull forward to the farthest point along the sidewalk. The outside, or passing lane, is not available for use. All cars will remain in a single file line. Following these procedures will ensure safety for our students and parents.

### **CONVOCATIONS / ASSEMBLIES**

1. Do not take books or coats to the assembly unless instructed otherwise.
2. Proceed to the assembly area quietly and promptly. Find a seat quickly.
3. When the chairperson of the assembly asks for attention, give it to him/her immediately.
4. Be courteous to the performers and to your neighbors. Don't use an interval of applause or short time between numbers to start conversation.
5. Applaud in keeping with the occasion. Applause should be generous and courteous. Never applaud during or after a devotional assembly.
6. Talking, whispering, whistling, stamping of feet and booing are discourteous.
7. Yelling is appropriate only at pep assemblies.
8. Do not leave the assembly until dismissed.

### **FAMILY EDUCATIONAL RIGHTS and PRIVACY ACT (F.E.R.P.A.)**

Education records are governed by federal law and regulation. The requirements of these laws and regulations are contained in School Board Policy 8330, entitled "Student Records." Among other provisions, this policy states:

Directory information will be released to media organizations (including radio, television, and newspapers), colleges, civic or school related organizations, and state or local government agencies without the consent of parent or student. Directory information includes the student's name, home address, date and place of birth, parent home and work telephone numbers, major field of study, participation in officially recognized activities and sports, height and weight of members of athletic teams, dates of attendance, degrees, awards and honors including academic and sports accomplishments, motor vehicle description (including license plate number), hair and eye color, race, sex, height, weight, grade level, and other similar information which would not generally be considered harmful or an invasion of privacy if disclosed. A parent of a student less than 18 years of age or a student who is at least 18 years of age may object to disclosure of any of the categories of directory information by filing form FERPA-1 (Denial of Permission to Release Certain Directory Information Without Prior Written Consent) from the Guidance Office no later than 14 calendar days from the beginning of the school year.

### **GUIDANCE**

The purpose of the guidance services is to help each student in his/her social, educational, vocational, and personal development. The counselor is in the guidance office daily from 7:15 a.m. to 3:00 p.m.. Conferences with students receive first consideration for the counselor's time and are scheduled whenever necessary.

The counselor may assist the student:

1. in recommending materials that the student may use to improve his/her study habits;
2. in planning his/her schedule and school program;
3. in making realistic curriculum selections and suitable plans for the future;
4. in offering aid in problems of adjustment - to listen to the student discuss his/her problems.

Withdrawing From School: If a student must withdraw from school, he/she should report to the guidance counselor with a written note from parents or guardian. The student will go through a withdrawal process on his/her final day. This should be done at least one full day before the student intends to leave school.

### **HALL AND LIBRARY PASSES**

Students out of their regularly scheduled place MUST have a pass signed by a faculty member or principal. Remember - a teacher may not take a student out of another teacher's class.

### **IDENTIFICATION CARD**

All students will receive an ID card which **must be worn or carried at all times when at school** or related activities. This card will be used for cafeteria purchases, dance entry, media center checkout and identification purposes. Due to the number of students that are served each lunch period and breakfast, if students do not have their ID card with them at school, they will be asked to purchase a new one. A replacement ID may be purchased in the office for \$2.00.

### **INDOOR AIR QUALITY/ ANIMAL POLICY:**

Live animals with the exception of fish in aquariums are only to be in the school for educational purposes. At no time will animals considered dangerous be brought into classrooms.

When an animal is to be brought into a classroom, a note will be sent home with the students of that class notifying the parents that an animal will be present. If known in advance, notes home will be distributed at the beginning of the school year. It is up to the parents to notify the teacher or principals if their student is allergic to the animal. Upon such notice, the Principals will confer with the Teacher and determine what options are available including having the student transferred to a different classroom without animals or changing to a different species with no allergy problems, or not having an animal in the classroom. The school will not reveal the name of the student with allergy issues to students or parents. If after an animal is brought into the classroom, the parent finds their student is allergic to the animal, the school will work with the parent and teacher to resolve the issues. If necessary, housekeeping will clean all surfaces in the classroom to remove any animal dander that may still cause an allergic reaction by the student.

### **INSUFFICIENT FUNDS**

All checks returned by our bank and written to Avon Community School Corporation/Avon Middle School South or North will be subject to a \$25 service charge. Immediate cash payment is due. If the cash payment is not paid immediately, all checks will be submitted to the Hendricks's County Prosecutor Bad Check Program. At that time, the check writer will be facing criminal charges or be subject to attendance in a Financial Accountability Class at the check writer's expense (approximately \$200) and service charges.

### **LOCKERS/RULES**

Students are provided with a hallway locker and a physical education lock. Make sure these locks are locked and do not share the combination with anyone. All lockers made available for student use on the premises, including lockers located in the hallways, physical education and athletic dressing rooms, industrial education classrooms, and art classrooms, are the property of Avon Community School Corporation. These lockers are not to be used to store items which cause, or can reasonably be foreseen to cause an interference with school purposes or educational functions, or which are forbidden by state law or school rules. Each student will be held responsible for the contents of his or her assigned locker.

The student's use of the locker does not diminish the school ownership or control of the locker. The school corporation retains the right to inspect the locker and its contents to insure that the locker is being used in accordance with its intended purpose, attempt to locate fire or other hazards, maintain sanitary conditions, attempt to locate lost or stolen material, and to prevent use of the locker to store prohibited or dangerous materials such as weapons, illegal drugs, or alcohol. Students are not to share their locker combination with anyone. New lockers will be assigned only in the case of malfunction.

In order to implement the school corporation's policy concerning student lockers, the school board adopted the following rules and regulations.

1. Locks - The School Corporation will retain access to student lockers. Students may not use their own locks to prevent access to lockers by school officials, and any unauthorized locks may be removed without notice and destroyed.
2. Use of Lockers - Lockers are to be used to store school supplies and personal items necessary for use at school. Lockers shall not be used to store items which are forbidden by state law or school rules, such as drugs, drug

paraphernalia, beverages containing alcohol, weapons, any flammable substances, bombs, or explosive devices, any pungent acid or nauseous chemical, any library book not properly checked out or overdue, unreturned gym or athletic equipment, or any stolen items, obscene material or cigarettes. Students will be expected to keep their lockers in a clean and orderly manner. Each student will be held responsible for the contents of his or her assigned locker.

3. Authority to Inspect - The School Corporation retains the right to inspect lockers to insure they are being maintained in accordance with the conditions of Rule No. 2. The principal or a member of the staff that the principal has designated shall conduct all inspections of student lockers.
4. Inspection of Individual Student's Lockers - The inspection of a particular student's locker will not be conducted unless the principal or his designee has a reasonable suspicion that the locker to be inspected contains items which are forbidden by law or school rules as stated in Rule No. 2.  
Before a particular student's locker is inspected, the student or students, if present on the school premises, shall, where possible, be contacted and given the opportunity to be present during the inspection unless circumstances require that the inspection be conducted without delay in order to protect the health and safety of others present on school premises. Whenever an individual student's locker has been inspected under this rule without the student's presence, the principal or his designee shall notify the student of such inspection as soon as practicable thereafter.
5. Inspection of All Lockers - An inspection of all lockers in school, or all lockers in a particular area of the school, may be conducted if the principal, superintendent, or assistant superintendent, reasonably believes that such an inspection is necessary to prevent a violation of state law or school rules. Examples of the circumstances for such a search would be: a bomb threat, student drug or alcohol use creating the belief of an unusually high level of student use, end of grading periods to check for missing books and school equipment, threats of violence creating a belief that weapons are stored in the lockers. If a general inspection of a number of lockers is necessary, then all lockers in the defined inspection area will be examined. Students will not necessarily be given the opportunity to be present while a general inspection is being conducted.
6. Student Material - When conducting an inspection pursuant to these rules, the inspector shall take care to avoid unduly disrupting the contents of the locker or unnecessarily intruding into any student's written material located in the locker. The inspection will be kept to a level necessary to determine if it is being used to conceal any contraband.
7. Disposal of Confiscated Contraband - All contraband confiscated from lockers may be disposed of by the principal or his designee, as he or she deems appropriate. This may include return to owner, use as evidence in student discipline, delivery to law enforcement officers, or destruction.
8. Involvement of Law Enforcement Officials - If the principal, superintendent, or assistant superintendent has a reasonable suspicion that a locker or lockers contain illegal drugs, drug paraphernalia, weapons, bomb explosive chemicals, or stolen property, he/she may request assistance in making an inspection of a locker or lockers. If a law enforcement official requests to inspect a student's locker or its contents, the principal shall require the production of a search warrant before allowing such officials to inspect.

The principal may cause a locker inspection be performed for school purposes if information given by law enforcement officials gives rise to reasonable suspicion that locker (or lockers) contains contraband.

### **LOST AND FOUND**

If an item is lost, check at the office before school, between classes, or at lunch. Students should also check in his/her classrooms for missing items.

### **MEDIA CENTER**

Media Center provides intellectual and physical access to materials and computers. The Media Center offers open access to allow students to come individually or in groups to work on class assignments or to look for materials. Teachers schedule time in the Media Center for their classes to do research, checkout materials, and study.

Circulation policy:

- Books may circulate for a three week period. Items may be renewed.
- Reference books, encyclopedias, and magazines may be checked out on an overnight basis.

- Throughout the year, language arts teachers and students receive notices that list the materials checked out and materials that are overdue to the Media Center.
- If materials are considered lost, the student will receive a form stating the titles and amount due to the Media Center.

### **NOTICE OF NON-DISCRIMINATION**

The Avon Community School Corporation does not discriminate on the basis of the Protected Classes of race, color, national origin, sex (including transgender status, sexual orientation and gender identity), disability, age, religion, military status, ancestry, genetic information (collectively, "Protected Classes"), or any other legally protected category, in its employment opportunities, programs and/or activities. It provides equal access to its facilities to the Boy Scouts and other designated youth groups. Nondiscrimination is required by Title II of the Americans with Disabilities Act of 1990 (as amended), Title VI and Title VII of the Civil Rights Act of 1964 (race in programs and race, color, sex, national origin and ancestry in employment), Title IX of the Education Amendments of 1972 (sex, sexual preference, and sexual identity in programs and employment), Section 504 of the Rehabilitation Act of 1973 (as amended) (disability in programs and employment), the Age Discrimination in Employment Act of 1975 (age in employment), the Genetic Information Non-discrimination Act of 2008 (genetic information in employment), and the Boy Scouts of America Equal Access Act (equal access to meet on school premises or in school facilities for the Boy Scouts of America and other designated youth groups).

Inquiries regarding non-discrimination policies of Avon Community School Corporation should be directed to Compliance Officer, Ms. Lise Ann Ebert, Director of Human Resources of the Avon Community School Corporation, 7203 East U.S. Highway 36, Avon, IN 46123-7967. A written grievance procedure and appropriate forms are available in the Administration Center of Avon Community School Corporation as per Policies: 1422, Nondiscrimination and Equal Employment Opportunity (for administrative staff), 3122, Nondiscrimination and Equal Employment Opportunity (for professional staff) and 4122, Nondiscrimination and Equal Employment Opportunity (for support staff).

### **PERFORMING ARTS PROGRAMS**

The music department staff is pleased to have your child as a member of the music department performing groups. It is essential to the success of any musical group that students in the ensemble are present at performances. A concert is the culmination of many long hours of rehearsal and practice on which the success of the group is judged.

Band, Choir and Orchestra are yearlong courses and students are expected to participate for the entire year.

1. All performances in Concerts, Assemblies and ISSMA Major Organization Competition are an extension of the school day course work and are considered mandatory unless excused under the school's Attendance Policies, with the exception of pre-arranged absences. Both course work and performances are graded. Unexcused absences will result in a 15% grade deduction for the grading period.
2. A pre-arranged absence communicated to the teacher, in writing; at least one month prior to the performance will be considered excused.
3. If a student is excused from a performance, he/she will be required to complete an alternate assignment.
4. If a student has a conflict between two school-sponsored extra-curricular activities the student may choose to participate in either event without penalty or alternate assignment. Contests/performances will have priority over practice.
5. Eligibility for Extracurricular Music Programs:
  - a. In order to be eligible, a student must have passing grades in all subjects during any given grading period. A student who does not meet the grade requirement will face appropriate action of removal or a decrease in the activity as each individual director deems appropriate.

- b. Any student who becomes a habitual discipline problem will not be allowed to participate or attend any after school activities. Any student who has two major violations (resulting in Saturday School, or suspension) or a total of eight referrals, excluding attendance issues will be in this category.

### **PESTICIDE APPLICATION NOTICE FOR PARENTS AND/OR STUDENTS**

Periodically throughout the year, it may be necessary that a pesticide be applied to external or internal areas of the school building and grounds. If you wish to be given notice of such pesticide application, please notify the principal. You will be given a form to complete and will be notified of any pesticide application within two days prior to the application. Pesticide applications will not be done when children, staff members or any other people are present in the area that is to be treated.

### **POWERPARENT**

PowerSchool offers parents real-time access to grades, attendance, and class information. An Internet connection is the only requirement for access. All information about your child is secure and only available to you. PowerSchool registration instructions for parents can be found on the Avon Community School Home Page at [www.avon-schools.org](http://www.avon-schools.org). You can enter the PowerSchool program by using any web browser. In your browser, type the following web address: <http://powerschool.avon-schools.org>

**PROFESSIONAL COLLECTION SERVICES FOR DELINQUENT COSTS** - Avon Community School Corporation has contracted with a professional collection service to secure delinquent book rental, fees, lunch money and other related school costs. Parents/guardians are financially responsible for any and all book rental fees and any charges the school may assess. This includes but is not limited to owed rental fees, lost books, damaged or destroyed books, cafeteria fees, library books, extracurricular activities, fund raisings and tuition. Parents/guardians shall also be responsible for all reasonable costs of collection of this account, which may include but is not limited to, late fees, client collection fees, collection agency fees, interest at the rate of 8.00% per annum, reasonable attorney fees, court costs, and all other permitted collection costs on any outstanding account balance.

### **SCHOOL HOURS**

7:35 A.M. Doors are open to all students. Students are not to enter the building prior to 7:00 unless weather is inclement or a teacher requests early entrance.  
7:45 A.M. Tardy Bell. Be in class!  
2:35 P.M. Dismissal Bell. No student is to remain in the building after school hours unless under the direct supervision of a teacher or coach.

### **SCHOLOGY**

Teachers will be posting classroom information and assignments through Schoology, a learning management system. If you have already created an account, your account is already active. If not, you will need to create an account to access your child's information. Contact the office for your student's Parent Access Code, so that your account will automatically be connected to your child's information. To create your account, go to the following website: [www.schoology.com](http://www.schoology.com)

### **SPECIAL EDUCATION DEPARTMENT**

As a part of the emergency procedures in place in our schools, no student will be restrained and/or placed in seclusion by school staff unless the student's behavior poses an imminent risk of injury to him/herself or others. However, significant violations of the law including assaults on students and staff will be reported to the police. As soon as possible after any such use of restraint and/or seclusion, the parents or guardian will be informed when any of these actions have occurred and will be provided with a detailed account of the incident including the circumstances that led to the use of restraint and or seclusion.

### **STUDENT FEES/CHARGES**

Student Fees and/or charges are subject to change with school board approval and without advanced notice.

### **TELEPHONES**

Teacher permission must be given to use the telephone during class time. If a student has an emergency, he/she is to report to the office. The office phone may be used by the student for an emergency.

### **VALUABLE ITEMS**

Valuable items such as cell phones and electronic games, etc., are not to be used during school hours without permission from a teacher/administrator. We will not be responsible for valuable items that are lost or stolen when brought to school.

### **VECHICLE POLICY:**

#### **SECTION I – VEHICLE WARM-UP:**

- a. At thirty-two degrees or above, vehicles will be allowed to idle for up to five (5) minutes
- b. From twenty to thirty-two degrees, vehicles will be allowed to idle for up to fifteen (15) minutes
- c. From twenty and below, vehicles will be allowed to idle for up to thirty (30) minutes; or until front windows are defrosted and all safety equipment is operable

#### **SECTION II – LOADING/UNLOADING AT SCHOOL:**

All vehicles arriving at schools to load or unload students who are going to remain at the school longer than three (3) minutes, will turn off their engines after the appropriate cool-down time and leave them off until the vehicles are ready to depart. This section also applies to vehicles for field trips.

### **VECHICLE POLICY**

#### **SECTION III – AUXILIARY EQUIPMENT/EXTREME TEMPERATURES:**

When extreme temperatures require the idling of the bus to maintain a reasonable level of comfort inside the bus, the above sections may not apply. This section also applies to auxiliary equipment (i.e. lift equipment for loading and unloading students with disabilities). However, the limiting of extended idling times is encouraged.

### **VISITORS**

The Board of School Trustees invites parents and patrons to any or all of the school buildings to become informed about the programs of Avon Community School Corporation. All visitors are required to register at the school office and receive administrative approval. Visitors may be asked for identification and reasons for visiting to further ensure the security of staff and students. If a classroom visit is requested, visitors are directed to arrange this request in a manner that would avoid disruptions. Though parents are always welcome to visit schools to discuss student progress, conferencing with teachers should be approved and arranged when classes are not in session.

## **Health Program**

### **CLINIC**

The clinic or health center is available for students who become ill or injured during the school day. If a student becomes ill or gets injured during the day, they should notify the teacher and obtain a pass to go to the clinic for evaluation and treatment. Students are to come from a class rather than stop in clinic between classes. If a student is not able to go to the clinic alone, they should tell their teacher and the teacher will arrange for them to be escorted. Electronic devices, other than medical devices, are not allowed for use in the clinic. If a student is ill or injured at home, the student should be seen by his/her doctor, immediate care, or emergency department.

All accidents or injuries in the school building, on the school grounds, at practice sessions, or any other school event must be reported to the person in charge, who will notify appropriate school personnel.

Only minor first aid is available in the clinic. For life threatening emergencies, 911 will be called and the parent(s)/guardian(s) will be notified. If a student is injured at school and the School Nurse assesses the condition and feels additional medical treatment is required, the School Nurse will notify the parent/guardian.

## Illness

The nurse may exclude from school a student who is believed to have a communicable disease that is transmissible through normal school contacts and poses a threat to the health and safety of the school community. When assessing, communicating, and managing communicable diseases, ACSC will follow the recommendations set forth by the Indiana Department of Health's Communicable Diseases Reference Guide for Schools.

The following guidelines will be used in determining when to send a child home:

1. Fever of 100 F or greater. Children who are ill should be fever-free for 24 hours without the use of fever reducing medication before attending school.
2. Witnessed vomiting or diarrhea (defined as 2 or more liquid stools in a 24-hour period) Children should be free from vomiting or diarrhea for 24 hours before attending school.
3. Suspicion of untreated conjunctivitis, or pink. If pink eye is diagnosed, drops need to be used for 24 hours before attending school.
4. Suspicious rashes that may be contagious.
5. Injury that may require further evaluation and treatment.
6. Untreated head lice – presence of live lice.
7. Suspicion of an untreated contagious condition. If an infection has been diagnosed, children need to be on antibiotics for 24 hours before attending school.
8. A condition or illness that is causing such severe symptoms that the student is unable to function in class.

All students leaving school during the day due to illness must do so through the school clinic. The nurse will determine whether or not the student should remain in school or go home. No student will be released from school without proper parental permission. Students may not contact parents and ask to be picked up without the nurse's permission. If the student does contact their parent and ask to be picked up without approval, the absence will be unexcused. If a parent/guardian cannot be reached, the school nurse or office personnel will call the persons listed as emergency contacts and request the child be picked up.

**Communicable Diseases are contagious and should be reported to the school office or clinic even if they are not cause for exclusion.** The student may return to school after receiving proper treatment and clearance by their primary care provider.

## Head Lice

Avon Community School Corporation has a **"No Live Lice Policy"**. Students identified with live lice will be excluded from school to be treated. The student will not be allowed to ride the bus either home or to school until cleared by the school nurse. After treatment, the student may return to school with limited nits at the discretion of the school nurse. **The parents must accompany the child back to school and report to the clinic before attending class.** The parent/guardian shall remain with the student until the school nurse has checked the student's hair and the student is readmitted to classroom. Once the student is readmitted to the classroom, they may return to riding the bus. If live lice are identified the student will be sent home again with the parent.

## Bed Bugs

Avon Community School Corporation has protocols in place to prevent the transmission of bed bugs. Any cases of bed bugs in the home should be reported to the clinic.

## Prescription Medication

Students are to bring any and all medication to the clinic at the start of the school day. Only those medications that are medically necessary during school hours or written in an IEP will be administered during the school day. Prescription medication must be sent in the original container with the original prescription label intact, and be accompanied by a complete Prescription Medication and Hold Harmless Release Form.

Pursuant to Indiana Code 20-33-8-13, a student with an acute or chronic disease or medical condition may possess and self-administer medication on an emergency basis while on school grounds or off school grounds at a school activity,

function, or event. In order for the student to self-carry medication, primary care provider authorization on the Prescription Medication and Hold Harmless Release Form is required annually.

### **Over the Counter Medications**

Acetaminophen, Ibuprofen, and Tums are available in the clinic. These can be given at the discretion of the school nurse to any student who has permission. Any additional over-the-counter medications (including cough drops) will be kept in the clinic and need to be supplied by the parent. All over-the-counter permission is provided via CareDox or written request from parent/guardian. All medication must be in the original unopened container and will be given according to the directions on the bottle and dosage needs that are appropriate for the age and weight of the student. If the dosage exceeds recommendations, permission must be granted from a primary care provider. All medications administered at school must be approved by the FDA, no homeopathic or herbal medications will be administered. Over-the-counter medications sent in to school will be kept until the end of the school year unless directed otherwise.

### **Transporting Medications**

Students may transport non-controlled substance medications to and from school with written authorization as long as they are brought directly to the school nurse and not removed from personal possessions prior to that time. At the end of the year, if indicated on the authorization form, any unused medications may be sent home with the student. If authorization is not granted and the medications are not picked up by a parent or guardian, they will be disposed of the day after the last day of student attendance.

Pursuant to Indiana Code 20-33-8-13, Medications that are listed as controlled substances, including narcotic pain medications and many ADHD medications, are not permitted to be carried or transported by any student in the Avon Community School Corporation and must be delivered directly to the school nurse. Any leftover medication may be picked up directly by a parent/guardian, after the medication has been counted by the School Nurse and the parent/guardian to verify the amount being given to the parent/guardian.

### **Immunizations**

ACSC requires the parent of a student who has enrolled in the school to furnish no later than the first day of school, a written statement of the student's immunization record. Students with incomplete immunization records or who do not meet immunization requirements set forth by the Indiana State Department of Health will be subject to exclusion 20 days from the start of school pursuant to Indiana Code 20-34-4-5. Questions regarding immunizations should be directed to the School Nurse.

### **Health Screenings**

**Hearing Screening:** Indiana Code 20-34-3-14 states that all school corporations shall conduct annually hearing tests on all students in grades 1, 4, 7, and 10. In addition, all students who are new to the corporation will be tested. Students with known hearing losses and/or with history of ear problems will be monitored and tested during the year. Any student, upon request by parents and/or school staff will be tested.

Two types of tests may be given: an Audiogram, which is a pure tone test that indicates how well a person, hears various sounds and a Tympanogram, which gives information relative to possible medical problems involving the middle ear. If a problem is identified, parents will be notified of the test results and recommendations.

**Vision Screening:** Indiana Code 20-34-3-14 states that all school corporations shall conduct annually screening tests of the visual acuity of all children in grades K or 1, 3, 5, and 8. Other children suspected of having a visual defect will also be screened. Local eye care professionals, school nurses, and/or parent volunteers may screen students. If a problem is identified, parents will be notified of the test results and recommendations.

## **Partners in Education Program (P.E.P.)**

This Program provides an avenue for parents and adult community members to become active in the middle schools through volunteer activities that provide support or assistance in the educational development of students. The Program was created to promote and facilitate educational partnerships with parents, community members, students and staff that encourage and support the social, emotional, and academic growth of students.

To learn more about the Program, or to become a volunteer, please call Avon Middle School North or South and request P.E.P. information.

## **Transportation**

### **BUS GUIDELINES**

School buses will load and unload on the south side of each middle school. Students should conduct themselves in a proper manner to ensure a safe, pleasant trip to and from school. The bus driver has the same position of authority on the bus as a teacher in the classroom.

The bus driver at the beginning of the school year will issue transportation procedures for students who ride buses. All school rules apply unless otherwise stated. No food, drinks, gum or candy of any kind are allowed on the bus. The following consequences may be employed.

- 1<sup>st</sup> Written Notice – Verbal Warning
- 2<sup>nd</sup> Written Notice – Written Warning
- 3<sup>rd</sup> Written Notice – One School Day Bus Suspension
- 4<sup>th</sup> Written Notice - Referral to Building Administration

Disciplinary action may include removal of a student from school sponsored transportation I.C. 20-33-8-25-10. Other consequences include, but are not limited to, further bus suspension(s), after school detention, Saturday School, out-of-school suspension and expulsion from school. Buses are equipped with video cameras. Parents/Guardians may request to review a video(s) by contacting a building administrator arranging an appointment and completing appropriate consent forms.

### **BUS PASSES**

Bus passes must be obtained at the main office prior to first period class. Completed bus forms should be submitted for school official's signatures. These forms are available in the office. Parent notes will also be accepted for bus passes. These notes must contain the destination address for which the pass is written.

Telephone calls to arrange bus passes are discouraged.

## Technology

### **ACCESS TO ELECTRONIC INFORMATION, SERVICES AND NETWORKS (INTERNET)(200-29)**

Students and staff in Avon Community School Corporation have access to information through electronic networks. These services offer vast, diverse and unique resources to students and staff. The goal in providing technical resources to students and staff is to promote educational excellence in our schools, to support research, resource access, innovation and communication. The school district expects the staff to blend thoughtful use of the Internet throughout the curriculum and to provide guidance and instruction to students in its use.

#### **I. Statement of Policy**

It is the policy of the Board of School Trustees of A.C.S.C. to provide technical resources to students and employees for the purpose of promoting the efficient operation of the school district and promoting student achievement. To promote this policy, the Board expects staff and students to utilize the technical resource opportunities and facilities provided in a manner consistent with this objective.

#### **II. Scope**

This Policy applies to all technical resources provided by the Board including, but not limited to, telephone, cell phone, direct radio communication, pager, Internet access, voice mail, e-mail, facsimile transmission and receipt, and computer based research and communication (collectively, "Technical Resource"). Technical Resources are provided by the Board for use by employees and students (collectively, "Users").

#### **III. Definition of Terms Used in this Policy**

- a. "Communication resources" as used in this Policy means "technical resources" as defined below. The term does not include "live" telephone use not recorded on storage media.
- b. "Confidential information" as used in this Policy means information that is declared confidential by state or federal law or Board Policy on access to public records.
- c. "Proprietary information" as used in this Policy means information in which a person or entity has a recognized property interest such as a registered copyright.
- d. "Technical resources" as used in this Policy means voice systems, e-mail, network access, Internet access, facsimile transmission and receipt, and other computer resources provided by the School District, accessed through the School District, or accessed on School District property or at a School District event or activity.
- e. "User" as used in this Policy means a person using School District communications or computer resources.
- f. "User's Supervisor" as used in this Policy means the principal of the building a teacher or student reports to, and the administrator or director to whom any other employee or volunteer reports.

#### **IV. Violation of this Policy**

Intentional, knowing, and negligent violations of this Policy may result in the suspension or expulsion of students and the discipline including suspension without pay or termination of employees or cancellation of the contract of an independent contractor.

#### **V. Ownership of School District Technical Resources & Information Stored on Them**

The technical resources provided by the Board and all information contained in or on them is at all times the property of the Board, subject to the registered copyright interest of an author. In no case are these resources or the information stored on or in them owned or rented or leased by users to the exclusion of authorized School District administrators. Documents and other works created or stored on technical resources are the property of the User. Works created by School District employees within the scope of their employment shall belong to the School District unless a different ownership is consented to by resolution of the Board of Education.

Since the hardware and software are owned by the school corporation, no user has an expectation of privacy in any information created, received, or stored on the School District's technical resources. If a User transmits or receives messages on the School District's technical resources such as e-mail, voice mail, or facsimile, those messages and other electronically stored communications are subject to investigations, search, retrieval, and review in accordance with this policy or the legitimate interests and obligations of A.C.S.C. Messages and other information transmitted, stored, or received on the School District's technical resources may become public records under the Indiana Access to Public Records Act, Indiana 5-14-3 (APRA). Messages and information are subject to disclosure by the School District pursuant to an APRA request without further notice to the user.

A user of the School District's technical resources who makes use of a password, code or encryption device to restrict or inhibit access to electronic mail or files must provide access to such communications when requested to do so. A User's supervisor (if an employee) or principal or teacher (if a student) may override any code password or encryption device to access the technical resource. When the School District provides passwords, codes or encryption devices, these must be used.

#### **VI. Procedures for Accessing Technical Resources**

In cases where electronic messages, documents, files or other technical resources are accessed or read, the person who desires access to such materials shall notify the employee's immediate supervisor (or student's teacher and principal) explaining the reason. The supervisor or principal shall have the authority to grant or deny access.

#### **VII. Appropriate Use of Technical Resources**

Any use of the School District's technical resources must be consistent with the educational mission and objectives of the School District. Misuse of technical resources may result in denial of access to those technical resources. The administration shall monitor the use of all School District technical resources and shall immediately suspend any user's access to a technical resource pending review of any alleged misuse by the appropriate supervisor. "Appropriate Supervisor" for purposes of this section means the principal of the building to which an employee or student is assigned, a director, or the appropriate assistant superintendent in the case of an administrator.

Students will be permitted access to the Internet through School District electronic resources unless a parent/guardian has signed and returned a "Student Electronic Resources Restriction Form" within the preceding twelve (12) months. The Corporation has implemented the use of technology protection measures which are specific technologies that will protect against (e.g. filter or block) access to visual displays/depictions that are obscene, child pornography, and materials that are harmful to minors, as defined by the Children's Internet Protection Act. At the discretion of the Corporation or the Superintendent, the technology protection measures may be configured to protect against access to other material considered inappropriate for students to access. The technology protection measures may not be disabled or avoided at any time that students may be using the Network, if such disabling will cease to protect against access to materials that are prohibited under the Children's Internet Protection Act. Any student who attempts to disable the technology protection measures will be subject to discipline.

The following shall not be accessed, created, transmitted, or stored on School District's communication resources:

- a. Personal communication unrelated to the School District that interferes with educational activities or purposes. (i.e. use that is excessive)
- b. A threat communicated with the intent that a person engage in conduct against the other person's will, refrain from lawful conduct against the other person's will, or be in fear of retaliation for a lawful act or inaction. Threats or attempt to coerce a person to take an action or refrain from a lawful action.
- c. Communications that constitute harassment as defined in Board Policy Sexual Harassment (200-24).
- d. Obscene, pornographic, or sexually explicit materials.
- e. Information that enable or support the commission of a crime or an act that would endanger the user or others or damage property.
- f. Copyrighted information in violation of the rights of the copyright holder.
- g. A message for a person not authorized to use School District communication resources.
- h. Jokes, comments, or messages that contain content that is demeaning to a person or group of people, defamatory, harassing, threatening, objectively offensive, or disruptive to the intended recipient including sexual comments or images, pornography, and racial, ethnic, disability, or religious slurs.

- i. Information that would enable a user to obtain access to the files or e-mail of others without authorization.
- j. A computer virus or other message that is known by the sender to have the capability to damage or impair the operation of a School District electronic resource or another person or organization's communication resource.
- k. Solicitations, offers to buy or sell goods or services, or the use of technical resources for outside, non-school related business purposes. This type of information will be placed on a wide area network employee bulletin board.
- l. Information that hides or attempts to hide the identity of the sender, or represent the sender as someone else or from another user.
- m. Sending large numbers of messages, which are not related to School District business to all users or a large number of users (Spamming or Chain Letters).
- n. It shall not be a violation of this Policy for an employee to use School District technical resources to communicate concerning an organization consisting solely of employees of the School District, except for the purpose of campaigning in a representation election conducted pursuant to Indiana Cole 20-7.5-10 (c) 4. Notification of the time and place of polling or any other notice approved by the Indiana Education Employment Relations Board shall not be a violation of this Policy.
- o. Services or databases that charge a fee for services such as long distance telephone charges or database access charges except as authorized in accord with Section 10 of this policy.

The Superintendent is authorized to develop administrative guidelines further refining what communications are related to School District business.

#### **VIII. Protection of Proprietary and Confidential Information Communicated or Stored on School**

##### **District Computer or Communications Resources**

Users of the School District's technical resources are expected to protect the integrity of proprietary and confidential information maintained by the School District. "Confidential information" as used in this policy is information declared confidential by the Boards policy Access to Public Records (200-11). Confidential information should never be transmitted or forwarded to a person not authorized to receive the information. The practice of using distribution lists to send information shall not excuse the disclosure of confidential information. Users shall determine that distribution lists are current and review each name on any list before sending confidential information including but not limited to personally identifiable student records protected by the Family Educational Rights and Privacy Act. Users should not access e-mail messages in the presence of others. Messages containing confidential information should not be left visible on the monitor when a User is away from his or her computer. E-mail passwords should be routinely changed.

Users should not copy and distribute through the e-mail system any copyrighted material of the third party (such as software, database files, documentations, articles, graphic files and downloaded information) unless the User has confirmed in advance that A.C.S.C. has the right to copy or distribute such material. Violation of the right of a copyright owner will result in a discipline of a student or employee.

#### **IX. Security of School District Technical Resources**

Security on any technical resource is a high priority when the resource involves many users and contains proprietary and confidential information. A user shall notify the administration if a security problem is identified on the Internet. The problem shall not be demonstrated to other users. Another user's password, sign-on, or account is not to be used without written permission from that user and a system administrator. An unauthorized attempt to log onto any technical resource as a system administrator will result in cancellation of user privileges and may result in more severe discipline including termination for employees and expulsion for students. A user identified as a security risk based upon one or more violations of this policy may be denied access to all School District technical resources. A decision denying or restricting a user's access may be appealed in writing to the Superintendent or designee. The decision of the Superintendent can be appealed to the Board of School Trustees.

#### **X. Incurring Fees for Services**

No user shall allow long distance telephone charges or other charges or fees for services or access to a database to be charged to the School District except as specifically authorized by the appropriate supervisor. Charges for personal use shall not be approved or permitted. A fee or charge mistakenly incurred shall be immediately reported to the appropriate supervisor. Incurring fees or charges for services to be paid by the School District for personal

use or without prior authorization of the appropriate supervisor may result in discipline including suspension or expulsion of a student, or suspension without pay or termination of an employee.

**THIS HANDBOOK WAS ADOPTED BY THE BOARD OF SCHOOL TRUSTEES**

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**Denial of Internet Access Form**

Name of School: \_\_\_\_\_

Name of Student: \_\_\_\_\_ Date of Birth \_\_\_\_\_  
(Please Print)

I/We direct that the child named above **not be permitted** to access the Internet using School District resources for the \_\_\_\_\_ school year.

Signature of Parent(s)/Guardian: \_\_\_\_\_ Date: \_\_\_\_\_

Note: Return this form to the Principal of your child's school ONLY if you do NOT want Internet access for your child. In situations where other students will be accessing the Internet your child will be provided alternative resources. Return of this form does not prohibit your child's teacher(s) from accessing the Internet in your child's presence. The restriction implemented by this form expires on July 1, of each school year and must be renewed for each subsequent school year.