

**ELEMENTARY
STUDENT – PARENT
HANDBOOK
2016-2017**



Cedar Elementary
Hickory Elementary
Maple Elementary
Pine Tree Elementary
River Birch Elementary
Sycamore Elementary
White Oak Elementary

MISSION STATEMENT

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

PHILOSOPHY

The Board of School Trustees recognizes that it has responsibility for educating all students in the Avon district, regardless of their abilities, race, color, national origin or creed. It recognizes that the entire person comes to school, and that the school cannot ignore his or her health, character and total personality development. However, it also recognizes that the school cannot assume complete responsibility for all aspects of student development, as the responsibility must be shared by the home, the church and the total community with its various organizations and environmental conditions.

The school is but one of several institutions in society and community which are collectively responsible for the total educational development of students. The basic responsibility of the corporation should be the achievement of those academic and physical development goals which are primarily those responsibilities charged to schools, and for which the other institutions of society and community do not assume major responsibility.

The Board believes that the most important educational task assigned to the school is that of working toward the maximum intellectual development of students in an atmosphere that recognizes and nurtures the uniqueness of the individual. Therefore, the corporation will concentrate its resources towards the development of an educational program to discharge that most important responsibility.

The Board believes that the home, the church and the total community must assume major responsibility for other aspects of each student's development. The board recognizes, however, that if the education of its students is to be complete, the developmental tasks of other community institutions must be supported and reinforced by the school. Thus, the corporation shall assume shared responsibility for the physical, social-emotional and ethical-moral development of its students.

STRATEGIC PLAN

Improve student achievement district-wide through individual student growth.

Establish a climate and culture that embraces all children, families, employees and citizens of the Avon Community.

Enhance communications at all levels to build stronger, richer and more authentic relationships.

Support strategic initiatives through district-wide professional development.

Manage growth to plan for the future, provide optimal learning opportunities and enhance relationships.

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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 9:00 AM, the school secretary 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, but may receive a grade reduction for each assignment. 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.
 - After five (5) ***unexcused*** absences, the school may have the Parent/Guardian sign a Parent Attendance Contract.
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 is made to Project Attend.
3. Upon the twelfth (12) 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
- Parent Teacher Conferences (K-6 Schools)
- 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 five (5) excessive or 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.

BIRTHDAY RECOGNITION

Each child’s birthday will 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.

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	\$2.15	Student Breakfast	\$1.15
Extra Milk	\$0.50	100% Fruit Juice 4 oz.	\$0.40

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 cashier in the dining room collects these after lunch and puts the cards on a rack in the dining room for use at the next meal.

The dining room will accept cash or checks made out to your child’s school (i.e. Cedar Elementary, Hickory Elementary, Maple Elementary, Pine Tree Elementary, River Birch Elementary, Sycamore Elementary and White Oak Elementary.) **We also accept debit and credit card payments online at 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 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 a.m., when you plan to have lunch with your child. An adult breakfast is \$1.50, and an adult lunch is \$2.65. 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.

CELL PHONE USE AT SCHOOL

Students are not permitted to use or activate electronic paging devices or cellular telephones during school hours.

CELL PHONE CONTENT, DISPLAY, AND EXPLOITATION

Because student cell phones have been found in a number of Indiana school districts to have contained evidence of "sexual conduct" as defined below, it is important for parents and students to be aware of the legal consequences should this occur in our school system.

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.

- "Child Exploitation" is defined as a Class C felony under I.C.35-42-4-4(b)
- "Child Pornography" is defined as a Class D felony under I.C.35-42-4-4(c)
- "Sexual Conduct" is defined by I.C.35-42-4-4 (a)

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.

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 and Reporting 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.

Grades 1-3 use A, B, C, D, and F for Reading, Writing, and Math; O, S, N, and U for all other areas.

Grade 4 uses A, B, C, D, and F for all academic areas; O, S, N, and U for all other areas.

Special Areas, Effort, Work Habits and Conduct are graded O, S, N, and U at all grade levels. Effort and Work Habits are considered satisfactory unless otherwise indicated. Conduct and Work Habits grades are explained by referring to appropriate numeral and letter symbols on the report card.

A+ = 100	O = Outstanding
A = 93-99	S = Satisfactory
A- = 90-92	N = Needs Improvement
B+ = 87-89	U = Unsatisfactory
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	

Midterm progress reports will be sent home with students in grades one through four. 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, third and fourth grade students must achieve grades of B- or above in all subjects and have no N or U grades in related arts. (Handwriting and conduct are NOT included in Honor Roll Achievement!)

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 and the student's I.E.P.

No student who has completed a grade successfully shall be retained or allowed to repeat a grade in order to improve his/her ability or lengthen his/her eligibility to participate in extracurricular athletic programs.

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.

DRUG TESTING

The elementary 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.

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, WRTV TV-6, WISH TV-4, WTHR TV-13, and WXIN TV -59. 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 Contact Information

All families are strongly encouraged to provide the schools with current telephone numbers in case of an emergency. The School Messenger System utilizes the numbers parents provide to the school. If changes need to be made, please contact the school office.

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.

HEALTH SERVICES

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

For life threatening emergencies, 911 will be called and the parent(s) 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.

The clinic or health center is available for students who become ill or injured during the school day. The clinic is open daily for admission of students for health needs or consultation. If a student is ill or injured at home the student should be seen by his/her doctor, immediate care, or emergency department.

Outside of emergencies, students must have a Nurse Pass from their respective teacher before they report to the clinic. Students are to come from a class rather than “drop in” between classes. If a student is not able to go to the clinic alone, he/she should tell his/her teacher, and the teacher will make arrangements for the student to be escorted to the clinic.

Illness

Students should not attend school if they have experienced vomiting or 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 vomits after leaving home, has diarrhea, or has a fever of 100 degrees or above, the student will be sent home per school policy.

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. The following Communicable Diseases should be reported to the school office or clinic: Bed bugs, Chicken pox (Herpes Zoster), Pink Eye (Conjunctivitis), CMV (Cytomegalovirus), Diphtheria, Fifth Disease (Erythema Infectiosum), Hand, Foot, and Mouth Disease (Coxsackie Virus), Hantavirus Pulmonary Syndrome, Hepatitis, Impetigo, Infectious Diarrhea, Respiratory Flu (Influenza), Lice (Pediculosis), Measles, Meningitis, Mononucleosis (Epstein-Barr Virus), Mumps, Pinworms, Pertussis, Poliomyelitis, Pneumonia, Ringworm (Tinea Corporis, Tinea Capitis), Rubella, Scabies, Strep Throat, Scarlet Fever (Streptococcal Infections) and Tuberculosis. The student may return to school after receiving proper treatment and has been cleared by his/her physician to return to school. Please talk with your School Nurse for more information.

Each student needs a copy of the PERMISSION TO ADMINISTER MEDICATION TO STUDENT form on file in the clinic in order for the nurse or her designee to administer acetaminophen (Tylenol) or antacid to the student. If a student is in need of generic Tylenol or an antacid and the School Nurse is unable to contact a parent/guardian and does not have the form on file, the School Nurse is not permitted to give the medication.

ALL MEDICATION IS KEPT IN THE CLINIC. Students are to bring any and all medication to the clinic at the start of the school day. The nurse or her designee will administer the medication at the appropriate time.

Only those medications that are medically necessary during school hours or written in an IEP will be administered during the school day. The parent/guardian must complete the appropriate form in order for the medication to be administered. Medication forms are available in the school office and on the school’s website. The very first dose of any medication may not be given at school.

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 samples without a pharmacy label must be labeled with student's first and last name and how the medication is to be given. The sample medication must be accompanied by this form as well. Ask your pharmacist to prepare two labeled containers, one for the school and one for home. The local pharmacies will provide a second bottle free of charge.

Medications that are listed as CONTROLLED SUBSTANCES or medications that require an ID at the pharmacy ARE NOT PERMITTED TO BE CARRIED BY ANY STUDENT in the Avon Community School Corporation. These medications include, but are not limited to the following: Ritalin, Adderall, Concerta, Focalin, narcotic pain medication, such as but not limited to Darvocet, Oxycontin, Codeine, Hydrocodone and others such as Xanax, Ativan, Valium, Diastat, or Tramadol.

Again, these medications CANNOT be taken to or from school or any school event by any student, regardless of age.

Over-the-counter medication (including cough drops) 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.

Any unused medication for a student may only be sent home with the student's parent or an individual who is at least 18 years old and is designated in writing by the student's parent to receive the medication. Controlled substances will only be given to the parent or designee, after the medication has been counted by the School Nurse and the parent/guardian to verify the number of pills being given to the parent/guardian.

Under Indiana Code a student with a medical condition may possess and self-administer medication medical condition. This code is limited to EMERGENCY MEDICATION ONLY, such as an Epi-pen for severe, life threatening allergies, rescue inhalers such as Albuterol for asthma and insulin for diabetes. The Parent/Guardian must complete the AUTHORIZATION FOR SELF-CARRY/ADMINISTRATION OF MEDICATION AT SCHOOL AND AFTER SCHOOL ACTIVITIES form and have the physician sign the form as well. The school may not accept a note from the doctor that the medication was prescribed. This form is to be submitted to the School Nurse and Principal for approval. A new form must be completed each school year.

Health Screening

Hearing Screening: Indiana Code states that every school corporation shall annually conduct hearing tests on all students in grades 1 and 4. 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: Based on Indiana Code, all school corporations shall conduct an annual screening test of the visual accuracy of all children in grades K or 1, and 3. 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. The results are then communicated to the parents in writing.

Head Lice: 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 and combing with a lice comb. All nits must be removed before students return to school. **The parents must accompany the child back to school and report to the clinic before attending class.**

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. Questions regarding immunizations should be directed to the School Nurse.

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.

INTERNET

Denial of Internet Access

It is an option to opt out of Internet use at school. You can find the forms on the "Parent" tab on your school's website or in the office.

Denial of Photo Publication

It is an option to deny publication of your child's photo. You can find the forms on the "Parent" tab on your school's website or in the office.

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. (i.e. use that is excessive)
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. Information that hides or attempts to hide the identity of the sender, or represent the sender as someone else or from another user.
12. 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).
13. 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 20-7.5-1-10 (c) 4. Notification of the time and place of polling or any other notice approved by the Indiana Education Employment Relations Board shall not be a violation of this Policy.
14. Services or databases that charge a fee for services such as long distance telephone charges or database access charges except as authorized in accord with Section 10 of this policy. The Superintendent is authorized to develop administrative guidelines further refining what communications are related to School District business.

PARENT RESOURCE

Parent Resource Library: A parent resource library has been established in each building. Please contact the school for additional information. Additional resources for parents may be found on the district and school websites (www.avon-schools.org).

Parent – Teacher Conferences: Each year, time is set aside for parent-teacher conferences. This is an excellent opportunity for parents and teacher to get to know each other and to discuss ways they can work together to provide the best 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 when the teacher does not have students in the classroom. You may also leave a message on the teacher’s voice mail, and he/she will return your call as soon as possible.

Special Services

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

- Counseling
- Emotional Disabilities
- Higher Academic Ability Third and Fourth Grade Multiage Class
- 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.

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.

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.). 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).

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.

Dress

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 slacks.
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 weather.
6. Boys and girls may not wear hats in the building except on designated days or for medical reasons.
7. Shoes must fit securely on feet. No backless shoes or shoes with wheels are allowed due to safety concerns. Children wearing open, loose fitting, or unsafe shoes will not be permitted to use the playground equipment.
8. Appearance should not be disruptive to the educational environment, i.e., temporary tattoos, make-up, unnatural or far out hair colors.

Gang Related Activities

The Avon Community School 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 or about 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.

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

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, 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.

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.

Sexual Harassment

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 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: assault, unwelcome invitations, unwelcome and offensive public display of affection, unwelcome communication that is suggestive, remarks or innuendoes about clothing or appearance, jokes, gestures, rumors, name-calling, or profanity that is suggestive, unwelcome physical contact, unwelcome and offensive pranks, unwelcome and offensive touching of individual clothing, unwelcome written or pictorial displays, or any other unwelcome gender-based behavior that is offensive, degrading, intimidating, demeaning, or that is based on stereotypes and attitudes. Harassment of any kind is grounds for suspension or expulsion from school.

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 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.

The Board will continue to provide adequate supervision for all students who are participants in Corporation-sponsored events.

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.

- 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)

Seclusion and Restraint

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

Suspension or Expulsion

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

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
- 3) Traveling to or from school or a school activity, function, or event

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.

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.’

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 before 2:00 PM.

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. 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.

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: Please call the office the morning you would like to have lunch with your child so we can add your name to the school lunch count. 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 your child as his/her classroom is entering the cafeteria for lunch. Sign out in the main office upon leaving the building.

TEXTBOOK RENTAL AND 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 Checks

All checks for school related purchases are to be made out in the name of the individual elementary 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. Parents/Guardians may request to review a video(s) by contacting the Avon transportation department.

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 st Notice	Verbal Warning (driver initiated)
2 nd Notice	Written Warning (driver initiated)
3 rd Notice	One School Day Bus Suspension (driver initiated)
4 th 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 **MUST** be communicated to the office **in writing** before 2:00 PM. One note at the beginning of the year will be sufficient for students attending Brownies, Scouts, etc. on a regular basis.

Vehicle Idling Policy

SECTION I – VEHICLE WARM-UP:

At thirty-two degrees or above, vehicles will be allowed to idle for up to five (5) minutes

From twenty to thirty-two degrees, vehicles will be allowed to idle for up to fifteen (15) minutes

From twenty degrees 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.

VOLUNTEER OPPORTUNITIES

All parents are encouraged to participate in the many activities sponsored by each Avon Elementary School's PTO. The purpose of the PTO is to serve and benefit the students in the seven elementary schools. We hope many of you will decide to participate.

Volunteering During the School Day: 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 in their newsletters. 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. **Siblings are not permitted on field trips.**

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.

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.

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

NOTE FOR EXCUSE FROM RECESS AND PHYSICAL EDUCATION

Date _____

Child's Name _____

Teacher's Name _____

My child should not participate in recess and physical education on the following date(s):

due to the following reason:

Parent's Signature

NOTE FOR EXCUSE FROM RECESS AND PHYSICAL EDUCATION

Date _____

Child's Name _____

Teacher's Name _____

My child should not participate in recess and physical education on the following date(s):

due to the following reason:

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
- Parent Teacher Conferences (K-6 Schools)
- 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? _____

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.

Signature of Parent/Guardian

Signature of Staff Member

Parent Name (please print)

Student's Name

Address

City, State, Zip