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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:

1. Animals used in health class to demonstrate affects of different diets
2. Animals used in biology to show development changes or diversity
3. Eggs incubated to show development

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

1. Pets/animals brought into the classroom to allow students exposure to a variety of species
2. 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.

Cleaning: Cages shall be cleaned by the teacher in charge of the animal (not students) on a routine basis as to avoid offensive odors or pest issues. Aquariums with fish are to be maintained by the teacher in charge of the aquarium including cleaning as needed.

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

ANTI-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", 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 with intent to harass, ridicule, humiliate, intimidate, or harm the targeted student, creating for the targeted student an objectively hostile school environment. 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.

If your 5th or 6th grade student demonstrates bullying behavior, school personnel/administration will take disciplinary action and may refer student to counselor, for participation in a bullying education program. Program components will include sessions targeting bullying behaviors.

ARRIVAL AND DISMISSAL PROCEDURES

Buses release at 7:40 AM and pick up at 2:45 PM. Official school start time (tardy chime) 7:50 AM and the end time is 2:45 PM. The students should be in their classrooms at this time so as not to be counted tardy. Those arriving by cars must enter from US Hwy. 36 and unload at the north (main entrance). Parent/guardian must exit the parking lot through the US Hwy. 36 exit. Students are allowed to enter the building at 7:20 AM and remain in the commons area until the arrival bell.

Those students being picked up rather than riding the bus will be dismissed to the north side (main entrance) at 2:42 PM where a staff member will release individual students as their rides arrive. Parents/guardian picking students up should enter from U.S. Hwy. 36 and line up using the curved drive in front of the building. Students may not remain in the building after 3:00 PM unless they are participating in the after-school YMCA (daycare) program or a school sanctioned program. If parents/guardians are picking up a child at the end of the school day, please notify the classroom teacher or school office by 11:00 AM in advance. Forms are available online. Students riding buses will be released at 2:45 PM.

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.

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.

ASSIGNMENT NOTEBOOK/HANDBOOK

The assignment notebook will be used daily by both fifth and sixth grade teachers. This study skill instrument is vital in providing needed communication between teacher and parent and should be checked by the parent/guardian every night. This daily study skill reinforces student responsibility and organization.

In the event that a student loses or destroys his/her assignment notebook, parents will receive a letter stating the loss and be asked to pay a \$4.80 replacement fee.

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.) Speak directly to a school secretary during school hours 7:00 AM - 3:30 PM. 2.) Leave a message on the school voice mail system after 3:30 PM. 3.) Send a note with your child upon his/her 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. If a call or note is not received, the absence will be unexcused. The student has one day for every day missed to make up the work. Make up work will be available upon request the day after the first day of absence. Students will be required to make up work they have missed due to an absence, excused or unexcused.

General Procedures:

1. After the eighth (8) excused absence, a letter will be sent home notifying the parent that absences are beginning to accumulate
2. After the tenth (10) excused absence, the parent will be contacted again to stress the importance of good attendance.
3. Upon the twelfth (12) excused absence, a letter will 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.

PRE-ARRANGED ATTENDANCE POLICY FOR GRADES K-12

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 granted during the following circumstances:

- NWEA and ISTEP+ testing
- Parent Teacher Conferences (K-6 Schools)
- Final exams
- Last three days of a semester/trimester
- 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.

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. Students who leave the school during the day or come in late due to medical appointments are still eligible for outstanding attendance if a doctor's note is provided upon the child's return to school.

(Attendance) HENDRICKS COUNTY PROJECT ATTEND

PROJECT ATTEND (Aiming Toward Truancy Elimination and Non-Attendance Decrease) 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 excessive or 5 unexcused 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 additional unexcused 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.

BIRTHDAY RECOGNITION

In order to provide optimum learning time, classroom birthday 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 (even if the entire class is invited) or snacks at school. The school is not permitted to release student addresses or phone numbers.

We understand that a child's birthday is very important to him/her. Therefore, children's birthdays are recognized each morning on the classroom monitors. Each child also receives a birthday pencil from the school office.

BUS PASSES

Students who need to ride a bus after school other than their regular bus **MUST** bring a note (forms available online). The attendance secretary will generate the bus pass and send it to the student's classroom at the end of the day on the attendance folder. Any student who does not bring a note **must** go home on his/her regular bus. Any change in transportation for the day **must** be communicated to the main office by **11:00 AM**. One note at the beginning of the year will be sufficient for students attending Scouts, etc. on a regular basis.

CELL PHONES

Children must receive permission from school personnel to bring personal items including cell phones, portable play stations, laser pointers, etc...from home. Students are not permitted to use or activate electronic paging devices, text messaging devices or cellular telephones during school hours. **Cell phones must be turned off and stored (backpack) when boarding the bus, kept in his/ her school locker all day, and cannot be active/ turned on, until exiting the bus on the ride home.**

Important Notice to Students and Parents Regarding Cell Phone Content and Display:

- 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.

CLASSROOM DISRUPTIONS

Please be aware that we try very hard to keep classroom disruptions to a minimum. Our teachers are required to place their telephones on "do not disturb mode" while class is in session. Disruptions take away from

teaching time and are very distracting to your child as well as the other students. This means we try to discourage parents from calling to speak to their children and/or leave messages for their children. In the event of an emergency, we make every effort to assist our parents. We would appreciate your assistance in keeping our classroom disruptions to a minimum.

COUNSELOR

The counselor's purpose is to help students, teachers, and parents in understanding the student's potential ability and achievement levels. Both students and parents should feel free to consult with the counselor about classroom concerns, plans, decisions, or personal problems. The counselor will also help parents in arranging conferences with teachers.

Students may request to see a counselor during the school day. They can be referred to the counselor by parents, teachers, other students, administrators or themselves. The counselor is trained to listen and assist with student concerns.

CURRICULUM GUIDELINES

The education the children receive 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 of Trustees. These guidelines are available for review on the district website.

DELAYED STARTING TIMES

In the event of a delayed school day, children will not be allowed into the building more than one half hour before the adjusted start time. Likewise, if school is dismissed early, students not riding buses must be picked up within one half-hour after the adjusted dismissal time.

DETENTION

Students may be detained before school for behavioral, academic or attendance reasons under the direct supervision of a teacher. Arrangements for transportation and supervision from home to school must be made by the student and parent. Students not serving detentions when assigned may be disciplined more severely, i.e. Saturday School. When a student is detained, parents will be notified with a detention form and/or by a call from the teacher as to the reason for the detention. Detentions will be from 7:15 to 7:45 AM.

DRESS

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

- ❖ On days when students have PE, they must wear regular athletic style tennis shoes which tie, zip or fasten with velcro. Girls need to wear shorts (finger tip length) or slacks. These may not be short-shorts nor tight bicycle shorts.
- ❖ Midriff (short shirts), halter or spaghetti strapped tops are **not** allowed. Tank tops and sleeveless shirts with large armholes are not allowed. Undergarments are **not** to be visible.
- ❖ Pajama/Flannel shorts/pants/slippers or any type of sleepwear is not allowed.
- ❖ T-shirts with writing or pictures must be appropriate for school (no tobacco or alcoholic references, profanity, or suggestive material, i.e. South Park, WWF/NWO/WCW, etc.).
- ❖ Students should come dressed appropriately for changeable weather.
- ❖ Boys and girls may not wear hats, head coverings, or have hats hooked on belts in the building except on designated days or for medical reasons.
- ❖ Coats do not need to be worn to class and should be kept in assigned lockers.
- ❖ Clothes should fit the students' body size and pants will be worn at the waist.
- ❖ Book bags and backpacks must remain in student's lockers during the school day. (Not carried throughout the building and/or to and from classes.)
- ❖ **Shorts or skirts are not to be shorter than fingertip length.**
- ❖ Tight or form fitting pants, such as spandex, yoga pants, or leggings may be worn as long as they are accompanied by a fingertip-length shirt or skirt that provides sufficient coverage.
- ❖ Appearance should not be disruptive to the educational environment. **See school board policy for any additional dress code items.**

Any time a dress code violation occurs, a student will be sent to the nurse's office and asked to make a call home for proper clothing. Continued dress code violations will result in consequences.

DRUG TESTING

The administration at Avon Intermediate School West 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 enrolled at Avon Intermediate School West.

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 by 11:00 AM (or later only if it is an emergency). 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

Every child must have emergency numbers on file with the school where we can reach parents/guardians (or someone else) in case of an emergency involving a student. **If at any time this information changes, please contact the office immediately.** When a child is sick or injured, the parent/guardian 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

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 the following television stations for information concerning early closings: WRTV TV - 6, WISH TV - 8, WTHR TV - 13, and WXIN TV - 59. 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, hazardous materials incident, earthquake, bomb threat, intruder, etc. 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.

GANG RELATED ACTIVITIES

The Board recognizes that the harm done by the presence and activities of gangs in the public schools exceeds the immediate consequences of 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 to the educational process 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 school property or at any school activity shall:

- ❖ Wear, possess, use, distribute, display, or sell any jewelry, emblem, badge, symbol, sign or other items that evidence or reflect membership in, or affiliation with any gang;
- ❖ Engage in any act, either verbal or nonverbal, including gestures or handshakes, showing membership or affiliation in any gang;

- ❖ Engage in any act in furtherance of the interests of any gang or gang activity, including, but not limited to:
 - soliciting membership in, or affiliation with any gang; soliciting any person to pay for "protection," or threatening any person, explicitly or implicitly, with violence or with any other illegal or prohibited act; painting, writing, or otherwise inscribing gang-related graffiti, messages, symbols, or signs, on school property; engaging in violence, extortion, or any other illegal act or other violation of school policy; soliciting any person to engage in physical violence against any other person.

VIOLATION 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.

GENERAL INFORMATION

The telephone and facsimile numbers of the schools and offices in the Avon Community School Corporation are:

Administrative Office	544-6000	Fax 544-6001
Advanced Learning Center	544-5300	Fax 544-5301
Avon High School	544-5000	Fax 544-5001
Avon Middle School North	544-5500	Fax 544-5501
Avon Middle School South	544-5700	Fax 544-5701
Avon Intermediate School East	544-5800	Fax 544-5801
Avon Intermediate School West	544-5900	Fax 544-5901
Cedar Elementary	544-6200	Fax 544-6201
Hickory Elementary	544-6300	Fax 544-6301
Maple Elementary	544-6400	Fax 544-6401
Pine Tree Elementary	544-6500	Fax 544-6501
River Birch Elementary	544-6800	Fax 544-6801
Sycamore Elementary	544-6600	Fax 544-6601
Transportation Office	544-6140	Fax 544-6141
White Oak Elementary	544-6700	Fax 544-6701

Should you have a question or concern, it is best to first talk with the staff person most directly involved (i.e. teacher, bus driver, etc.). Our first concern in the Avon Community School Corporation is the children. We will be happy to help answer any questions or address any concerns.

GRADING PRACTICES AND REPORTING OF SCHOOL PROGRESS

A student's grade is based on many factors. Some of these are: objective tests, subjective tests, class participation, classroom assignments, homework, teacher observation, and effort. 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 Friday following the end of each **nine-week period** with students in grades five and six. The signature envelope in which the report card will be enclosed needs to be signed by a parent/guardian and returned to school. Grade reports will be computer generated and distributed at the end of each nine-week period based upon the following standards:

- 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

Special notations will be given for individuals in special programs.

Midterm progress reports will be sent home the second, third and fourth grading periods with students in grades five and six. It will need to be signed by the parent/guardian and returned to school. If a child is not progressing satisfactorily in a subject area, we suggest parents/guardians arrange a conference with the teacher and work with him/her to determine the best possible help that can be given the student. Parents/ guardians wishing a conference with their child's teacher should call the school (544-5900) to arrange a mutually convenient time.

HALLWAY CONDUCT/PASSPORTS

1. Go directly from one class to the next.
2. Keep to the right in passing through the halls.
3. Do not run or loiter in the halls.
4. Avoid gathering in groups which block traffic in hallways.
5. Students must carry a hall pass when in the halls during class time.
6. All school rules apply to hallway behavior. There is to be no physical contact, and students are to keep their hands to themselves.

HEALTH

ACCIDENTS

Every accident or injury in the school building, on the school grounds, at practice sessions, or any other event must be reported immediately to the person in charge who will notify appropriate school personnel.

CLINIC

The clinic or health center is available for students who become ill during the school day. The clinic is open daily for admission of students for health needs or consultation. The following procedures pertain to the use of the clinic.

1. Students will need to use a laminated nurse pass from their respective teacher to be seen by the nurse, except in an emergency. Students are to come from a class rather than "drop in" between classes. If a student is not able to go alone, he/she should tell his/her teacher, and the teacher will make arrangements to see that the student is accompanied.
2. Students must have a copy of the form PERMISSION TO ADMINISTER MEDICATION TO STUDENT on file in order for the nurse or her designee to dispense acetaminophen (Tylenol) or antacid.
3. If a student vomits after leaving home, has diarrhea, or has a fever of 100 degrees or above, or if, after resting, is unable to return to class, the parents will be called and arrangements made for transportation home.
4. Only minor first aid services are available at the school. In an emergency, medical care will be obtained from the local emergency medical service.

MEDICATION - 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. The parent/guardian must give a written request. Medication forms are available in the school office. *The very first dose of any medication may not be given at school.* If your child needs to take medication at school you must do the following:

Prescription: Prescription medication **MUST** be sent in the **ORIGINAL CONTAINER** with the original prescription label intact, and be accompanied by a **PHYSICIAN AUTHORIZATION FORM FOR ADMINISTRATION OF PRESCRIPTION MEDICATION BY SCHOOL PERSONNEL** signed by the physician and parent. Prescription Medication on Field Trips: Field trip medications cannot be repackaged or relabeled by the school nurse. Any prescription medication to be administered during a field trip must be brought to school in a single dose, pharmacy labeled container. Contact the school nurse if you have questions regarding field trip medications.

Nonprescription: Over-the-counter medication (including cough drops, **breath strips, mints, drops, sprays, etc.**) **MUST** be sent in the **ORIGINAL CONTAINER** with the original label and directions intact, and be accompanied by a **PARENT**

REQUEST FORM FOR ADMINISTRATION OF OVER-THE-COUNTER MEDICATION BY SCHOOL PERSONNEL signed by the parent. *All medicine sent to school is to be labeled with the student's first and last name.*

All medication is kept in the clinic. The student is to bring the medication to the clinic at the start of the school day and the nurse or her designee will administer the medication at the appropriate time. Medication cannot be sent home with students.

The three medication forms mentioned above are available from the school office or on the school's website. Medications listed as controlled substances (requiring an I.D. at the pharmacy) **ARE NOT PERMITTED TO BE CARRIED BY ANY STUDENT** in the Avon Community School Corporation. A medication count will be done by the adult bringing the medication to the school and the school nurse. These medications may include but are not limited to: Ritalin, Adderall, Concerta, Focalin, Narcotic pain medications, Xanax, Valium Diastat, etc.

HEALTH SCREENINGS

Hearing Conservation Program:

Indiana Law states that every school corporation shall annually conduct hearing tests on all students in grades K, 1, 4, 7, 10 and students new to the corporation. Students with known hearing losses and/or with history of ear problems are monitored and tested during the year. Any student will also be tested upon request by parents and/or school staff.

Two types of tests are given: An audiogram which is a pure tone test 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.

Head Lice Screening:

Avon Community School Corporation has a "No Nit Policy." This means that children may not attend school with head lice or nits (louse eggs). Children who have head lice or nits will be sent home for appropriate treatment. All nits must be removed before students return to school. The parents must accompany the child back to school and report to the clinic.

ILLNESS

Students should not attend school if they have a temperature of 100 degrees or above, or if they have vomited or have had diarrhea in the past 12 hours. **They must be fever-free without the aid of medication for 24 hours before returning to school.** Please remember to call the school and report students' absences if they are ill, or send a note defining the illness upon their return. If a student misses two or more days, homework may be requested when you call prior to 9:00 a.m. It can then be sent home with another student or you may pick it up after 2:00 p.m. Parents are encouraged to keep the school informed of the status of the student's health by communicating with the school nurse.

Communicable Diseases are infectious or contagious. *The following Communicable Diseases should be reported to the school office or clinic:* Chickenpox (Herpes Zoster), Conjunctivitis (Pink Eye), Cytomegalovirus (CMV), Diphtheria, Erythema Infectiosum (Fifth Disease), Hand, Foot, and Mouth Disease (Coxsackie Virus), Hantavirus Pulmonary Syndrome, Hepatitis, HIV/AIDS, Impetigo, Infectious Diarrhea, Influenza (Respiratory Flu), Lice (Pediculosis), Measles, Meningitis, Mononucleosis (Epstein-Barr Virus), Mumps, Pinworms, Pertussis, Poliomyelitis, Pneumonia, Ringworm (Tinea Corporis, Tinea Capitis), Rubella, Scabies, Streptococcal Infections (Strep Throat, Scarlet Fever), Tick-Borne Infections (Lyme Disease, Rocky Mountain Spotted Fever), Tuberculosis. The child may return to school after receiving proper treatment.

IMMUNIZATIONS

Whenever a student enrolls in Avon Intermediate School, the parents shall furnish a written statement of the student's immunization history. Any student who does not fulfill these minimum requirements or file appropriate forms will not be allowed to attend school. Following are the minimum immunizations required by law for school entry. Beginning with school year 2013-2014, 2 varicella vaccines are required for all students. Students entering grades 6 - 12 must have the appropriate documentation of the following vaccinations: Tetanus, diphtheria, acellular pertussis vaccine (Tdap); meningococcal conjugate vaccine (MCV4 - Menactra); 2 chickenbox (varicella) vaccinations appropriately spaced per CDC guidelines, or documentation of disease history, or laboratory evidence of immunity.

**INDIANA STATE DEPARTMENT OF HEALTH MINIMUM
IMMUNIZATION REQUIREMENTS FOR SCHOOL ENTRY*
2013-2014**

Grades 2-5

Grades 6 - 12

- 5 doses of diphtheria-tetanus-acellular pertussis (DTaP), diphtheria-tetanus-pertussis (DTP), or pediatric diphtheria-tetanus vaccine (DT) (4 doses are acceptable if the 4th dose was administered on or after the 4th birthday and at least 6 months after the 3rd dose).
- 4 doses of any combination of IPV or OPV by age 4-6 (3 doses of all OPV or all IPV are acceptable if the 3rd dose was administered on or after the 4th birthday).
- 3 doses of Hepatitis B vaccine (3rd dose must be on or after 24 weeks of age).
- 2 doses of measles (rubeola) vaccine on or after the first birthday.
- 2 doses of mumps vaccine on or after the first birthday.
- 1 dose of rubella (German measles) vaccine on or after the first birthday.
- 2 doses of varicella (chickenpox) vaccine on or after the first birthday *or* written history of disease. Parental history of chickenpox disease is acceptable proof of immunity. A signed written statement from the parent/guardian indicating month and year of disease is sufficient.

- 5 doses of diphtheria-tetanus-acellular pertussis (DTaP), diphtheria-tetanus-pertussis (DTP), or pediatric diphtheria-tetanus vaccine (DT) (4 doses are acceptable if the 4th dose was administered on or after the 4th birthday and at least 6 months after the 3rd dose).
- 4 doses of any combination of IPV or OPV by age 4-6 (3 doses of all OPV or all IPV are acceptable if the 3rd dose was administered on or after the 4th birthday).
- 3 doses of Hepatitis B vaccine (3rd dose must be on or after 24 weeks of age).
- 2 doses of measles (rubeola) vaccine on or after the first birthday.
- 2 doses of mumps vaccine on or after the first birthday.
- 1 doses of rubella (German measles) vaccine on or after the first birthday.
- 2 doses of varicella (chickenpox) vaccine on or after the first birthday separated by age-appropriate interval *or* written history of disease. Parental history of chickenpox disease is acceptable proof of immunity. A signed written statement from the parent/guardian indicating month and year of disease is sufficient.
- 1 dose of tetanus-diphtheria-acellular pertussis vaccine (Tdap) given on or after 10 years of age.
- 1 dose of meningococcal conjugate vaccine (MCV4).

HOMEWORK

Research has shown that one-third of an individual's vocabulary comes from voluntary reading. Research has also shown that students who voluntarily read books, magazines, or newspapers at least once a week have higher average reading proficiency scores than students who rarely read voluntarily.

The staff of Avon Community School Corporation recognizes the importance of recreational reading on a consistent basis. For this reason, the emphasis on reading is included in the following homework procedures.

The staff of Avon Community School Corporation recognizes that homework is a part of the educational process. It should be an independent time of review which reinforces the topics that have been introduced in class.

1. All students will maintain an assignment notebook.
2. Students are encouraged to read for recreation on a regular basis.
3. Students may also be requested to complete unfinished assignments or redo assignments that were completed in a careless manner.
4. Students may also be requested to complete occasional activities or projects at home that reinforce a specific unit of study.
5. Teacher discretion will be used should emergency circumstances occur regarding completion of homework.

In order to foster responsibility, students are expected to bring home all their homework materials (books, assignment book, etc.) at the end of the school day.

HONOR ROLL

Honor roll lists will be compiled at the end of each nine-week grading period. Honor roll consists of students earning all A's (equivalent of 90% accuracy and above) and all A's and B's (equivalent of 80% accuracy and above).

INTERNET USAGE POLICY

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 Resources"). Technical Resources are provided by the Board for use by employees and students (collectively, "Users").

III. Definition of Terms Used in this Policy

1. **"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.
2. **"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.
3. **"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.
4. **"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.
5. **"User"** as used in this Policy means a person using School District communications or computer resources.
6. **"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 Board and are not the private 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. 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. All student access to the Internet will be subject to a filtering program that filters out Internet sites and information that promotes inappropriate or dangerous behavior or contain obscene, pornographic, sexually explicit, or otherwise harmful content. The operation of the filtering software will be monitored for effectiveness by the Superintendent or designee, and its use shall not be disabled or circumvented without the written authorization of the Superintendent or designee. Monitoring of student Internet use by school personnel is expected.

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

1. Personal communication unrelated to the School District that interferes with educational activities or purposes.
2. 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.
3. Communications that constitute harassment as defined in Board Policy Sexual Harassment (200-24).
4. Obscene, pornographic, or sexually explicit materials.
5. Information that enable or support the commission of a crime or an act that would endanger the user or others or damage property.
6. Copyrighted information in violation of the rights of the copyright holder.
7. A message for a person not authorized to use School District communication resources.
8. 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.
9. Information that would enable a user to obtain access to the files or e-mail of others without authorization.
10. A computer virus or other message that is known by the sender to have the capability to damage or impair the operation of an School District electronic resource or another person or organization's communication resource.
11. Solicitations, offers to buy or sell goods or services, and other personal messages or the use of technical resources for outside personal or business purposes. This type of information will be placed on a wide area network employee bulletin board.
12. Information that hides or attempts to hide the identity of the sender, or represent the sender as someone else or from another user.
13. 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).

14. 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 Code. Notification of the time and place of polling or any other notice approved by the Indiana Education Employment Relations Board shall be a violation of this Policy.
15. 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 Indiana Code.

The Superintendent is authorized to develop administrative guidelines further refining what communications is 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 Board's 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 data-base 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.

Denial of Internet Access Form - This form is available online.

LOCKERS

Lockers will be assigned to students on a year-to-year basis for storing materials related to the school program and coats. (Keep lockers locked and the combination a secret.) If there is a problem with a locker and a repair is needed, contact the counseling office. No mirrors, message boards, etc. are allowed on locker doors because these can cause damage and jams. A student may be assessed a payment for repairs to lockers due to damage.

LUNCH AND BREAKFAST/DINING ROOM PROCEDURES

Every intermediate student is expected to eat a mid-day meal. Breakfast is optional and parents can decide if they want their student to eat breakfast. Avon Intermediate School West 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	\$2.10	Student Breakfast	\$1.25
Milk	\$0.50	Milk	\$0.50
Extra Entrée	\$1.50	Cookies	\$1.00
Peanut Butter and Jelly	\$1.00	Baked Snack Items	\$0.65 - \$1.00
Ice Cream	\$0.50 to \$0.75	Extra Fruit	\$0.75
Extra Vegetable	\$0.75		

WINSNAP, a computerized student accounting system, is used to process student meal payments. Each student has an individual account and picture ID card that will track prepayments and items purchased daily. The ID cards are NOT to go home. Teachers collect these after lunch and keep them in their classroom. They are also used in the Media Center for checking out books.

The dining room will accept cash or checks made out to Avon Intermediate School West. **This year we are also taking debit and credit card payments online at www.mylunchmoney.com.** Parents can go online and follow directions on the website to put money into their students account and check on the balance in the students 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 the 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, 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 & 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 2 breakfasts, 2 lunches. No ala carte items may be charged. Prior to purchasing ala carte items, students must have either a school lunch or home sack lunch. Only two ala carte items are allowed to be purchased per day. Students will receive a carton of milk and a peanut butter sandwich, when they exceed the charging limit.

Delinquent notices are sent home with students daily. Pay your overdue amount immediately or contact the cashier within five (5) school days upon receipt of the delinquent notice, if you have questions concerning your student's account. The student's ala carte portion of his/her account may show a negative balance, while a positive balance may exist in the breakfast or lunch portion of their account. **Be cautious of the aforementioned financial situation occurring to your student.** 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 join their student for breakfast or lunch occasionally. Please send a note with your child that morning or call the school prior to 9:30 am, when you plan to have lunch with your child. An adult breakfast is \$1.75, and an adult lunch is \$2.65.

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, or buy food for other students.

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.

The rules of student dining room procedures will be explained the first day of school.

MEDIA CENTER

The mission statement of the Avon Community School Corporation elementary library media programs is to assist students in the development of the skills necessary for independent life-long learning. Emphasis is placed on the appreciation and enjoyment of literature and the motivation of reading for pleasure as well as for learning information skills. The media center staff provides access to materials in a variety of formats and works with educators to incorporate computers, technology and video production into their curricula.

1. All students are scheduled into the media center once a week.
2. All students must have their student I.D. with them to check out materials.
3. All materials are checked out for two weeks.
4. Students may check out as many books as they can reasonably read in two weeks unless they have overdue materials or their teacher sets a class limit.
5. Overdue lists are given to the teachers once a week.
6. Once the book is thirty days overdue, the parent is notified in writing and is expected to help the student find or pay for the missing material.
7. Any student who consistently loses materials or has chronic overdues will have their check out privileges limited at the media specialist or teacher's discretion.
8. All students are required to show their school I.D. to check out materials in the media center. Each student is given an I.D. with their school picture on it at the beginning of the school year. Should a replacement I.D. be needed, the cost is \$2.00.

MUSIC CONCERT AND CONTEST ATTENDANCE POLICY

A public performance at a concert or contest is the culmination of all of the hard work that each individual student has contributed to the group as a whole. Because these performances are an important part of the music program, attendance at all choir, orchestra and band concerts and contests is mandatory. These public performances are equivalent to a final test given at the end of a grading period. Communication is the key to making sure that parents, students and educators meet all of the needs of the individual student. An absence will be excused only under the following conditions:

- illness
- family emergency/unforeseen circumstance

In order for an absence to be considered excused, communication must be given in writing to the director 1 month in advance of a performance.

Pre-arranged absences must be approved by the school. Students will receive an alternate assignment that they may choose from. The student has the choice of one of the following alternate assignments. A student's live performance outside of school that is video taped and turned in to the teacher by the end of the grading period with a 1 page essay on the aspects of their performance or an essay that is 1-2 pages in length, written on "**Why public performance is important to the performing arts**". Sources from the state and national music curriculum must be cited. The sources will be provided by the director.

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. Contest/performances will have priority over practice.

An unexcused absence will result in a 15% grade reduction of the final grade for the grading period. Please make note of concert and contest times now. There will be no excused absences other than those listed above.

NEWSLETTER

The A.I.S. West Compass Newsletter will be sent home monthly to parents from our school office prior to the upcoming month. Please be sure to read this each month for an update of student and school activities.

NONDISCRIMINATION

It is the policy of the Avon Community School Corporation not to discriminate on the basis of race, color, religion, sex, national origin, age, or disability in its educational programs or employment policies as required by the Indiana Civil Rights Act, Titles VI and VII of the Civil Rights Act of 1964, the Equal Pay Act of 1973, Title IX (1972 Education Amendments), Section 504 of the Rehabilitation Act of 1973.

Inquiries regarding compliance with the Title IX, Section 504, or the Americans with Disabilities Act should be directed to the Assistant Superintendent for Instruction of the Avon Community School Corporation, 7203 East U.S. Highway 36, Avon, IN 46123 or to the office for Civil Rights, U.S. Department of Education, Washington, D.C.

A written grievance procedure and appropriate forms are available in the Administration Center of Avon Community School Corporation as per policy 100-20, Grievance Procedure.

PARENT - TEACHER CONFERENCES

Each year at the end of the first grading period, time is set aside for parent-teacher conferences. This is an excellent opportunity for parents, students and teachers to get to know each other and to discuss the best way they can work together to provide the optimum education possible for each child. We hope each and every parent attends.

Conferences are welcomed, either over the phone or in person, any time during the year. Should you wish to confer with your child's teacher, please send a note or call the school to arrange a mutually convenient time, either before or after school, or during another time when the teacher does not have students in the classroom. Also, you may leave a message on the teacher's voice mail, and he/she will return your call as soon as possible. The optimal time to make contact or meet with a teacher is 7:15 - 7:45 AM Monday through Friday.

PARENTS ASSISTING STUDENT SUCCESS (P.A.S.S.)

"Never doubt that a small group of thoughtful, committed citizens can change the world. Indeed, it is the only thing that ever has." -Margaret Mead

At the beginning of the school year, teachers and administration will be asking for parents to volunteer for specific school committees (i.e. Fun Run/Walk, Staff Appreciation Days, etc.) More information and details will be forthcoming.

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.

PHYSICAL EDUCATION

On days when your child has P.E. he/she must wear athletic style tennis shoes that tie, zip or fasten with velcro. Shoes must fit securely. **NO** backless shoes, boots, or jewelry is to be worn on P.E. days due to safety concerns. Students need to wear shorts or slacks. **NO** short shorts, bicycle shorts, or sleeveless shirts are to be worn on P.E. days. A student in attendance at school is expected to participate in P.E. activities on scheduled days. A written note from a physician is required to excuse a student from participation in P.E. due to an illness/injury. Students recovering from an illness or injury who are no longer under the care of a physician are expected to participate in P.E. activities - every effort will be made to modify the activity type and intensity to accommodate students who are unable to perform at full physical capacity.

PURCHASING BY CHECKS

All checks for school related purchases are to be made out to *Avon Intermediate School West* unless directed otherwise.

RECESS

Students can participate in incentive recess. The students will go outside if playground conditions are adequate and the temperature is above 20 degrees. If the wind-chill is between 0-20 degrees, outdoor recess is at the discretion of the teacher. If the wind-chill is below 0 degrees, there will not be outdoor recess. Students should dress appropriately for the weather (coat, hat, gloves, etc.). **The teacher in charge of the playground is the supervisor, and students are expected to respect his/her directions as well as follow these playground rules:**

Stay safe Use equipment properly, Stay in designated areas, Walk to lineup

Own our school Put trash in trash cans, Help others make good choices, Alert teacher to problems

Achieve to our best ability school Return to class quickly, Work to earn recess, Lineup quickly

Respect everyone Allow others to join, Keep hands to self, Use respectful words and actions

RESTRAINT AND SECLUSION

As 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.

RETENTION/PLACEMENT

The principal shall make the final decision regarding the student's first placement after discussion with appropriate others including teachers and parents. If the decision is to retain, a school team will provide a written plan that outlines educationally sound strategies that will be employed to insure the child's academic success during the retention year. If the parents do not agree with the decision for placement, promotion or retention, a statement to this effect should be signed by the parents and included in the student's cumulative folder.

RULES

Avon Intermediate School West has developed a system of School-Wide Positive Behavior Supports to increase our capacity to reduce school disruptions and educate all students through clearly defined outcomes and a supportive and communicative system for problem solving.

S.O.A.R.*ing* ORIOLES

With the "Character Counts" curriculum, students learn good citizenship and the character counts pillars:

**Trustworthy
Responsible
Respectful
Fair
Caring
Citizenship**

Through Positive Behavior Support, these pillars are modeled throughout the entire school in our classrooms, hallways, media center, cafeteria, restroom, gym, and busses.

Our **S.O.A.R.ing Orioles** will:

**Stay Safe
Own Our School
Achieve to our best ability
Respect All**

A behavior matrix outlines the specific expectations for each environment in our building and these are explicitly modeled and taught to students to establish a predictable, positive learning environment.

If your child does not abide by the rules, the following consequences may occur:

1. student-teacher conferences;
2. loss of privileges; i.e., lunch isolation, locker usage, convocation, field trip, etc.
3. removal from classroom;
4. notification of the principal;
5. notification of the parents;
6. before-school detention;
7. in-school suspension;
8. out-of-school suspension in accordance with Indiana Code;
9. Saturday School;
10. expulsion in accordance with Indiana Code;
11. other appropriate measures.

You also need to be aware that...

1. All verbal, written or physical threats and intimidation will be taken seriously with possible suspension or expulsion and/or referral to law enforcement officials. (i.e. bullying/intimidation). See Avon School Board Policy 5517.01 Indiana Code 5-2-10.1, 20-33-8-0.2.
2. Children must receive permission from school personnel to bring electronic devices, i.e. cell phones and other personal items from home. This includes electronic games, listening devices, and palm pilots which can be used only for academic reasons. This school is not responsible for lost or stolen items.
3. No trading or selling of items is allowed.
4. Possession or use of tobacco will result in out-of-school suspension.
5. Possession of alcohol or narcotics will result in a recommendation for expulsion from school and a referral to Hendricks County law enforcement.
6. Possession of an item that can be conceived to be a weapon will result in out-of-school suspension or expulsion.
7. Possession of any firearm on school property or on a school bus, as well as possession of a handgun within 1,000 feet of school property is a felony. A violation of this law will be reported to Hendricks County law enforcement.
8. Students are not permitted to use or activate electronic paging devices, text messaging devices or cellular telephones during school hours.

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.

SATURDAY SCHOOL

The Avon K-6 Saturday School Program for all elementary and intermediate schools will be housed at the Avon High School. Children who persist in ignoring school rules will be assigned to Saturday School by the child's building principal. The length of the session is 8:00-11:00 AM for children in grades 3-6, and 8:00-10:00 AM for children in grades K-2.

Saturday School rules will be posted in the cafeteria and will be enforced by the supervisor. The Saturday School supervisor has the authority to call the parent of a child who refuses to obey Saturday School rules. Should this occur, the principal will determine whether the child will be re-assigned to Saturday School, or recommend that the child be suspended from school.

A tardy or absence from Saturday School will be dealt with in the following manner:

1. Excused Absences - These 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. A parent's call to Avon High School (544-5000) by 8:30 AM Monday morning is required. The missed Saturday School session will be reassigned with no added penalty. **All other absences will be unexcused.**

2. Unexcused Absences - From Saturday School result in reassignment to another Saturday School, an in-school suspension or a one day out of school suspension.

3. Tardy to Saturday School - Students are expected to be at Avon High School by 8:00 AM. Doors to the school will be opened at 7:50 AM and will be locked at 8:00 AM. Children who report late will not be admitted and will be charged with failure to attend Saturday School.

SCHOOL CORPORATION POLICIES

While the Avon Intermediate West Parent 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 **online at Avon Community School Corporation website**.

SEXUAL HARASSMENT (See Bullying)

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, 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 possible suspension or expulsion from school.

SPECIAL SERVICES

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

1. Counseling
2. Emotional Disabilities
3. Higher Academic Ability
4. Learning Disabilities
5. Mild Disabilities/Moderate Disabilities
6. Health Services
7. Psychometric Services
8. Speech/Hearing/Language Therapy

STANDARDIZED ACHIEVEMENT TESTS

Standardized achievement tests will be administered to students in 5th and 6th grade. 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.

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.

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.

STUDENT RELEASE (See Early Pick-Up and/or Student Release)

TARDINESS (See Attendance)

TELEPHONE USAGE BY STUDENTS

Student use of telephones will be limited to emergency situations only. We encourage our students to be responsible for school supplies and extra-curricular arrangements. Use of the telephones will be at the teacher's discretion.

TEXTBOOK RENTAL AND FEES

Textbook rental and fees are due on or before the first day of school. Payment plans extending beyond this date can be arranged by calling the secretary/treasurer at Avon Intermediate School West. Checks should be made payable to Avon Intermediate School West and turned in to the school office. VISA and MasterCard may be used. The application for textbook assistance, which is the same as the application for free/reduced lunch, needs to be filled out each school year. This application is available on-line and must be submitted electronically. You may access this on the main Avon Community Schools homepage at (www.avon-schools.org.)

TEXTBOOK RENTAL NON-PAYMENT

Textbook rental payment is an obligation that students/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 Statewide Credit Collection Agency, and additional fees.

VISITING

We encourage you to visit your child's room during the school year. It is best to wait until the school and classroom routines have been established. Please call or send a note stating when you will be coming, and please give the teacher reasonable notice prior to any classroom observation or visitation. All visitors are required to stop by the office prior to going to the classroom, sign in and wear a visitor badge.

Avon Intermediate School West has an "Open Door Policy" for parents coming to visit during the school day. The school does ask, however, for parents to utilize the following guidelines to keep academic disruptions to a minimum in our classrooms.

Visiting for Lunch

Upon your arrival, sign in at the main office, obtain a visitor's badge, and then wait for your child in the hallway outside the dining room. Join your child as his/her classroom is entering the dining room for lunch. Fast food is not permitted in our dining room. Please sign out in the main office when you leave.

Volunteering During the School Day/Serving as a Field Trip Chaperone

Please schedule to work in your child's classroom or in the building with a staff member. Upon your arrival, sign in the main office and obtain a visitor's badge to wear during your visit at Avon Intermediate School West. Report to the person you are assisting for instructions. Please sign out in the main office when you leave.

Please sign in at the main office and obtain a visitor's badge before going to your child's classroom. Plans to chaperone a field trip should be made in advance and communicated to the classroom teacher. Field trips require an accurate count of students and chaperones to determine the cost, number of required buses, and sack lunches for each fieldtrip. Teachers will have information about upcoming fieldtrips in their newsletters. Hopefully, this will allow you to plan in advance to serve as a chaperone when your schedule permits.

Requests for field trips which involve overnight arrangements must be submitted to the principal well enough in advance of the trip to enable the principal to study the request carefully. 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. 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.

Observing in Classrooms

If you want to observe the routine of your child's day, contact your child's teacher to set up a day and time. Upon your arrival, sign in at the main office and obtain a visitor's badge before going to your child's classroom. Speak with your child's teacher about what your goals are for that visit so he/she can prepare. Let your child's teacher know ahead of time if you are willing to help out in the classroom during your visit. Extra hands are always appreciated in our classrooms. Please sign out in the main office when you leave.

At no time during the school day should a building visitor go directly to a classroom without signing in at the main office.

Returning to School After Hours

To promote responsibility and in order to maintain the security of the building, only school personnel will be allowed to have access to the lockers/classrooms after student dismissal.

WITHDRAWAL FROM SCHOOL

If a student is to be withdrawn from school, please report this to the office and teacher at least one full day before withdrawal.