

INTERMEDIATE SCHOOLS  
STUDENT – PARENT  
HANDBOOK  
2020-2021



Avon Intermediate East  
Avon Intermediate West

# **AVON COMMUNITY SCHOOL CORPORATION**

## **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.

Contents

ANTI-HARASSMENT – Board Policy 5517 .....	5
GENERAL POLICY STATEMENT .....	5
ATTENDANCE .....	5
UNEXCUSED ABSENCE: .....	5
GENERAL PROCEDURES: .....	6
OUTSTANDING ATTENDANCE:.....	6
PERFECT ATTENDANCE: .....	6
PREARRANGED ABSENCE POLICY .....	6
TARDIES: .....	6
PROJECT ATTEND.....	7
STUDENT ATTENDANCE AT SCHOOL EVENTS .....	7
BIRTHDAY RECOGNITION.....	7
BULLYING .....	8
CAFETERIA PROCEDURES– BREAKFAST AND LUNCH.....	9
CELL PHONES AND ELECTRONIC DEVICES .....	10
CRIMINAL ORGANIZATIONS AND CRIMINAL ACTIVITY IN SCHOOLS-Board Policy 5840.....	10
CURRICULUM GUIDELINES .....	10
GRADING PRACTICES OF SCHOOL PROGRESS .....	11
HOMEWORK-Board Policy 2330.....	11
HONOR ROLL .....	12
PROMOTION, PLACEMENT, and RETENTION – Board Policy 5410.....	12
STANDARDIZED ACHIEVEMENT TESTS .....	13
DRESS CODE.....	13
DRUG TESTING.....	13
EARLY PICK-UP AND/OR STUDENT RELEASE.....	13
EMERGENCIES.....	14
EMERGENCY CLOSING/DELAYS.....	14
EMERGENCY PROCEDURES.....	14
HAZING – Board Policy 5516.....	14
HEALTH SERVICES: .....	15
Illness .....	15
Head Lice .....	16
Bed Bugs .....	16
Prescription Medication .....	16
Over the Counter Medications .....	16
Transporting Medications .....	16

Immunizations .....	17
Health Screenings .....	17
LIVE ANIMAL POLICY .....	17
PESTICIDE APPLICATION .....	18
PHILOSOPHY FOR PARENT COMMUNICATION.....	18
RECESS AND PHYSICAL EDUCATION .....	18
SCHOOL CORPORATION POLICIES .....	18
SECLUSION AND RESTRAINT - Board Policy 5630.01.....	19
STUDENT CONDUCT – Board Policy 5500.....	19
SUSPENSION AND EXPULSION – Board Policy 5610.....	20
SUSPENSION AND EXPULSION OF STUDENTS WITH DISABILITIES-Board Policy 5605 .....	20
SATURDAY SCHOOL REGULATIONS .....	21
SPECIAL SERVICES .....	21
TEXTBOOK AND RENTAL FEES .....	22
TEXTBOOK RENTAL NON PAYMENT .....	22
PURCHASING BY CHECK.....	22
INSUFFICIENT FUNDS.....	22
TRANSPORTATION .....	22
BUS PASSES.....	23
IDLING SCHOOL BUSES AND OTHER IDLING VEHICLES ON SCHOOL PROPERTY – Board Policy 8615.....	23
VISITOR GUIDELINES – Board Policy 9150 .....	24
Visitor Required Screening .....	24
Classroom Deliveries: .....	24
Dropping Off and Picking up Students: .....	24
Meeting with the Teacher: .....	24
Observing in Classrooms: .....	24
Pictures Taken by Visitors:.....	24
Visiting for Lunch: .....	24
VOLUNTEER OPPORTUNITY .....	25
Volunteering During the School Day: .....	25
Serving as a Fieldtrip Chaperone:.....	25
WITHDRAWAL FROM SCHOOL .....	25

# ANTI-HARASSMENT – Board Policy 5517

## GENERAL POLICY STATEMENT

It is the policy of the Board to maintain an education and work environment that is free from all forms of unlawful harassment, including sexual harassment, occurring in the Corporation’s educational opportunities, programs, and/or activities, affecting the Corporation environment (hereinafter referred to collectively as “unlawful harassment”). This commitment applies to all Corporation operations, educational opportunities, programs, and activities. All students, administrators, teachers, staff, and all other school personnel share responsibility for avoiding, discouraging, and reporting any form of unlawful harassment occurring in the Corporation’s educational opportunities, programs, and/or activities, or, if initially occurring off Corporation grounds or outside the Corporation’s educational opportunities, programs, and activities, affecting the Corporation environment. This policy applies to unlawful conduct occurring on school property, or at another location if such conduct affects the Corporation environment.

The Corporation will vigorously enforce its prohibition against unlawful harassment (see definition on page 1), that is based on race, color, national origin, sex (including transgender status, sexual orientation and/or gender identity ), religion, disability, military status, ancestry, or genetic information, which are classes protected by Federal and/or State civil rights laws (hereinafter referred to as “Protected Classes”), and encourages those within the Corporation community as well as third parties who feel aggrieved to seek assistance to rectify such problems occurring in the Corporation’s educational opportunities, programs and/or activities, or, if initially occurring off Corporation grounds or outside the Corporation’s educational opportunities, programs and activities, affecting the Corporation environment.

## ATTENDANCE

Daily attendance is essential for academic growth and development. Students are expected to be in school unless they are ill or attending a funeral. Please make every effort to schedule doctor or dentist appointments before or after school hours. You may report your child’s absence by any of the following methods:

1. Leave a message on the school voice mail system between 4:30 PM and 7:30 AM.
2. Speak directly to a school secretary during school hours.

**Note: For the safety of our students, if the school does not receive a phone call prior to 10:15 AM the school will call the home or parent’s workplace to confirm the absence.**

**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.**

If your child is seen by a medical professional causing the child to be tardy or absent, submit documentation upon return to school. In case of illness and/or injury, if the absence lasts beyond five (5) days, a doctor’s statement will be required for verification. A student with a serious medical condition should have a medical report on file. Medically documented absences may not count towards the accumulated excessive absences.

**UNEXCUSED ABSENCE:** Unexcused absences are recorded for students who are absent from school without phone or written notice the day of the absence and for reasons other than illness, attending a funeral, or prearranged absence. Students will be required to make up work they have missed due to an

unexcused absence. The student has one day for every day missed to make up the work. **If a call or note is not received on the day of the absence, the absence will be unexcused.**

### GENERAL PROCEDURES:

1. After the fifth (5) absence, an attendance letter will be sent home to inform parents that absences are beginning to accumulate.
2. After the tenth (10) absence, a second attendance letter will be sent home stating that an excessive number of absences have occurred.
  - After ten (10) **unexcused** absences, a referral may be made to Project Attend.
3. Upon the fifteenth absence, excused or unexcused, a letter may be sent home to arrange a mandatory parent/guardian conference with an administrator. At this conference, an Attendance Contract will be initiated. Failure to attend this conference may result in an immediate referral to Project Attend.

**OUTSTANDING ATTENDANCE:** Students may receive recognition for outstanding attendance over the course of the entire school year. This award is earned by attending a minimum of 178 of the 180 student days in a school calendar year. Three tardies and/or early dismissals disqualify students from receiving this recognition.

**PERFECT ATTENDANCE:** Student may receive recognition for perfect attendance during each grading period.

**PREARRANGED ABSENCE POLICY:** Avon's educational community expects students to maximize their potential in high quality schools. Student attendance is one of the criteria upon which schools are evaluated in the state of Indiana. 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 to the principal or designee 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 later than the number of days of his/her pre-arranged absences, or the student will receive no credit for the missed assignments or tests. Students relinquish eligibility for outstanding attendance awards and recognition when pre-arranged absences are used.

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

- NWEA, IREAD-3 and ISTEP+ testing
- Last three days of a semester
- If an attendance letter has been sent previously during the same school year

**TARDIES:** Parents have the primary role in setting standards for their children regarding attendance. Regular attendance is a crucial component in students receiving a consistent education. When children arrive late to school, it is disruptive not only to their routine but also to the routine of other children in the classroom. Children who are tardy to school miss important instructional time and often spend the rest of the day trying to catch up with the other students. **Excessive tardies will result in an attendance conference with the school administration. When dropping your child off after the tardy bell, parents/guardians must come into the building and sign in the student.**

## 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.

### GENERAL PROCEDURES:

1. When a child has accumulated ten unexcused absences, the school may 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 additional unexcused absences, the school representative may 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.

## STUDENT ATTENDANCE AT SCHOOL EVENTS

In order to ensure that students attending as non-participants are properly safeguarded, 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.

## BIRTHDAY RECOGNITION

Each child's birthday may be recognized by the school staff. In order to provide optimum learning time, classroom birthday snacks/parties and special deliveries are **not** permitted at school. **Additionally, in order to protect the feelings of all children, students are not permitted to pass out any invitations at school even if the entire class is invited.** The school is not permitted to release student addresses or phone numbers. Teachers may elect to create a classroom directory with parent consent.

## BULLYING

Indiana state law defines bullying as “overt, repeated acts or gestures (verbal or physical) committed by a student or group against another student with the intent to harass or harm the student.” In other words, it is never an isolated incident, but a pattern of behavior that is designed to make a particular child feel bad about himself/herself. The law also stipulates that we as a school district are required to respond to incidents of bullying and to promote a safe environment for students.

ACSC has a 3-sided approach to address any and all incidents of bullying. First of all, we promote respect and caring in the whole student body through a positive behavior plan, class meetings, guidance lessons and modeling by our faculty and staff. Research shows that bystanders (other students who witness bullying) are the most powerful players in reducing bullying.

Secondly, we offer a program to work with students who are disciplined for bullying behavior. It is called, “I Didn’t Know I Was a Bully,” and it begins with the premise that no child consciously chooses this behavior. We teach children alternatives for making and keeping friends that do not hurt others.

Finally, we offer individualized student safety plans for students who have been the target of bullying. These plans allow our teachers, administrators and parents to get on the same page and be proactive about preventing future incidents of harassment.

We believe that by promoting a climate of respect, equipping potential bullies with pro-social skills and empowering victims to stand up for themselves, we can create a safe and peaceful environment for all of our students.

### What You Need to Know about Avon’s Anti-bullying Policy

Bullying is **prohibited** by the Corporation. Students who commit any acts of bullying are subject to discipline including but not limited to suspension, expulsion, arrest, and/or prosecution.

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

When you see acts that you suspect to be bullying, please intervene (see suggestions below) and immediately report the incident to our building principal. Be sure to indicate that you believe the alleged incident to involve bullying. If you desire to remain anonymous, let the principal know and we will do our best to protect your anonymity. Failure to report bullying incidents can result in disciplinary action for employees.

You may be more likely to see bullying than the full time teacher. Students sometimes feel that classroom rules don’t apply on days that they have a guest teacher. Knowing this, your preparation on the days you guest teach can greatly impact behaviors in your classroom. Things you can do are:

- Learn the teachers’ classroom rules and **be consistent**
- Learn about bullying definitions & descriptions (see above)
- When you see bullying incidents:
  - Separate the students involved
  - Question the students privately and not in front of other students



- Do not try to resolve the issue on the spot
- Report the incident to the building principal
- Do not assume the children can resolve the issue on their own

Bullying is a serious issue and it will take everyone working together to prevent it. Thank you for doing your part to keep our schools safe and welcoming.

## CAFETERIA PROCEDURES– BREAKFAST AND LUNCH

Every elementary student is expected to eat a mid-day meal. Breakfast is optional and parents can decide if they want their student to eat breakfast. The Elementary School Dining Room provides breakfast and lunch daily; students may opt to bring a sack lunch from home. The prices for breakfast and lunch items are as follows:

Student Lunch	\$2.60	Student Breakfast	\$1.50
Extra Milk	\$0.50	100% Fruit Juice 4 oz.	\$0.35

**All fees are subject to change without advance notice.**

**WINSNAP**, a computerized student accounting system, is used to process student meal payments. Each student has an individual account and may have a picture ID card that will track prepayments and items purchased daily. The ID cards are NOT to go home.

The dining room will accept cash or checks made out to your child’s school. **We also accept debit and credit card payments online at [www.myschoolbucks.com](http://www.myschoolbucks.com). Parents can go online and follow directions on the web site to put money into their student’s account and check on the balance in the student’s account.** Should parents/guardians have more than one child enrolled in a building one check may be written for breakfast and lunch payments. Send meal money in a sealed envelope with the student and teacher names written on it with the cash or check enclosed. **Parents/guardians must also indicate on the envelope what amount of the deposit is for breakfast payments, lunch payments and the amount of the deposit that is for ala carte items, such as ice cream, chips, cookies and others.**

Parents are urged to take advantage of the online credit and debit payment system.

When no instructions are provided on the envelope, the money will be deposited as breakfast and lunch payments in the student’s account. **Avon Community Schools 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.**

As students move through the dining room line, the cashier will deduct their purchases from their respective accounts. Students are encouraged not to charge meals; however, when emergency situations occur, students may charge up to two (2) breakfasts or two (2) lunches. No ala carte items may be charged. Students will receive a carton of milk and a peanut butter sandwich when they exceed the charging limit. Prior to purchasing ala carte items, students must have either a school lunch or home sack lunch. Only one ala carte item is allowed to be purchased per day.

Delinquent notices are frequently sent home with students. Please pay your overdue amount promptly or contact the cashier with questions upon receipt of the delinquent notice. **The student’s ala carte portion of his/her account may show a negative balance, while a positive balance may exist in the breakfast and lunch portion of their account.** **Be cautious of the aforementioned financial situation occurring to your students.** Parents/guardians must contact the cafeteria manager immediately to correct this financial dilemma. Four weeks prior to the end of the school year lunch charges will not be permitted. Parents/Guardians are welcome to occasionally join their student for lunch. Due to safety precautions, parents/guardians are allowed to eat with only their student. An adult lunch is \$3.25. All fees are subject to change without **advance notice.**

A student who is allergic to food items, such as milk, peanuts, etc., must remit a completed and signed diet form by a physician to the cafeteria manager, and 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.

Federal regulations do **not** permit carbonated beverages in school cafeterias during lunch. According to state health regulations, students are not permitted to trade or share food.

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 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.

## ID Cards

Students are provided a picture ID early in the school year. For safety reasons, every student should wear their ID all day and leave it at school. If an ID is lost or misplaced, students may purchase another one in the office for \$2.00.

## CELL PHONES AND ELECTRONIC DEVICES

Laser pointers are not permitted at Intermediate school. Other electronic equipment, including, but not limited to, portable TV's, DVD players, electronic toys, hand-held video games, cellular 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 must be completely 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. Administration will not spend school time investigating stolen or lost items that fall within this category. School officials reserve the right to confiscate and search cell phones or other personal communication devices in accordance with Policy [5771](#) – Search and Seizure.

## CRIMINAL ORGANIZATIONS AND CRIMINAL ACTIVITY IN SCHOOLS-Board Policy 5840

The Board prohibits criminal organization activity ;and similar destructive or illegal group behavior on school property, on school buses, and/or at school-sponsored functions and prohibits reprisal or retaliation against individuals who report criminal organization activity; and similar destructive or illegal group behavior or who are victims, witnesses, bystanders, or other people with reliable information about an act of criminal organization activity and similar destructive or illegal group behavior.

## CURRICULUM GUIDELINES

The education your child receives is based on the *Indiana Academic Standards* as established by the Indiana Department of Education and the curriculum guidelines as approved by the Avon Community School Board. These guides are available online and at each elementary school.

## GRADING PRACTICES OF SCHOOL PROGRESS

A student's grade is based on many factors. Such factors may include: formative and summative assessments, class participation, classroom assignments, homework, projects, and teacher observation.

Not everything a child does in class will be graded, as some things are done simply to give the child practice prior to evaluation of the learning that has taken place. It should be remembered that the primary objective is for students to learn and to master essential skills. Report cards are sent home the week following each grading period.

<b>Traditional Grading Scale:</b> A+ = 100 A = 93-99 A- = 90-92 B+ = 87-89 B = 83-86 B- = 80-83 C+ = 77-79 C = 73-76 C- = 70-72 D+ = 67-69 D = 63-66 D- = 60-62 F = 0-59	<b>5<sup>th</sup> Grade Math – BRIDGES Curriculum</b> <b>Grades are based on standards-based grading on a quarterly basis.</b> <ul style="list-style-type: none"><li>• Proficient</li><li>• Basic</li><li>• Below Basic</li><li>• Well Below Basic</li></ul>
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Midterm progress reports will be sent home with students beginning the second grading period. Midterm reports may include narratives and/or letter grades. If your child is not progressing satisfactorily in a subject area, we suggest you arrange a conference with the teacher and work with him/her to determine the best possible help that can be given the student. Parents wishing a conference with their child's teacher should call the teacher to arrange a mutually convenient time.

## HOMEWORK-Board Policy 2330

*The Avon Community School Corporation is committed to a quality education program. As a part of this commitment, it is recognized that homework can contribute to the total educational process. The Board recognizes that homework is one (1) vehicle that can assist schools in emphasizing the partnership needed between home and school in the educational process. As an extension of class work, homework must be related to the objectives of the curriculum. It is to be used to enhance as well as to increase the time students spend on learning. The Superintendent/designee shall be responsible for developing homework guidelines that indicate the roles of the students, staff members, and parents.*

*The Superintendent shall develop administrative guidelines for the assignment of homework according to these guidelines:*

- A. *Homework should help develop the student's sense of responsibility by providing an opportunity for the exercise of independent work and judgment.*
- B. *The number, frequency, and degree of difficulty of homework assignments should be based on the ability and needs of the student.*

- C. *Homework should always serve a valid learning purpose; it should never be used as a punitive measure.*

**Please remember that homework is your child's responsibility, not yours.** Start early in his/her school career by establishing a nightly study time and a quiet, comfortable place to study. Help him/her, but do not do the work for him/her. Finally, give him/her the moral support, encouragement, and confidence needed to be a successful, responsible, and independent student.

## HONOR ROLL

In order to be included on the Honor Roll, students must achieve grades of B- or above in all subjects.

## PROMOTION, PLACEMENT, and RETENTION – Board Policy 5410

The School Board recognizes that the personal, social, physical, and educational growth of children will vary and that they should be placed in the educational setting most appropriate to their needs at the various stages of their growth.

It shall be the policy of the Board that each student be moved forward in a continuous pattern of achievement and growth that is in harmony with his/her own development.

Such pattern should coincide with the system of grade levels established by this Board and the instructional objectives established for each.

A student will be promoted to the succeeding grade level when s/he has:

- A. Completed the course requirements at the presently assigned grade;
- B. In the opinion of the professional staff, achieved the instructional objectives set for the present grade;
- C. Demonstrated sufficient proficiency to permit him/her to move ahead in the educational program of the next grade;
- D. Demonstrated the degree of social, emotional, and physical maturation necessary for a successful learning experience in the next grade.

A student enrolled in special education shall be promoted or retained based on the opinion of the Case Conference Committee and the student's I.E.P.

It is the policy of the Board that a student shall not be retained or held back in a grade level for the sole purpose of improving the student's ability to participate in extra-curricular athletic programs.

The Board will comply with the requirements of the Indiana Department of Education regarding the consequences for students in grade three who fail to pass the Indian Reading Evaluation and Determination Assessment (IREAD-3). Accordingly, a student who does not pass the IREAD-3 assessment either during the assessment period in the school year or during the summer assessment window, in the following school year, will continue to receive instruction in grade three reading, will be officially reported as a third grader, and will fully participate in the grade three ISTEP+ assessment.

Good cause exemptions that may be considered are:

- A. A student who has been previously retained two times prior to the fourth grade;
- B. A student with disabilities whose case conference committee has determined that promotion is appropriate;

- C. An English learner student whose Individual Learning Plan (ILP) Committee has determined that promotion is appropriate.

The Superintendent shall develop administrative guidelines for promotion, placement, and retention of students which:

- A. Require the recommendation of the professional staff for any promotion, placement, or retention;
- B. Require that parents are informed in advance of the possibility of retention of a student at a grade level;
- C. Assure that reasonable efforts be made to remediate the student's difficulties before s/he is retained;
- D. Assign to the principal the final responsibility for determining the promotion, placement, or retention of each student.

## STANDARDIZED ACHIEVEMENT TESTS

Standardized achievement tests may be administered to students in any grade. If so, results of standardized testing will be sent to parents when results are received. Parents are encouraged to contact the teacher or principal if they have any questions regarding the results.

## DRESS CODE

When choosing what to wear to school each day, please keep the following in mind:

1. On days when your child has PE, he/she must wear athletic style shoes. Girls need to wear shorts or pants.
2. Even though your child may wear shorts, these may not be short-shorts nor tight bicycle shorts.
3. Midriff and halter-tops are not allowed. Tank tops or sleeveless t-shirts are not allowed unless another T-shirt is worn underneath.
4. T-shirts with writing or pictures must be appropriate for school. No tobacco or alcoholic references, profanity, or suggestive material are permitted.
5. Students should come dressed appropriately for changeable 12.
6. Boys and girls may not wear hats in the building except on designated days or for medical reasons.
7. Book bags and backpacks must remain in student lockers during the school day unless directed otherwise by an adult in the building.
8. Shoes with wheels are not allowed due to safety concerns.
9. Appearance should not be disruptive to the educational environment.

## DRUG TESTING

The intermediate school administration reserves the right to drug test a student if there is reasonable suspicion that the student is using or is under the influence of alcohol, marijuana, or any other illegal substance. Reasonable suspicion may occur while the student is on school grounds, off school grounds at any school sponsored activity, or when traveling to or from school by bus or other transportation. Reasonable suspicion drug testing will apply to all students.

## EARLY PICK-UP AND/OR STUDENT RELEASE

If a child needs to be picked up before the close of school, please send a note (forms available online) to the child's teacher or call the office. Should anyone other than the child's parent/guardian be picking up the child, please state the person's name and relationship to the child. Upon arrival, please report to the office to

sign your child out of school. The school reserves the right to ask for proper identification to validate appropriate parent/guardian pick-up of any student. The secretary will page the child's classroom so that he/she may come to the office. If the student returns to school, please report to the office and sign your child back in to school.

## EMERGENCIES

Please be sure the office has a phone number where we can reach you (or someone else) in case of an emergency involving your child. **If at any time this information changes, please contact the office immediately.** When a child is sick or injured, the parent will be contacted first and given the responsibility of arranging transportation to the home or hospital. In cases of extreme emergencies, the emergency squad of the Avon Fire Department will be called.

## EMERGENCY CLOSING/DELAYS

Situations such as inclement weather may make it necessary for school to be closed early. In the event this should happen, please have a plan in place that is understood by you, the school, and your child. When weather conditions are threatening, please listen to local radio and TV stations for information concerning early closings WCBK-FM 102.3, WEDJ-FM 107.1, WFIU FM 103.7, WTTV-CBS TV, WRTV TV, WISH TV, WXIN TV, WTIU TV. Your child's teacher will refer to the Early Dismissal Form and follow the instructions you have provided. Please refrain from telephoning the school. **We must keep phone lines open for emergencies; therefore, we cannot take requests to call parents if school is dismissed early.**

## EMERGENCY PROCEDURES

Procedures have been established to provide for the safekeeping of students and staff regarding fire, tornado, bomb threat, intruder, hazardous materials incident, and earthquake. Students are instructed in these procedures on a regular basis, and the procedures are posted in every classroom. Avon Community School Corporation works with state and local agencies in the event of any national emergency.

## HAZING – Board Policy 5516

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, or 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.

**Violations of Policy:** Student who violates this policy shall be subject to full range of school disciplinary measures.

## HEALTH SERVICES:

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, he/she 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, he/she should tell the teacher and the teacher will arrange for the student 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 his/her 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.

**Parents requesting homework due to illness:** Parents may request homework for your child on **the second day** of his/her absence. This request must be made **before 10:00 a.m.** The child will have as many days to

make-up the homework as he/she was absent. Homework may be sent home with another student or picked up after 3:00 p.m.

**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 his/her 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, he/she 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 not 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.

## LIVE 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.

Animals must be evaluated by licensed veterinarian before brought into classroom. Animal must be properly maintained as prescribed by a veterinarian.

Examples of educational purposes where animals would be in the classroom for an extended period are:

- Animals used in health class to demonstrate effects of different diets
- Animals used in biology to show development changes or diversity
- Eggs incubated to show development

Examples of educational purposes where animals are in the classroom for one day or less:

- Pets/animals brought into the classroom to allow students exposure to a variety of species
- Pets/animals used to demonstrate obedience training

The examples above are not comprehensive lists of appropriate uses. The building principal, when requested by a teacher, has the authority to determine if it is appropriate to bring an animal in to the classroom.

When appropriate, teachers may allow student to handle and/or feed the animals.

## PESTICIDE APPLICATION

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 complete the form in the back of this handbook. You 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.

## PHILOSOPHY FOR PARENT COMMUNICATION

Communication with parents regarding their child's progress is of primary importance to all staff in Avon Schools. As a district, we encourage communications that are authentic and occur in a reasonable timeframe based upon the question, input or simply to provide feedback. This approach supports one of the five overarching goals of the ACSC Strategic Plan which states: *enhance communications at all levels to build stronger, richer and more authentic relationships*. To this end, our staff strives to promote optimal options for communicating with families between home and school.

## RECESS AND PHYSICAL EDUCATION

All students are expected to participate in recess and physical education. The students will go outside, except during inclement weather, and should dress appropriately (coat, hat, gloves, etc.). The schools will use the following guidelines: If the temperature with wind chill is above 20 degrees, students will have outdoor recess. On days when your child has PE, he/she must wear regular athletic style shoes which tie or fasten with Velcro. Those students not in athletic shoes will not participate in physical education. Girls need to wear shorts or slacks. If, due to injury or illness, a student cannot participate in recess and/or PE, parents must send a note (provided in the back of this handbook). If the student's participation is restricted for more than five (5) school days, a note from a doctor must be sent to school.

## SCHOOL CORPORATION POLICIES

While the Avon Elementary Parent-Student Handbook covers most procedures for our school, the Board Policy Handbook includes policies which govern the entire Avon Community School Corporation. Should you desire to review these policies, a copy of the Board Policy Handbook is available on the school district website ([www.avon-schools.org](http://www.avon-schools.org)).

## SECLUSION AND RESTRAINT - Board Policy 5630.01

It is the policy of the Corporation to limit or prohibit the use of seclusion, physical, mechanical or chemical restraint in the education and discipline of students to circumstances in which the strategy can be used safely in a manner that is in the best interests of the student and as defined in this policy.

## STUDENT CONDUCT – Board Policy 5500

Student conduct and personal responsibility are critical for the success of the school. Positive student behavior will be expected from all children and celebrated and enforced by all faculty members in accordance to the Avon Community School Board Policy 5500.

Respect for law and for those persons in authority shall be expected of all students. This includes conformity to school rules as well as general provisions of law regarding minors. Respect for the rights of others, consideration of their privileges, and cooperative citizenship shall also be expected of all members of the school community.

Respect for real and personal property; pride in one's work; achievement within the range of one's ability; and exemplary personal standards of courtesy, decency, and honesty shall be maintained in the schools of this Corporation. It is the responsibility of students, teachers, and administrators to maintain a classroom environment that:

- A. allows teachers to communicate effectively with all students in the class;
- B. allows all students in the class the opportunity to learn;
- C. has consequences that are fair, and developmentally appropriate;
- D. considers the student and the circumstances of the situation; and
- E. enforces the Student Code of Conduct/Student Discipline Code accordingly.

The Superintendent is authorized to establish administrative guidelines on the dangers of dangerous weapons and threats of violence by students and staff to the building principal. Failure to report such knowledge shall/may subject the student to immediate suspension and potential expulsion from school.

The Superintendent shall establish procedures to carry out Board policy and philosophy, and shall hold all school personnel, students, and parents responsible for the conduct of students in schools, on Corporation premises, and on school vehicles.

Student conduct shall be governed by the rules and provisions of the Student Code of Conduct. This Code of Conduct shall be reviewed annually.

In accordance with the guidelines and policies of the Avon Community School Board, and to ensure the safety and success of our schools, students will be expected to:

- a. Demonstrate respect and follow directions appropriately.
- b. Maintain positive control of their actions at all times.
- c. Respect the property of others and that of the school.
- d. Demonstrate personal responsibility for the completion of all school assignments.

School leaders will be modeled for maintaining a positive and safe school environment. Behavior expectations will be demonstrated, celebrated, and enforced by all faculty members. Developmental and age-appropriate consequences will be issued as a way to correct and reinforce behavior. Logical consequences may include:

- a. Student-teacher conferences

- b. Loss of privileges
- c. Parent notification
- d. Time out from classroom activities
- e. Removal from the classroom
- f. Disciplinary assignment
- g. Principal referral
- h. Before and after school detention
- i. In and out of school suspension

In the event of repeated infractions or in order to ensure the safety of other students, Saturday school or expulsion may be necessary (or warranted). Special attention should be given to the following student conduct statements:

- All threats will be taken seriously with possible consequences of suspension, expulsion and/or referral to law enforcement officials.
- Electronic games, toys, cell phones, and Smart Watches are to remain in backpacks during the school day. **The school is not responsible for lost, broken or stolen items.**
- Unsanctioned trading or selling of items is not permitted.
- Possession of tobacco will result in Saturday School. Use of tobacco will result in out-of-school suspension.
- Possession of alcohol or narcotics will result in a recommendation for expulsion from school and a referral to Hendricks County law enforcement.
- Possession of an item that can be conceived to be a weapon will result in out-of-school suspension or expulsion.
  - WEAPONS/DEVICES THAT COULD CAUSE HARM Students are not to bring to school any device that could be used as a weapon. This includes, but is not limited to, things such as mace, pepper spray, stun guns etc. that may ordinarily be considered protective devices.
- Indiana law establishes schools as “gun free zones” and prohibits the possession of firearms, ammunition, or certain dangerous weapons in or on school property. (Board Policy 7217)

## SUSPENSION AND EXPULSION – Board Policy 5610

While we do not anticipate problems, we do want you to be aware that infractions of the rules will not be tolerated. Your child’s behavior is **HIS/HER** responsibility. If problems do occur, they will be resolved much more quickly if parents and school personnel work together.

The following are the grounds for student suspension or expulsion, subject to the procedural requirements as outlined by Board Policy 5610:

- 1) Student misconduct
- 2) Substantial disobedience

## SUSPENSION AND EXPULSION OF STUDENTS WITH DISABILITIES-Board Policy 5605

In matters relating to the discipline of students with disabilities, the Corporation shall abide by Federal and State laws and regulations regarding suspension and expulsion.

The Superintendent shall establish administrative guidelines and require that the guidelines are followed when disciplining any student with a disability.

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

- 1) 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;
- 2) Off school grounds at a school activity, function, or event; or at the bus stop or
- 3) Traveling to or from school or a school activity, function, or event

## 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.

### 1. 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.

## SPECIAL SERVICES

Special services are available for Avon Intermediate Students in the following areas:

- Counseling
- Emotional Disabilities
- Higher Academic Ability
- Learning Disabilities
- Mild Disabilities
- Moderate Disabilities
- Developmental Preschool
- Health Services

- Speech/Hearing/Language Therapy
- Response to Intervention Plan (RTI)

Programs/services are also available for students who have more severe handicapping conditions. If you wish further information about any of these programs, please call the school and ask to speak with the staff person involved directly with that service.

## TEXTBOOK AND RENTAL FEES

Textbook rental and fees are due to the school office on the students' first day of school. Payment plans extending beyond this date can be arranged by calling the principal or school secretary/treasurer.

Checks should be made out in the name of individual school. MasterCard and Visa cards are also accepted.

The application for textbook assistance, which is the same as the application for free/reduced lunch can be found on the district website. **All fees are subject to change without advance notice.**

## TEXTBOOK RENTAL NON PAYMENT

Textbook rental payment is an obligation that parents must complete at the approved times each school year. It is imperative that each student's book rental payment is paid for the benefit of all students attending Avon Community School Corporation. **Non-payment of book rental may result in referral to a collection agency.**

## PURCHASING BY CHECK

All checks for school related purchases are to be made out in the name of the individual school unless directed otherwise.

## INSUFFICIENT FUNDS

All checks returned NSF will be subject to a \$25 service fee. The NSF check amount plus the \$25 service fee will need to be paid in cash within 10 business days. If the NSF check is not paid within 10 days, the account will be forwarded to the Hendricks County Prosecutor's Office Bad Check Program. This could result in criminal charges and/or subject to required attendance in the Financial Accountability Class as well as additional fees and service charges as determined by the Hendricks County Prosecutor.

## TRANSPORTATION

Transportation procedures for students who ride buses will be issued by the bus driver at the beginning of the school year.

All buses are equipped with video cameras.

Students should conduct themselves in a proper manner to insure 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 following consequences may be employed:

1 <sup>st</sup> Notice	Verbal Warning (driver initiated; parent contacted by driver)
2 <sup>nd</sup> Notice	Written Warning (driver initiated; parent contacted by driver)
3 <sup>rd</sup> Notice	One School Day Bus Suspension (driver initiated; parent contacted by driver)
4 <sup>th</sup> Notice	Referral to Building Administrator

Other consequences include and are not limited to further bus suspension(s), detention, Saturday School, in-school suspension, out-of-school suspension, and expulsion from school.

## BUS PASSES

Students who need to ride a bus after school other than their regular bus **MUST** bring a note (provided at the back of this handbook). A bus pass will be issued to the student to notify the driver. Any student who does not bring a note must go home on his/her regular bus. Any change in transportation should be communicated to the office before 3:00 PM. One note at the beginning of the year will be sufficient for students attending Brownies, Scouts, etc. on a regular basis.

## IDLING SCHOOL BUSES AND OTHER IDLING VEHICLES ON SCHOOL PROPERTY – Board Policy 8615

The Board seeks to limit vehicle emissions that might be brought into school corporation buildings to reduce exposure to these emissions and to improve indoor air quality for students, staff, and visitors. This policy applies to all public and private vehicles on any school property and to school buses while transporting students at any time.

The school shall post signs in areas where idling is prohibited. Drivers of vehicles are to turn off the engine if the vehicle is to be stopped for more than five (5) minutes.

Exceptions to this policy include, but are not limited to:

- A. Safety of children or emergencies
  - 1. Use of lift equipment during loading of individuals with special needs
  - 2. Use of defroster, heater, air conditioning, or other equipment during loading or unloading for health or safety concerns
  - 3. Use of bus headlights or flasher warning lights for safety or visibility purposes
  - 4. Other safety or emergency issues
- B. Hot or cold weather
  - 1. During hot weather and bus has air conditioning to keep students cool while on the bus
  - 2. During cold weather to warm the bus (this should be done outside the school zone)
- C. Maintenance operations
  - 1. Buses may idle as necessary as part of a pre-safety inspection
  - 2. If necessary to make emergency repairs to vehicles

The staff will be informed of this policy at the start of each school year. Parents and students will be informed of this policy at the start of each school year at annual orientations or through student/parent handbooks.

The Superintendent shall prepare administrative guidelines to implement anti-idling and smart driving procedures for all personnel driving School Corporation owned vehicles or drivers of buses contracted to transport students.

Complaints of non-compliance are to be filed with the Superintendent.

## VISITOR GUIDELINES – Board Policy 9150

The School Board welcomes and encourages visits to school by parents, other adult residents of the community, and interested educators. But in order for the educational program to continue undisturbed when visitors are present and to prevent the intrusion of disruptive persons into the schools, it is necessary to invoke visitor controls.

The Superintendent or principal has the authority to prohibit the entry of any person to a school of this Corporation or to expel any person when there is reason to believe the presence of such person would be detrimental to the good order of the school. If such an individual refuses to leave the school grounds or creates a disturbance, the principal is authorized to request from the local law enforcement agency whatever assistance is required to remove the individual.

### Visitor Required Screening

- Required for all school building visitors, including vendors.
- Must present a valid photo identification for screening (state issued photo ID, passport, or military ID).
- Includes a National Sex Offender Registry search and internal Exclusion List search.
- Approved visitors will be issued a temporary, self-expiring, stick-on badge for the duration of their visit.
- Visitors are expected to sign in upon arrival and sign out of the office upon departure.

**Classroom Deliveries:** When your child forgets an item or an item needs to be dropped off from home during the day, the item should be brought to the main office. The office staff will deliver the item to the classroom.

**Dropping Off and Picking up Students:** When picking up a child for an early dismissal or at the end of the day, please follow the procedures in place for each individual school. We ask that you do not go directly to the classrooms at the end of the day. Any student who does not bring a note must go home on his/her regular bus. Any change in transportation **MUST** be communicated to the office in writing before 3:00 PM.

**Meeting with the Teacher:** If you would like to meet with your child's teacher, please contact the teacher to schedule a date and time in advance of twenty-four hours.

**Observing in Classrooms:** If you would like to visit your child's classroom, please contact your child's teacher to schedule a date and time at least 24 hours in advance. It is suggested that you speak with your child's teacher about what your goals are for the visit. Remember, an observation period is not the time to discuss your child with the teacher. Schedule a time during the teacher's preparation period to do this. In order to keep the integrity of the classroom, observations will last a maximum of 30 minutes.

**Pictures Taken by Visitors:** Pictures taken by parents during school or on field trips that include other students **may not be posted on social media.**

**Visiting for Lunch:** Upon arrival, please sign in at the main office, obtain a visitor's badge, and wait for your child outside the cafeteria. You may join only your child as his/her classroom is entering the cafeteria for lunch. Sign out in the main office upon leaving the building.



## VOLUNTEER OPPORTUNITY

**Volunteering During the School Day:** Parents working with students must obtain a voluntary background check. Forms to obtain these checks are available on the Avon Community Schools website under the Parents tab. Please schedule to work in your child's classroom or in the building with a staff member. Upon your arrival, please sign-in at the main office and obtain a volunteer badge. Report to the person you are assisting for instructions. Please sign-out at the main office when you leave. In order that volunteers may stay focused on the task at hand, younger siblings must remain at home when volunteering in the classroom. The purposes of these guidelines are to assure our students' safety and to keep our classrooms on task during the instructional time. Your cooperation is appreciated.

**Serving as a Fieldtrip Chaperone:** Plans to chaperone a field trip should be made in advance with the classroom teacher. Field trips require an accurate count of students and adults to determine cost, number of buses, and sack lunches for each trip. Teachers will have information about upcoming fieldtrips. This will allow you to plan in advance to serve as a chaperone when your schedule permits. Upon arrival, please sign in at the main office, obtain a visitor's badge, and proceed to the classroom. Sign out in the main office upon leaving the building. A voluntary background check is required and may take up to one week for verification.

**Siblings are not permitted on field trips.**

Each overnight trip must be specifically approved by the principal, assistant superintendent for curriculum and instruction, director of transportation (if school bus transportation is necessary), and the Board of School Trustees.

Volunteers who agree to chaperone **overnight field trips must have a criminal history and sex offender's check.** Adequate information needs to be given to the building principal so the checks can occur.

## WITHDRAWAL FROM SCHOOL

If you will be withdrawing your child(ren) from school, please report this to the office at least one full day before you intend to leave. Students must return all school-owned print and digital materials prior to their last day. Parents will be billed for items not returned.

# FORMS

**NOTE FOR ABSENCE**

Date \_\_\_\_\_

Child's Name \_\_\_\_\_

Teacher's Name \_\_\_\_\_

My child was absent from school on \_\_\_\_\_ due to:

- \_\_\_\_\_ illness
- \_\_\_\_\_ attendance at funeral
- \_\_\_\_\_ doctor/dentist appointment

Description: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Parent's Signature

---

**NOTE FOR ABSENCE**

Date \_\_\_\_\_

Child's Name \_\_\_\_\_

Teacher's Name \_\_\_\_\_

My child was absent from school on \_\_\_\_\_ due to:

- \_\_\_\_\_ illness
- \_\_\_\_\_ attendance at funeral
- \_\_\_\_\_ doctor/dentist appointment

Description: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Parent's Signature

**NOTE FOR CHANGE OF BUS**

Date \_\_\_\_\_

Child's Name \_\_\_\_\_

Teacher's Name \_\_\_\_\_

My child should take bus # \_\_\_\_\_

To the following home or business address:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

on the following date(s): \_\_\_\_\_.

\_\_\_\_\_  
Parent's Signature

---

**NOTE FOR CHANGE OF BUS**

Date \_\_\_\_\_

Child's Name \_\_\_\_\_

Teacher's Name \_\_\_\_\_

My child should take bus # \_\_\_\_\_

To the following home or business address:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

on the following date(s): \_\_\_\_\_.

\_\_\_\_\_  
Parent's Signature

**NOTE FOR PICK-UP OF STUDENT**

Date \_\_\_\_\_

Child's Name \_\_\_\_\_

Teacher's Name \_\_\_\_\_

My child will be picked up from school on the following  
date(s): \_\_\_\_\_/time: \_\_\_\_\_ (if before the dismissal time of students)

by: (provide full name and relationship to student)

\_\_\_\_\_.

\_\_\_\_\_  
Parent's Signature

\_\_\_\_\_

**NOTE FOR PICK-UP OF STUDENT**

Date \_\_\_\_\_

Child's Name \_\_\_\_\_

Teacher's Name \_\_\_\_\_

My child will be picked up from school on the following  
date(s): \_\_\_\_\_/time: \_\_\_\_\_ (if before the dismissal time of students)

by: (provide full name and relationship to student)

\_\_\_\_\_.

\_\_\_\_\_  
Parent's Signature

**PRE-ARRANGED ABSENCE REQUEST**

Today's Date: \_\_\_\_\_

Student's Name: \_\_\_\_\_

Teacher: \_\_\_\_\_

I am requesting that my child be allowed a pre-arranged absence on the following

date(s): \_\_\_\_\_ for the purpose of

\_\_\_\_\_  
\_\_\_\_\_

I am making this request at least five (5) school days in advance of the absence. I understand that no more than three (3) days may be pre-arranged per school year. Pre-arranged absences will not be approved during the following circumstances:

- NWEA, IREAD-3, and ISTEP+ testing
- Last three days of a semester
- If an attendance letter has been sent previously during the school year.

\_\_\_\_\_  
Parent's Signature

**OFFICE USE ONLY**

\_\_\_\_\_ Approved

\_\_\_\_\_ Denied because \_\_\_\_\_

\_\_\_\_\_  
Principal's Signature/Date

PARENT REQUEST FORM

**FOR ADMINISTRATION OF OVER-THE-COUNTER MEDICATION BY SCHOOL PERSONNEL**

(USE BLACK INK)

Only those medications that are medically necessary during school hours for a student's attendance or written in an IEP should be sent to school. Persons who may assist your child with medications include the school nurse and trained school staff. The parent/guardian must give a written request. The medication must be in the original container and properly labeled with student's first and last name. This form is good for one school year and must be renewed yearly.

THE VERY FIRST DOSE OF THIS MEDICATION FOR CURRENT CONDITION/ILLNESS MAY NOT BE GIVEN AT SCHOOL.

NOTE: A physician authorization form must accompany all prescription medication brought to school.

**OVER-THE-COUNTER MEDICATIONS NEEDED LONGER THAN TWO WEEKS MUST HAVE REVIEW AND APPROVAL OF THE SCHOOL NURSE AND MAY REQUIRE A PHYSICIAN'S ORDER.**

I am the parent/guardian of the child named below and I am acting on my own behalf and on behalf of this minor child. We hereby authorize and agree to hold the Avon Community School Corporation and its officers and employees harmless for the administration of the following medication.

NAME OF STUDENT: \_\_\_\_\_ DATE OF BIRTH: \_\_\_\_\_

(Hand written on a non-prescription container.)

TEACHER: \_\_\_\_\_ GRADE: \_\_\_\_\_

NAME OF MEDICATION & STRENGTH: \_\_\_\_\_

DOSAGE (amount): \_\_\_\_\_

TIME TO BE GIVEN AT SCHOOL: \_\_\_\_\_

REASON OR HEALTH PROBLEM: \_\_\_\_\_

MEDICATION TO BE GIVEN FROM: \_\_\_\_\_ TO: \_\_\_\_\_

(Date)

(Date)

HOW IT IS TAKEN: \_\_\_\_\_

(Example: by mouth, by inhaler, with food or after meals)

WHEN WAS THE FIRST DOSE OF THE MEDICATION GIVEN? \_\_\_\_\_

I understand that by operation of law, specifically Indiana Code 34-30-14-2, an Avon Community School Corporation employee or staff member administering medication in accord with the permission statement and the Avon Community School Corporation shall be immune from all liability for acts arising out of the administration of medication in accord with the terms of this document, except in the case of gross negligence or willful and wanton misconduct.

In addition to the immunity described above, in exchange for Avon Community School Corporation's agreement to assume responsibility for the administration of medication as described in this permission statement, we hereby release any and all claims that we may lawfully release at this time for acts or omission arising out of the administration in accord with this grant of permission.

\_\_\_\_\_  
Parent's/guardian's signature

\_\_\_\_\_  
Daytime phone

Date: \_\_\_\_\_

Reviewed by RN: \_\_\_\_\_ Staff \_\_\_\_\_ may \_\_\_\_\_ may not administer  
(Date)

\_\_\_\_\_  
RN (Print Name)

\_\_\_\_\_  
RN Signature

PHYSICIAN AUTHORIZATION FORM  
FOR ADMINISTRATION OF PRESCRIPTION MEDICATION BY SCHOOL PERSONNEL

School personnel may not administer prescription medication brought to school without the physician's written order and the parent/guardian's authorization for a nurse to administer medications or, in her absence, the designated staff to administer medication. Medications must be in pharmacy-prepared containers and labeled with the name of student, name of drug, strength, dosage, frequency, name of physician, and date of original prescription. Ask your pharmacist to prepare two labeled containers, one for school and one for home. THE VERY FIRST DOSE OF THIS MEDICATION FOR CURRENT CONDITION/ILLNESS MAY NOT BE GIVEN AT SCHOOL.

Name of Student \_\_\_\_\_ Date \_\_\_\_\_

Address \_\_\_\_\_ Teacher \_\_\_\_\_ Date of Birth \_\_\_\_\_

Condition for which the medication is needed to be administered during school hours \_\_\_\_\_

Medication (name, strength, dose, and method of administration) \_\_\_\_\_

Medication shall be administered from \_\_\_\_\_ to \_\_\_\_\_  
(date) (date)

Relevant side effects to be observed, if any \_\_\_\_\_

If there are side effects, plan for management \_\_\_\_\_

(Signature of Physician) \_\_\_\_\_ M.D.

Physician's printed name \_\_\_\_\_

This form is good for one school year and must be renewed yearly.

**Authorization by Parent/Guardian for the administration of the above medication by school personnel:**

To School Personnel:

I request that the above medication, ordered by the physician for my child \_\_\_\_\_, be administered by school personnel. I am the parent/guardian of this child and I am acting on my own behalf and on behalf of the minor child. I hereby authorize and agree to hold the Avon Community School Corporation and its officers and employees harmless for the administration of the above medication. I understand that I must supply the school with prescribed medication in the original container dispensed and properly labeled by a physician or pharmacist and will provide no more than 45 school day supply. I understand that this medication will be destroyed if it is not picked up within one week following termination of the order or one week beyond the close of school.

I understand that by operation of law, specifically Indiana Code 34-30-14-2, an Avon Community School Corporation employee or staff member administering medication in accord with the permission statement and the Avon Community School Corporation shall be immune from all liability for acts arising out of the administration of medication in accord with the terms of this document, except in the case of gross negligence or willful and wanton misconduct.

In addition to the immunity described above, in exchange for Avon Community School Corporation's agreement to assume responsibility for the administration of medication as described in this permission statement, we hereby release any and all claims that we may lawfully release at this time for acts or omission arising out of the administration in accord with this grant of permission.

Parent/Guardian Printed: \_\_\_\_\_ Signature: \_\_\_\_\_

Relationship to Child \_\_\_\_\_ Date: \_\_\_\_\_

Daytime Phone: \_\_\_\_\_ WHEN WAS FIRST DOES OF THIS MEDICATION GIVEN? \_\_\_\_\_



## AUTHORIZATION FOR SELF-CARRY/ADMINISTRATION OF MEDICINE AT SCHOOL AND AFTER SCHOOL ACTIVITIES

Board of Education policy permits a responsible, trained student to carry and/or self-administer medication for asthma, severe allergic (anaphylactic) reaction, or diabetes on his/her person for immediate use in a life-threatening situation with written order of physician, parent request, school nurse and principal approvals.

### PHYSICIAN/PRESCRIBING HEALTH CARE PROVIDER ORDER

Name of Student \_\_\_\_\_ Date of Birth \_\_\_\_\_

Address \_\_\_\_\_ Grade \_\_\_\_\_

Condition for which the medication is administered \_\_\_\_\_

Name of medication, dose and method administered \_\_\_\_\_

Time or indication for administration \_\_\_\_\_

Is this a controlled drug? \_\_\_\_\_ Yes \_\_\_\_\_ No

Side effects to be noted/reported \_\_\_\_\_

Other recommendations \_\_\_\_\_

Duration (dates) of administration : From \_\_\_\_\_ to \_\_\_\_\_ (Limit of one school year.)

**IN MY OPINION, THIS STUDENT SHOWS CAPABILITY TO CARRY AND SELF-ADMINISTER THE ABOVE MEDICATION.**

Physician Signature	Print Name	Telephone	Date

### PARENT/GUARDIAN AUTHORIZATION

I request that my child, named above, be permitted to \_\_\_\_\_ carry \_\_\_\_\_ self-administer the above ordered medication. I take responsibility for this permission. I understand that the medication must be in the original pharmacy container, labeled with name of student, prescribing health care provider, and medication name, date of original prescription, strength and dose of medication, and directions for use. I will also provide extra medication with a Physician Authorization Form to be kept in the school clinic for emergencies. No more than a 45 school day supply of medication will be kept at school.

I am the parent/guardian of the child named above and I am acting on my own behalf and on behalf of this minor child. We hereby authorize and agree to hold the Avon Community School Corporation and its officers and employees harmless for the administration of this medication.

I understand that by operation of law, specifically Indiana Code 34-30-14-2, an Avon Community School Corporation employee or staff member administering medication in accord with the permission statement and the Avon Community School Corporation shall be immune from all liability for acts arising out of the administration of medication in accord with the terms of this document, except in the case of gross negligence or willful and wanton misconduct.

In addition to the immunity described above, in exchange for Avon Community School Corporation's agreement to assume responsibility for the administration of medication as described in this permission statement, we hereby release any and all claims that we may lawfully release at this time for acts or omission arising out of the administration in accord with this grant of permission.

Parent Signature	Date	Student Signature	Date

Parent Phone Numbers \_\_\_\_\_

We accept the parent request and physician statement. We will permit and assist the student to be responsible, but reserve the right to withdraw the privilege if the student shows signs of irresponsible behavior or there is a safety risk. We will contact the parent as soon as possible in this event.

School Nurse Signature	Date	Principal Signature	Date

# PARENT/GUARDIAN AND STAFF

## PESTICIDE REGISTRATION FORM

My signature below indicates that I would like to be placed on the notice of pesticide application roster, and that I will receive a pesticide application notice by mail or hand-delivered no later than 48 hours prior to the application.

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Signature of Parent/Guardian

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Signature of Staff Member

---

Parent Name (please print)

---

Student's Name

---

Address

---

City, State, Zip