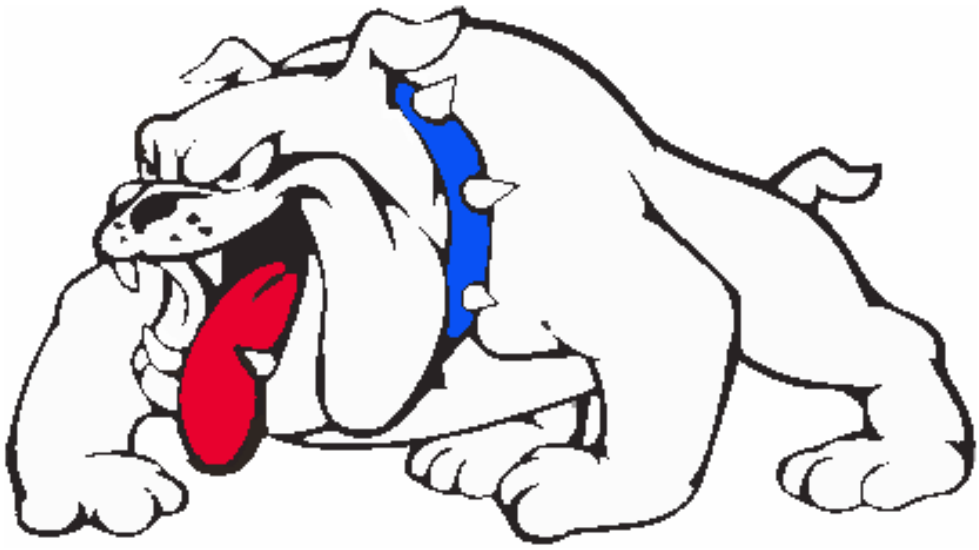
Centerville-Abington Elementary

Student Handbook

2026-2027



Kelly VanWinkle, Principal
Mika Frame, Asst. Principal
(765) 855-5132
200 West South Street
Centerville, IN 47330
www.centerville.k12.in.us

"Educated For Success"

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MISSION STATEMENTS

Centerville-Abington Community Schools Mission Statement:

> **"Centerville-Abington Community Schools, in partnership with families and the community, <u>educates all students</u> to be lifelong learners and responsible citizens.**

Centerville-Abington Elementary Mission Statement:

> **"Centerville-Abington Elementary School guides students to learn and grow."**

Centerville-Abington Community Schools Vision Statement:

> **"Educated for Success"**

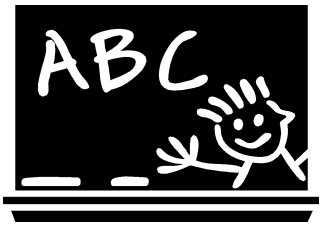
Centerville-Abington Community Schools Strategic Plan

> **"Centerville-Abington Community Schools, in partnership with families and the community, educates ALL individuals to be lifelong learners and responsible citizens in a global society."**

Centerville-Abington Community Schools Goals:

1. **Exemplary Student Achievement**
2. **Responsible Citizens**
3. **Safe, Secure, and Healthy Environments**

A Message from the Principal



Dear Parents and Students,

I am very excited and pleased to welcome you to another school year! I am looking forward to seeing all of our returning students and meeting all of our new students!

The faculty and support staff at Centerville-Abington Elementary are looking forward to an exciting, eventful, and educationally rewarding school year. By parents, faculty and support staff, and students cooperating, we will meet the needs of our students. **If questions or concerns should arise, please communicate with your child's teacher**. Should the problem persist, immediately contact the asst. principal, Mrs. Mika Frame, or myself. The proper chain of command is vitally important. Throughout the year you will be notified of any successes or problems your child encounters. Again, through cooperation and communication we will have a successful school year!

Sincerely,

Kelly VanWinkle
Principal

INTRODUCTION

The information provided in this handbook should help everyone become familiar with the general procedures at Centerville-Abington Elementary. We strive to provide a safe, clean, and caring environment for students, faculty, and staff. Not knowing the rules and procedures is NOT an acceptable excuse.

Parents:

In order to provide for your child's safety and protection of rights, rules are needed for all to follow. Please read and discuss this handbook with your child.

Teachers:

Please read this handbook to your class during the first week of school. Refer to it as often as needed to reinforce the rules with the children.

Students:

In order to have the best learning environment and to protect your safety, it is necessary to have rules for all to follow. Please listen carefully when your parents and teachers read to you from this handbook.

Please remember……each student is responsible for knowing what is in this handbook!!

CENTERVILLE-ABINGTON ELEMENTARY STAFF
2026-2027

ADMINISTRATION AND OFFICE STAFF

Principal:	Kelly VanWinkle
Assistant Principal:	Mika Frame
Secretary/Treasurer:	Angela Lynch
Office Assistant	A.J. Alexander
Counselors:	Rebecca Alford & Misty Whittaker
Nurse:	Jennifer Cornett

TEACHING FACULTY/STAFF

(Staff members employed when this handbook was printed for 2026-2027):

Grade 3:	Maddie Dishmond, Katelyn Groff, Courtney Guess, Tonya Paxton, Patti Sharp, & Darcy Talbot
Grade 4:	Emily Clarke, Morgan Guenther, Stephanie Lung & Tasha Turner
Grade 5:	Anne Elstro, Rett Foster, Kathy Kassens, Betsey Moore, Erica Tedder & Rod Rinehart (EXCEL)
Grade 6:	Jennifer Hale, Teresa Marshall, Lori Schwanitz, Lyndsey Scholz, Aarika Smith & Rod Rinehart (EXCEL)
Art:	Tresa Rabchuk
Music:	Tristan Migoski
Physical Education:	Jodie Rusznak
Integrated Media Specialist:	Victoria Bevins
Media Teaching Assistants:	Tina Hicks & Karla Johnson
Special Education Teachers:	Danielle Brashears, Nicholl Hemmerling, Beth Lahrman, & Chasity Walton
Special Ed. Teaching Assistants:	Tina Ashcraft, Ashley Hamilton, Melissa Hall, Olivia- Ryan Snyder
Learning Lab:	Stephanie Guenther
Speech Pathologist:	Hannah Wales
Cafeteria Staff:	Alice Killion, Head Cook
Custodial Crew:	Yvonne Berry, Chelsey Downing, & Amy Kenworthy
Community In Schools Coordinator:	Jennifer Boardman

CENTERVILLE ELEMENTARY SCHOOL
SUPPLY LIST 2026-2027

Assignment books will be provided by the school for grades 3-4-5-6

Grade 3- 1 school box (that doesn't lock), 1 pair of pointed scissors, 1 box of 24-count crayons, 1 box of Crayola Markers, 8 glue sticks,1 large box of #2 pencils (pre-sharpened, Ticonderoga is best), 8 black Expo dry erase markers,1 plain pocket folder,1 clipboard, 2 large boxes of tissues,1 roll paper towels, headphones or earbuds **MUST have cords, no wireless**, **Girls**-one box of gallon Ziploc bags, **Boys**-one box of quart Ziploc bags, 2 packs/containers of disinfectant wipes, 1 black Sharpie, and Gym shoes.

Grade 4- 1 school box or pencil pouch, 24 #2 pencils (Ticonderoga preferred), 24 ct. Box of crayons, 1 Box of cap/pencil top erasers or 2 large pink erasers, 3 pocket folders, 4 glue sticks, 1 pair of scissors, 3 composition notebooks, 3 red pens, 4 highlighters, 8 dry erase markers, 3 boxes tissues, 1 can of Lysol wipes, 1 pair of Gym shoes, 1 pair of over the ear headphones **MUST have cords, no wireless**, 3 packages of index cards, and 1 bottle of hand sanitizer.

Grade 5- Headphones or earbuds **MUST have cords, no wireless**, #2 pencils (at least 2 packages or mechanical with plenty of lead), colored pencils, 24 count crayons, 1 ½ inch - 3 ring binder (will be used for Reading/LA), 1 set of 5 tab/dividers for the 3 ring binder (will be used for Reading/LA), red pens, 1 pack of notebook paper, 1 pair of scissors, 4 glue sticks, 1 ruler with metric and inches, 5 folders, 6 highlighters,1 container of Clorox (or similar brand) wipes, 3 boxes of tissues, **Girls–**1 roll of paper towels, **Boys–**1 hand pump sanitizer, gym shoes (can stay in locker for gym days).

Grade 6- 1-24 count colored pencils, 8 glue sticks, 1-package of 5 highlighters (1 of each color), 6 dry erase markers, 2 red pens, 1 pair of adult size scissors, #2 pencils OR mechanical pencils for all year, 1 spiral notebook, 1 TI-30x calculator, 1 pair of gym shoes, headphones or earbuds **MUST have cords, no wireless**, 2 composition notebook, 1 package of loose-leaf paper, 1 blue pocket folder, 1 package of index dividers, 1 pencil pouch, 4 boxes of tissues, 1 blue (1 ½ inch) 3 ring binder with a front sleeve, 1 black (1 ½ inch) 3 ring binder with a front sleeve 1 bottle of hand sanitizer, 2 containers of disinfectant wipes, and 1 roll of paper towels. ***NO trapper keepers due to locker space***

Excel 3rd & 4th Grade- 1 school box (must fit in their desk), 2 composition notebooks, 5 PLASTIC pocket folders with 3 prongs (1 yellow, 1 orange, 1 blue, 1 green, 1 red), 1 box 24 count crayons, 2 boxes colored pencils, 2 ten count boxes of fine tip colored markers, 2 five packs of highlighters (2 yellow, 2 pink, 2 green, 2 blue, 2 orange), 1 large white eraser, 1 pair pointed scissors, 4 glue sticks, 3 large boxes of tissues, 1 paint shirt for art class, 1 pair of gym shoes (to be left at school), 1 wooden clipboard, headphones or earbuds **MUST have cords, no wireless**, 1 white 1 ½ inch binder with clear cover that can hold an insert, 24 #2 pencils (pre-sharpened preferred), 2 packages 3x5 index cards,1 black Sharpie Marker, 1 container disinfectant wipes, 8 black EXPO dry erase markers, Boys: 1 box of gallon size Ziploc bags and 10 red pens, Girls- 1 box quart size Ziploc bags and 1 roll of paper towels.

HANDBOOK HIGHLIGHTS

✔ **School Phone Numbers:**
- Centerville-Abington Elementary 855-5132
- Administration Office 855-3475

✔ **Lunch Prices:**
- Students $2.65
- Reduced $.40 per day
- Adults $4.70

✔ **Breakfast Prices and Procedures:**
- Regular $1.55 per day Milk $0.50
- Reduced $0.30 per day
- Bus students will eat when their buses arrive at school. Walkers will be allowed to enter at 7:35 to go eat breakfast.

✔ **Lunch Visitors:**
- If someone would like to eat with a student, please call or send a note to the office before 9 AM to get on our lunch count. **Lunches from outside vendors (i.e. McDonald's, Subway) will not be allowed to be brought to the students at lunchtime in the cafeteria nor may parents bring food from outside vendors to eat with their students**. Parents/guardians must have a background check on file and must present a driver's license or state I.D. for the Raptor Visitor Management System in order to eat lunch with their child in the cafeteria with other students. Parents/guardians without a background check may choose to eat in the office or conference room with only their student.

✔ **Early Pick Up Procedures**:
- Please come to the elementary office and sign your child out. We will call for them to meet you in the office.

✔ **School Visitors & Volunteers (including field trip chaperones):**
- All volunteers will need to complete an application for a background check. All visitors between 7:50-3:30 must sign-in at the front office.

✔ **Address and/or Phone Number Changes:**
- If your address or phone number changes throughout the school year, please inform the office ASAP so we are able to contact you in case of an emergency.

✔ **Mid-terms:**
- Mid-terms will be available in the middle of the 2nd, 3rd, and 4th nine-week grading periods. Mid-terms will be sent electronically to e-mails provided by parents/guardians in PowerSchool. Please make sure your e-mail addresses are up-to-date and accurate so you can receive these mid-term reports. Parents who do not have internet access may request paper copies of mid-terms during registration.

-Especially for Students-

What do I do if…

1. **…I am absent?**
   Have your parent call or email the school by 9:00 am on the day you are absent or bring a note explaining the reason for your absence when you return to school.

2. **…I am late to school?**
   Your parents need to come into the office and sign you in before you go to your classroom. If you were at an appointment, please bring a note from your doctor, dentist, etc.

3. **…I forget my lunch or I do not have lunch money?**
   Ask a teacher or the office if you can use a phone to contact someone.

4. **…I forget my school supplies or homework?**
   Explain your problem to your teacher. If your teacher gives you permission, you may call home. If not, they will help you find supplies and/or turn your homework in on the following day if approved.

5. **…a student threatens me or tries to start a fight?**
   You need to report this to an adult immediately. Your teacher, counselor, principal, bus driver, or parents will help you.

6. **…I have trouble on the bus?**
   Report your problem to your bus driver first. If the bus driver cannot help you, then contact your teacher.

7. **…Someone is not here to pick me up after school?**
   You have to understand that people sometimes run late. Wait patiently for 10 minutes. If no one has arrived to pick you up, come to the office and ask for help.

8. …**I have party invitations to hand out?**
   In order to avoid hurt feelings, party invitations can only be handed out at school if they include every child in the class.

9. **…I am having trouble with another student at school?**
   Immediately contact your teacher to let him/her know what is going on. Your teacher will contact the school counselor or principal for more help.

10. **…I miss the bus?**
    Before school: Have someone call the school and let them know that you will be late. You will need to find another way to get to school. After school: Find a school employee or go to the office as soon as possible.

-Especially for Parents-

What do I do if…

1. **…I want to become involved with school activities?**
   All volunteers will be required to complete the application for Criminal History Check. Parental involvement is an essential component to a successful school. The Centerville School Corporation has many opportunities for parent involvement. Your involvement as a room parent, a member of the Very Important Parents (VIP) group, and as a classroom volunteer can have a very positive impact on the importance your child places on the value of school.

2. **…I want a conference with the teacher?**
   On the spot Parent/Teacher conferences cannot be honored. Teachers are responsible for the supervision of students, and their days are tightly scheduled. Please contact the teacher to request an appointment.

3. **…there is a change in the after school routine?**
   Centerville-Abington Elementary Schools serve more than 550 students daily. It is not uncommon to have almost 50 telephone calls between 1:30-2:30 daily citing changes in after school routines. We request that if you must call, do so before 1:30 p.m. Also, if there is a change with bus transportation, we must have a parent/guardian written notification. **If we have not received notification from you about a change in routine, your student will be expected to follow his/her regular school dismissal routine**.

4. …**I want to pick up my child early?**
   All children will remain in the classroom until a parent enters the CAE office and signs the child out, at which point the child will be called to the office – ***NO CHILD WILL BE CALLED OUT OF CLASS PRIOR TO A PARENT ARRIVAL!!***

5. **…I want to come inside to pick up my child as opposed to waiting in the parking lot?**
   The official school dismissal time is 3:00. Classes are in session until this time. If you are coming inside to pick up your child, ***please wait by the entrance for dismissal***. ***Parents who wait by classroom doors create distractions for students and teachers.***

6. **…I am late picking up my child from school?**
   If students are not picked up from school in a timely manner and no one can be reached to pick them up, they may be sent to CARES at the parents' expense. If the problem continues, the school may call the Department of Child Services or the local police for assistance.

7. **…my student has an appointment during school hours?**
   Advanced notice of student appointments is greatly appreciated. We realize appointments have to be scheduled in advance with professional offices. Please avoid scheduling appointments during standardized testing. Remember that no child will be called out of class until the parent enters the CAE office and signs the child out.
8. **…my students are going on vacation during school time?**
   Be sure to read about ABSENCES on page 12 to find out what is excused and unexcused.

CENTERVILLE-ABINGTON
CORPORATION POLICIES AND GUIDELINES

FOREWORD

This handbook has been prepared by the school and approved by the local school board, as a guide for students and parents to get acquainted with Centerville Abington Community Schools and some of the ideals for which it stands. Our school, like our home, our state, and our nation, is no better than the members who belong to it. Any provision not covered in the handbook or any interpretation will be the administration's responsibility.

DEFINITIONS

IC 20-18-2-1. The definitions in this section apply throughout this title.

IC 20-18-2-2. "Average daily membership" or "ADM" has the meaning set forth in IC 21-3-1.6-1.1(d).

IC 20-18-2-3. "Department" refers to the department of education established by IC 20-19-3-1.

IC 20-18-2-4. "Elementary school" means any combination of kindergarten and grades 1, 2, 3, 4, 5, 6, 7, or 8.

IC 20-18-2-5. "Governing body" means:

(1) a township trustee and the township board of a school township;
(2) a county board of education;
(3) a board of school commissioners;
(4) a metropolitan board of education;
(5) a board of trustees; or
(6) any other board or commission charged by law with the responsibility of administering the affairs of a school corporation.

IC 20-18-2-6. "Graduation examination" means the test designated by the board under the ISTEP program.

IC 20-18-2-7. "High school" means any combination of grades 9, 10, 11, or 12.

IC 20-18-2-8. "Indiana physician" means an individual who holds an unlimited license to practice medicine in Indiana.

IC 20-18-2-9. "Individualized education program" means a written statement developed for a child by a group that includes:

(1) a representative of the school corporation or public agency responsible for educating the child;
(2) the child's teacher;
(3) the child's parent, guardian, or custodian;
(4) if appropriate, the child; and
(5) if the provision of services for a seriously emotionally disabled child is considered, a mental health professional provided by:
(A) the community mental health center (as described in IC 12-29); or
(B) a managed care provider (as defined in IC 12-7-2-127(b));
serving the community in which the child resides;

and that describes the special education to be provided to the child.

IC 20-18-2-10. "ISTEP program" refers to the Indiana statewide testing for educational progress program developed and administered under IC 20-32-5.

IC 20-18-2-11. "Legal settlement" of a student means the student's status with respect to the school corporation that has the responsibility to allow the student to attend its local public schools without the payment of tuition, or to pay transfer tuition under IC 20-26-11 if the student attends school in a local public school of another school corporation.

IC 20-18-2-12. (a) **"Nonpublic school"** means a school that is not maintained by a school corporation.
(b) The term includes a private school or parochial school.

IC 20-18-2-13. "Parent" means:

(1) the natural father or mother of a child;
(2) in the case of adoption, the adopting father or mother of a child;
(3) if custody of the child has been awarded in a court proceeding to someone other than the mother or father, the court appointed guardian or custodian of the child; or

(4) if the parents of a child are divorced, the parent to whom the divorce decree or modification awards custody or control with respect to a right or obligation under this title.

IC 20-18-2-14. "Principal" refers to the chief administrative officer of a school.

IC 20-18-2-15. "Public school" means a school maintained by a school corporation.

IC 20-18-2-16. (a) **"School corporation"** means a public school corporation established by Indiana law.

(b) The term includes a:

(1) school city;
(2) school town;
(3) school township;
(4) consolidated school corporation;
(5) metropolitan school district;
(6) township school corporation;
(7) county school corporation;
(8) united school corporation; or
(9) community school corporation.

IC 20-18-2-17. "School year" means the period:

(1) beginning after June 30 of each year; and
(2) ending before July 1 of the following year;

except when a different period is specified for a particular purpose.

IC 20-18-2-18. "Secondary school" means a high school.

IC 20-18-2-19. "State board" refers to the Indiana state board of education established by IC 20-19-2-2.

IC 20-18-2-20. "State superintendent" refers to the state superintendent of public instruction.

IC 20-18-2-21. "Superintendent" means:

(1) the chief administrative officer of a school corporation; or
(2) in the case of a township school, the county superintendent of schools.

IC 20-18-2-22. (a) **"Teacher"** means a professional person whose position in a school corporation requires certain teacher training preparations and licensing.

(b) For purposes of IC 20-28, the term includes the following:

(1) A superintendent.
(2) A supervisor.
(3) A principal.
(4) An attendance officer.
(5) A teacher.
(6) A librarian.

IC 20-18-2-23. "Textbook" means systematically organized material designed to provide a specific level of instruction in a subject matter category.

IC 20-18-2-24. "Transfer" with respect to a student refers to the situation in which the student, for all or part of the student's education, attends school in a public school of a school corporation other than the school corporation in which the student has legal settlement.

IC 20-18-2-25. Transferor Corporation "and" Transferee Corporation refer, respectively, in transfer situations to the school corporation of a student's legal settlement and the school corporation where the student attends school.

IC 20-18-2-26. (a) **"Transferred student,"** means a student attending school in a school corporation in which the student does not have legal settlement.

(b) For purposes of subsection (a), a student is considered attending school in a school corporation when:

(1) the student is confined by a disability to a place outside the school corporation's facilities and receives instruction from school corporation personnel;

(2) the student attends a special or vocational education school in which the school corporation of the student's legal settlement provides cooperatively a portion of the cost; or

(3) the student is in another similar situation.

EXCUSED ABSENCES

I. School Board Policy C175 states that students will be excused for being absent from school for the following reasons:

A. Illness verified by a note from the parent or called in to the attendance office*

B. Illness verified by a note from a physician**

C. Recovery from accident

D. Professional appointments ***

E. Death in the immediate family or of a relative (documentation turned into attendance secretary)

F. Observation or celebration of a bona fide religious holiday (pre-arranged absence form required)

G. Maternity

H. Military connected families' absences related to deployment and return (pre-arranged absence form required)

** cannot exceed the seven (7) day rule of the attendance policy*

***any student that is absent for five (5) consecutive days will be required to submit a doctor's note to have the absences excused.*

**** Parents are encouraged to schedule medical, dental, legal, and other necessary appointments outside regular school hours. When appointments are necessary during the school day, the student shall report back to school immediately after the appointment with a signed statement from the doctor, dentist, lawyer, counselor, etc. Centerville- Abington Community Schools will work with families for services provided at school or virtually during the school day.*

1. *The student shall have a statement to that effect from his/her parents;*
2. *The student shall bring a signed statement from the doctor, dentist, lawyer, counselor, probation officer, etc. to the effect that she/he reported promptly for the appointment;*
3. *The student shall report back to school immediately after his/her appointment if school is still in session. A student will be counted unexcused for any classes missed when not returning after a reasonable time.*

UNEXCUSED ABSENCES

A. Absences due to such things as car trouble, late ride, missing the bus, oversleeping, babysitting, staying home to complete homework, and similar circumstances.

B. Inexcusable Personal Reasons:

Students leaving early for vacation or students who take a vacation with parents on school days will not be granted an excused absence.

C. A student's attendance directly relates to the success that student will have in school. Students who receive an unexcused absence will receive a MAXIMUM of 60% on all classwork, quizzes, and in-class activities, including tests and/or projects. Students who are found to be truant will receive zeroes on all work.

EXEMPT ABSENCES

In accordance with state statute I.C. 20-8.1-3-18, only the following activities are to be considered "not to be counted absent".

Absences that do not accumulate against this guideline or are otherwise exempt:

A. For each day of page service or as an honoree of the Indiana General Assembly, a student excused from school attendance shall not be recorded as being absent.

B. A student who is a witness in judicial proceedings. This includes any required court appearance such as for probation hearings.

C. A secondary school student who serves on the precinct election Board or is a helper to a political candidate or party on the day of an election will be excused from school attendance and not recorded absent.

D. A student will be excused from school for not more than ten (10) days when ordered to active duty in the Indiana National Guard. The student will not be recorded absent during the ten (10) day period.

E. A student who is in attendance at the State Fair on Education Day.

F. Participating in the Indiana State Fair, for not more than five (5) days, if the student or a member of the student's household has an exhibit at the Indiana State Fair for educational purposes. The student must be in good academic standing. (I.C. 20-33-2-17.7)

G. Participating in National FFA, Indiana FFA, or 4-H club for educational purposes as evidenced in writing and approved by administration prior to the absence. May not exceed six (6) days. The student must be in good academic standing. (IC 20-33-2-17.8)

H. Participating in an educationally related non-classroom activity which is consistent with and promotes educational philosophy and goals of the school corporation, facilitates the attainment of specific educational objectives, is part of the goals and objectives of an approved course or curriculum, represents a unique educational opportunity, cannot reasonably occur without interrupting the school day, and is approved in advance by the school principal (I.C. 20-33-2-17.5)

I. Students on field trips or other school related activities.

Students who have some bus irregularity over which a student had no control about which he had not been informed.

ATTENDANCE POLICY

Absences in excess of seven (7) days during a school year will result in the student being required to have a medical slip for each absence that exceeds the seven (7) day limit. Failure to present a medical slip for each day absent after the seven (7) day limit, shall result in an unexcused absence for all classes missed.

With the above thoughts in mind, a student will be allowed only seven (7) excused absences for the school year.

EXCESSIVE ABSENCES

A student may not be absent eight (8) days or more. An attendance contract will be presented to the student and parent/guardian upon the seventh (7) absence and will remain in effect for the remainder of the school year. Consistently poor attendance after the attendance contract has been implemented may result in retention, truancy arrest, and/or rejection of out-of-district transfer request.

ATTENDANCE INTERVENTIONS

This policy is for all absences (excused, absent medical, and unexcused combined)

Parents will receive a monthly "attendance report card" emphasizing the importance of school attendance and their students current number of absences.

An attendance letter will be sent on the third and sixth absence.

Students that accumulate seven (7) absences, excused, absent medical, and/or unexcused will have an attendance parent meeting and be placed on an attendance contract.

Absences beyond the seventh will require a medical note to be excused. Unexcused absences are subject to receiving detentions per the attendance contract and in accordance with the school's discipline policy.

Attendance Intervention Meeting - (AIM)

IC 20-33-2

Attendance Intervention Meetings are held as a prevention policy regarding absenteeism and truancy. Students can be identified as needing a meeting for:

1. Chronic Absenteeism (over 10%) absent (excused, unexcused, or suspension)
2. Five unexcused absences within a ten-week period
3. Multiple detentions for tardies in a semester

Parents will be notified of an Attendance Intervention Meeting via written notification. The parent is required to attend the attendance conference. The school will work with the Juvenile Probation Department when parents do

not attend.

The Attendance Intervention Meeting should include at least a representative from the school, the student's parent, and a teacher. A plan should be established; any wraparound services that are available to be provided to the absent student to ensure the absent student attends school, a specific description of the behavior that is required or prohibited for the absent student, the period for which the plan will be effective, any additional disciplinary action the school will take if the absent student does not comply with the plan, and the signature of the parent of the student agreeing to comply with the plan.

Indiana law states:

The Indiana Compulsory School Attendance Law and the Indiana State Family and Juvenile Law (I.C. 20-33-2-28, I.C. 20-33-2-18, and I.C. 35-46-1-4) require that students attend school regularly. Families who experience problems with school attendance may face:

- The educational loss the student experiences.
- Revoking of drivers' license and/or permits.
- Possible prosecution of the parent and/ or child.
- Fines up to $10,000.
- Jail time up to three (3) years.

Please work with us to avoid consequences by contacting your child's school when there is an absence.

HALF-DAY DEFINITION

Daily attendance is divided into two half days. Any student missing 2-4 hours of the school day is considered a half day of absence. Any student arriving at the school after 10:00 a.m. would be considered a half-day absence (students arriving between 8:00-10:00 are considered tardy). We would encourage parents to schedule appointments after 3:00 or during school breaks.

REQUEST FOR HOMEWORK

Students absent for only 1 day will receive missed work on the day they return. Students missing more than 1 day and wishing to pick up make-up work need to have parents notify the school by 9:00 A.M. to have work prepared for pick up in the office at 3:00 p.m. or after.

STUDENTS ARRIVING AND LEAVING SCHOOL

In the interest of safety and liability for students, Centerville-Abington Community Schools require that students be signed in and out during the school day. Students who arrive late due to appointments or other circumstances must be signed in at the school office. Also, students who need to leave school early must be signed out by an adult and signed in when they return. The corporation realizes that the policy may be somewhat inconvenient, but is worthwhile when compared to the grief and agony a missing child would cause. Parent cooperation is appreciated.

ACADEMIC PROBATION

A student who receives any grade below a C- on a report card will be placed on ACADEMIC PROBATION. That student will remain on ACADEMIC PROBATION until a new report card is issued. Students assigned ACADEMIC PROBATION will be denied participation in school-sponsored clubs or teams. This includes try-outs as well. This does NOT include school skates, carnivals, family nights, monthly clubs that meet throughout the year (i.e. History Club, Math Club, Green Club, etc.).

APPEAL PROCESS

A parent may request an appeal process with the teacher and principal if the student has shown a lot of improvement since report card grades were last given. If a student is granted an appeal and makes the team, he/she could be removed from the team when the 2nd nine week report card comes out and grades are below a C-. All students who receive grades below a C- on the report card will be removed from team sports (no longer will the student be allowed to attend practices or sit on the bench with the team.

ACCIDENTS

Each and every accident in the school building, on the school campus, at school sponsored activities, during activities held in the buildings by rental groups, or at any school activities held away from the school must be reported immediately to school personnel sponsoring the activity. All accidents are to be reported on a corporation form that will be reviewed by the school nurse and the building principal then filed with the Superintendent's office. If possible, all accident reports should be accompanied with witness reports.

ADOPTION OF CURRICULAR MATERIALS

If a student transfers, withdraws, or is expelled from school, or withdraws or is cut from a school activity for which the student or his/her parents have paid fees for curricular materials and are owed a refund of all, or a proportional share of any fees amounting to at least $5.00, the Corporation shall promptly refund such fees if the address of the student or his/her parent is known or if requested by the student or his/her parents by the end of the school year in which the fees were paid, or with thirty (30) days, whichever is longer. The Corporation shall refund an amount equal to the total fee multiplied by the percentage of the semester, grading period or activity season remaining at the time the student transfers, withdraws, is expelled from the class, quits, or is cut from the activity, so long as one-third (1/3) or more of the semester, grading period, or activity season remains and the amount of refund, rounded up to the nearest dollar amount, equals or exceeds $5.00. The right to a refund fee shall be forfeited if not requested by the end of the school year in which the right to a refund accrues, or within thirty (30) days, whichever is longer. Parents and students shall be given written notice of this policy at the time of school enrollment.

ADVERTISING IN THE SCHOOL

Pupils, staff members, or the facilities of the school may not be used in any manner for advertising or promoting the interests of any community of non-school agency or organization without the approval of the Board of School Trustees. Exceptions to the above rule are: The superintendent of schools may cooperate in furthering the work of any non-profit, community wide social service agency provided such cooperation does not infringe on the school program or diminish the amount of time devoted to the school program.

The superintendent of schools may authorize the use of films and materials which simply bear the name of the producing company but which do not in any way involve a program or the presence of any agent in the classrooms.

ANIMALS IN CLASSROOMS

Live animals with the exception of fish in aquariums are only to be in the school for educational purposes. No live animal will be allowed to stay in a classroom longer than a semester or during an extended school break of more than two (2) days. At no time will animals considered dangerous be brought into the classrooms.

Service dogs are permitted on school buses and in classrooms to perform the functions for which they are trained. A dog's laminated identification card may be requested for verification.

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 this will be done at the beginning of the school year. Parents are to notify the teacher or principal if their student is allergic to the animal. Upon such notice, the principal will confer with the teacher and determine what options are available which may include 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 the 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 issue. 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.

Examples of educational purposes where animals would be in the classroom are:

A. Animals used in health class to demonstrate different diets.
B. Animals used in biology to show developmental changes or diversity.
C. Eggs incubated to show development.

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

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

The principal, when requested by a teacher, has the authority to determine if it is appropriate to bring an animal into the classroom.

Cleaning: Cages shall be cleaned by the teacher in charge of the animal and not any student on a routine basis 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 students to handle and/or feed the animals.

USE OF ANIMALS IN CLASSROOM/SCHOOL PREMISES

The Board and administration support the idea that animals can provide a variety of productive learning experiences for students at almost every level. It is important, however, that the following guidelines be observed when instituting an activity or program involving the use of animals. Teachers are encouraged to contact such organizations as the State Veterinary Association, the National or State Wildlife Federation, etc. regarding resource materials and suggested learning activities that may be available to help students increase their understanding of the animal world.

It is important, however, that the following guidelines be observed when instituting an activity or program involving the use of animals.

A. Students are to be instructed not to bring personal pets to school at any time without the approval of the principal.

B. It is permissible for the class to have one (1) or more animals as classroom pets under the following conditions.

1. The animal is not venomous or vicious.
2. None of the children are allergic to the particular animal.
3. Proper examination/immunization has been done by a qualified veterinarian, as appropriate
4. Arrangements have been made for housing the animal safely, comfortably, cleanly, and in a manner that does not disrupt the classroom environment.
5. Arrangements have been made for the proper care of the animal when school is not in session.
6. Rules have been established regarding when and how the animal is to be treated by the students.
7. The principal has approved the plan.

C. When animals are to be brought into the school or classroom on an ad hoc basis as part of a lesson or series of lessons, all of the conditions stated above apply, and in addition, the teacher is to ensure the proper pick-up and return of the animal.

D. Whenever live animals are to be part of experiments, prior approval of the principal is required and such experiments must be conducted in a scientifically acceptable manner, which does not cause pain or harm to the animal.

The principal shall ensure that each of these guidelines have been followed properly.

ARTICLE 7

Special Education Services are provided for all children who are determined to be eligible. Specific State and Federal laws ensure these rights. For complete information, contact your building principal. Specific Law surrounding these: Title 511IAC Article 7, rules 316 or Public Law 94.142.

ASSEMBLIES

Assemblies are a regularly scheduled part of the curriculum and as such are designed to be educational, as well as, entertaining experiences. They provide one of the few opportunities in school to learn formal audience behavior. Regardless of the type of program, courtesy demands that the student body be respectful and appreciative. In live entertainment, unlike radio, television or movies, the performers are very conscious of their audience. Talking, whispering, whistling, stomping of feet and booing are discourteous. Yelling is appropriate only at pep assemblies. Disciplinary measures will be taken where students cause disruptions. No student shall be denied any convocation or assembly without the written authorization of the building principal.

BACKPACKS, COATS/JACKETS, AND PURSES

All students are expected to place backpacks, coats/jackets, and purses in an area designated by the teacher during the school day.

BEVERAGES AT SCHOOL

Students are prohibited from having soda in the lunchroom or classroom unless a teacher has given the student permission. Students are prohibited from having energy drinks at school at any time. Water should be the only substance in student water bottles during school hours.

BICYCLE RIDERS

The safety of your child is an important responsibility of both the home and the school. Many of these ride buses, some ride with parents and some walk. The confusion in the morning and at dismissal with the buses, automobiles and walkers make it extremely dangerous for bicycle riders. Therefore, it is necessary to observe the following rules:

1. Children in grades 3, 4, 5, and 6 will be allowed to ride bicycles to school.
2. Students eligible for bus service cannot ride their bicycles to school.
3. Eligible riders must have a bike helmet and must fill out the bicycle permit form and return it to the classroom teacher. It will then be forwarded to the principal's office for approval. Permits will be kept in the office. Students are not to ride bicycles to school until the permit has been approved.
4. Violation of any of the following safety rules may cause a rider to lose his/her privilege of riding to school.
    A. Helmets should be worn at all times.
    B. Bicycle riders must ride in the street on the same side as other traffic.
    C. Riders must not ride double.
    D. Riders must obey all stop signs and traffic rules.
    E. All bicycles must be parked in the bicycle rack and locked.
    F. No one is to ride their bicycle on the sidewalk to the school.
    G. Bicycles will be walked until off campus.

BULLYING

1. Bullying committed by students toward other students is strictly prohibited. Engaging in bullying conduct described in this rule by use of data or computer software that is accessed through any computer, any computer system, or any computer network is also prohibited.
2. For purposes of this rule, bullying is defined as overt, unwanted, repeated acts or gestures, including verbal or written communications or images transmitted in any manner including electronically or digitally, physical acts committed, aggression, or any other similar behaviors that are committed by a student or group of students against another student with the intent to harass, ridicule, humiliate, intimidate, or harm the targeted student and create for the targeted student an objectively hostile school environment that:
    - places the targeted student in reasonable fear of harm to the targeted student's person or property;
    - has a substantially detrimental effect on the targeted student's physical or mental health;
    - has the effect of substantially interfering with the student's ability to participate in or benefit from the services, activities, and privileges provided by the school.
3. This rule may be applied regardless of the physical location of the bullying behavior when a student committing bullying behavior and the targeted student attend a school within the school corporation and disciplinary action is reasonably necessary to avoid substantial interference with school discipline or prevent an unreasonable threat to the rights of other students to a safe and peaceful learning environment.
4 Any student or parent who has knowledge of conduct in violation of this rule or any student who feels he/she has been bullied in violation of this rule should immediately report the conduct to the building principal or asst. principal who has responsibility for all investigations of student misconduct including bullying. A student or parent may also report the conduct to a teacher or counselor who will be responsible for notifying the building principal or asst. principal. This report may be made anonymously.
5. The building principal or asst. principal shall investigate immediately all reports of bullying made pursuant to the provisions of this rule. Such investigation must include any action or appropriate responses that may be taken immediately to address the bullying conduct wherever it takes place. The parents of the bully and the targeted student(s) shall be notified on a regular, periodic basis of the progress and the findings of the investigation and of any remedial action that has been taken.
6. The building principal or asst. principal will be responsible for working with the school counselors and other community resources to provide information and/or follow-up services to support the targeted student and to educate the student engaging in bullying behavior on the effects of bullying and the prevention of bullying. In addition, the school administrator and school counselors will be responsible for determining if the bullying behavior is a violation of law required to be reported to law enforcement under Indiana law based upon their reasonable belief. Such determination should be made as soon as possible and once this determination is made, the report should be made immediately to law enforcement.
7. False reporting of bullying conduct as defined in this rule by a student shall be considered a violation of this rule and will result in any appropriate disciplinary action or sanctions if the investigation of the report finds it to be false.
8. A violation of this rule prohibiting bullying may result in any appropriate disciplinary action or sanction, including suspension and/or expulsion.
9. Failure by a school employee who has responsibility to report bullying or investigate bullying or any other duty under this rule to carry out such responsibility or duty will be subject to appropriate disciplinary action, up to and including dismissal from employment with the school corporation.

10. Counseling, corrective discipline, and/or referral to law enforcement will be used to change the behavior of the perpetrator. This includes appropriate intervention(s), restoration of a positive climate, and support for victims and others impacted by the bullying.
11. Educational outreach and training will be provided to school personnel, parents, and students concerning the identification, prevention, and intervention in bullying.
12. All schools in the corporation are encouraged to engage students, staff and parents in meaningful discussions about negative aspects of bullying. The parent involvement may be through parent organizations already in place in each school.
13. The superintendent or designee will be responsible for developing detailed administrative procedures consistent with the Indiana Department of Education guidelines for the implementation of the provisions of this rule.

CELL PHONES/SMART WATCHES:

LEGAL REFERENCE: IC 20-26-5-40.7

A student may bring but is prohibited from possessing and/or using a wireless electronic device which is portable and is capable of providing voice, messaging, or other data communications between two or more persons and includes cellular phones, tablet computers, laptop computers, digital cameras, gaming devices, wireless earbuds/headphones and/or smartwatches or any similar device that is connected to a cell telephone, a cell tower, or the Internet during the school day. A student may use such a device if a teacher requires use of a school-supplied device or a school-sanctioned device for instructional purposes only.

During the school day the wireless devices must be stored away in lockers in grades 5 - 12 and backpacks in grades pre-k to 4, powered off, and inaccessible to students. The school is not responsible for items lost, stolen or damaged in lockers or backpacks.

This policy is <u>not</u> violated in the following circumstances:

a) when the student has been given permission from a teacher to use a school-sanctioned or school-provided wireless device for educational purposes during the school day;

b) the student is authorized to use the wireless device at an appropriate time during an emergency;

c) the student's use of the wireless device is to manage the student's medical condition as documented by and pursuant to an order of a licensed health care provider;

d) the use by the student of the wireless device is part of the student's Individual Education Plan (IEP) or 504 Plan;

e) the use of the wireless device by the student is necessary for language translation when no school-managed device is available;

f) the student uses an unobtrusive audio recording device for notetaking or personal learning assistance as long as the device captures only spoken word audio, does not capture, store, or transmit images or video, is visible to the teacher when in use, is provided for inspection by school officials, and is used in a manner consistent with recording

audio provisions of state and federal laws. A recording made by such a device will not be used for a disciplinary, evaluative, or supervisory purpose against a student or employee.

A student may be disciplined including suspended or expelled for using a wireless electronic device in a manner for violating this policy and may have the device confiscated by school administration.

1st offense - Item will be confiscated and student may pick up item at the end of the day. A student will be assigned an after school detention.
2nd offense - Item will be confiscated, student will be assigned an after school detention, and parent must come in to pick up item.

3rd offense and above - Item will be confiscated and the student will be assigned an out-of-school suspension.

CHEATING

Any student cheating will automatically receive an **"F" OR "0"** for the test or homework. Cheating includes intentionally plagiarizing, submitting work created by artificial intelligence, and/or wrongfully giving or receiving help/answers on an assignment or test. Teachers may also choose to issue a detention.

CHILD ABUSE AND NEGLECT

Because child abuse and neglect affects the learning environment, the Board of School Trustees recognizes the educational value of reporting suspected cause of child abuse and neglect. Educators are in a unique position to identify and report suspected cases of abuse or neglect. Other than the child's parents or guardians, educators probably spend more time and have a greater chance to observe a child's behavior than any other person. There are a number of signs an educator may look for when considering the possibility of child abuse or neglect. The presence of one (l) factor alone may not necessarily indicate abuse. If many are present, the educator should seriously consider reporting his/her suspicions.
Among the most common items which may indicate abuse or neglect are if the child:

A. is habitually away from school or constantly late,
B. arrives at school very early and leaves very late because she/he does not want to go home,
C. compliant, shy, withdrawn, passive, and uncommunicative,
D. is nervous, hyperactive, aggressive, disruptive, or destructive,
E. has unexplained injuries,
F. has an inordinate number of "explained" injuries,
G. complains about numerous beatings,
H. is inadequately dressed for inclement weather,
I. has soiled, tattered, or improperly sized clothing,
J. is dirty, smells, has bad teeth, or hair falling out,
K. is thin, emaciated, and constantly tired,
L. is usually fearful of other children and adults.

Educators might also be suspicious if the parents:

A. show little concern for the child.
B. Does not respond to the teacher's notes/calls, and are never present for open house, conferences, parents' night, etc.
C. takes an unusually long amount of time to seek health care for the child,
D. do not adequately explain an injury.
E. are reluctant to share relevant information about the child,

F. respond inappropriately to the seriousness of a problem.
G. cannot be found,
H. have unrealistic expectations for the child,
I. were abused or neglected as children,
J. are usually antagonistic and hostile when talking about the child's problems.

Clues such as those above can help an educator make an informed decision about reporting a case of suspected child abuse or neglect. Educators are not required, nor are they encouraged, to make a unilateral investigation in such cases, but they are required to report suspected abuse to the appropriate authorities whose responsibility it is to investigate.

Staff members employed by Centerville-Abington Community Schools shall report all cases of suspected child abuse or neglect. The report should be made to the Indiana Department of Child Services at 317-234-7596. The staff member who is first informed and/or suspects child abuse or neglect must be the one to call DCS. The staff member shall also immediately notify the building principal of the report of suspected child abuse.

A staff member who makes a report of a child who may be a victim of child abuse or neglect is immune from any civil or criminal liability that might otherwise be imposed because of such actions. A person who knowingly fails to make a report as required by I.C. 31-3 commits a Class B misdemeanor. Principals are directed to annually review the regulations with staff members.

CONTRACTS AND OBLIGATIONS

Students may not make commitments with anyone, which are binding on the student, the school, its clubs or organizations. A sponsor must make these arrangements and the building principal must approve them. Trading of cards (baseball, football, X-men, etc.) are examples of a contractual agreement often made at school without parental knowledge. The trading of Nintendo games, tapes, and other personal items are likewise binding contracts not permitted on school property.

CRIMINAL TRESPASS

It cannot be argued that individual members of the public enjoy a limited right of access to school facilities while conducting legitimate school-related business. However, a person's conduct while so engaged cannot be such as to constitute a disruption or interference with the accomplishment of regular school functions. When such incidents occur, the building principal or other administrative official in charge of the particular facility can, and should request that the person leave the premises. Failure to do so can result in prosecution for criminal trespass. I.C. 35-19-4-3. It shall be a misdemeanor for any person to refuse to leave the premises of any institution established for the purpose of the education of students enrolled therein when so requested, regardless of the reason, by the duly constituted officials of any such institution.

CURRICULUM

Centerville-Abington Elementary School has developed curriculum guidelines for all subjects Grade 3 through Grade 6 using Indiana Standards as their foundation. Families may view these guidelines on the Centerville-Abington Elementary website (http://cae.centerville.k12.in.us/). .

CURRICULUM MATERIALS

As a service to the community, the School Board approved the following textbook rental system:

A. Teachers will maintain a system for identifying a student to whom a book has been assigned.
B. Books returned to the school at the end of the semester/year must be in good condition.
C. Students must pay for books they lose or damage. They will be charged the full-established retail price less the book rental already paid.

D. Cash, checks or money orders are the preferred methods of payment for book replacement costs. Credit cards are no longer accepted.
E. There will be a $20.00 service charge per returned check.

DETENTION

Students may be assigned a detention from the office or from any member of the faculty. This is for those students with undesirable patterns of attendance, tardiness, sleeping in class, incomplete homework assignments, or conduct, as well as other disciplinary problems.

- Students assigned to detention are to report to the room designated for the number of days assigned and at the time assigned. Each student is to have sufficient materials and books to study. A student who is in violation of the above rules or who misses an after school detention will be issued a second detention which will then require the student to serve two detentions.
- If possible when students are to be detained after school, parents will be notified at least one day in advance.
- Please notify the building principal if the assigned detention date must be changed due to a conflict.

DIRECTORY INFORMATION

The Board designates as student "directory information": a student's name; address; telephone number; date and place of birth; major field of study; participation in officially recognized activities and sports; height and weight, if a member of an athletic team; dates of attendance; date of graduation; awards received; listing on an honor roll; or scholarships. Directory information shall not be provided to any organization for profit-making purposes.
Parents and adult students may refuse to allow the Corporation to disclose any or all of such "directory information" upon written notification to the Corporation within ten (10) days after receipt of the Superintendent's annual public notice.
Whenever parental consent is required for the inspection and/or release of a student's health or educational records or for the release of directory information, either parent may provide such consent unless specifically stated otherwise by court order.
The Corporation may disclose "directory information" on former students without student or parental consent.
No liability shall attach to any member, officer, or employee of this Corporation specifically as a consequence of permitting access or furnishing students' records in accordance with this policy and administrative guidelines.

DISCIPLINE

We will continue to take a *pro-active* approach and use discipline procedures within our schools. At the beginning of the school year, each classroom will review all behavioral expectations. Classroom rules, as well as building rules should be similar to this general list of rules:

1. Follow all directions the first time they are given
2. Keep hands and feet to yourself
3. Respect others and property
4. Stay in assigned areas only
5. Keep all toys, trading cards, and electronic devices (i.e. iPads, Kindles, etc.) at home.
6. Remember to walk in the building
7. Use kindness and manners at all times
8. No gum chewing*

*Chewing gum at school is not allowed unless the teacher specifically designates a special time for the class to do so. If this is the case, the students will only be allowed to chew gum in that classroom and not leave that room with gum in his/her mouth. Gum creates a big problem when stuck under desks and tables, or smashed into carpet, etc. There will be consequences for students who do not follow this rule.

DISCIPLINE DEFINITIONS:

Detention: is the keeping of a student after regular school hours for a reasonable period of time.
Probation: is a conditional enrollment in school, or a particular school activity or class, for a restricted period of time.
In-School Suspension: is a temporary exclusion of a student from a class or classes. Student will complete work in a restricted area of the building (counselor's room, learning lab, office).
Removal: An elementary teacher will have the right to remove a student from his/her class or activity for a period of up to one (1) school day if the student is assigned regular or additional work to be completed in another school setting.
Suspension: A school principal (or designee) may deny a student the right to attend school or take part in any school function for a period of up to 10 school days.
Expulsion: In accordance with the due process procedures defined in this policy, a student may be expelled from school for a period no longer than the remainder of the current semester plus the following semester, with the exception of a violation of rule 13 listed under Suspension and Expulsion in this policy.
Weapon: The term "weapon" means any object which, in the manner in which it is used, intended to be used, or represented, is capable of inflicting serious bodily harm or property damage, as well as endangering the health or safety of persons. Weapons include, but are not limited to, firearms, tasers, handguns, stun guns, guns of any type whatsoever, including air and gas-powered guns (whether loaded or unloaded), knives, razors, clubs, electric weapons, chemical weapons, metallic knuckles, martial arts weapons, ammunition, and destructive devices (bombs, incendiary, grenade, Molotov cocktail, rocket with a propellant charge of more than four (4) ounces, etc.). A "knife" is defined as "an instrument that: 1) consists of a sharp edge or sharp pointed blade capable of inflicting cutting, stabbing, or tearing wounds; and 2) is intended to be used as a weapon." I.C. 35-47-5-2.5(a)

STUDENT DISCIPLINE CODE

At the beginning of the school year, each school family will receive a student handbook during registration. It is appropriate to note here that the primary purpose for schools is to transfer knowledge on to future generations. In light of this task, schools must maintain a safe orderly environment where students are able to excel. This part of school, commonly referred to as the school climate, is an essential cornerstone to the learning process. In order to initiate a healthy school climate, structure in the form of rules and standards must be in place. Therefore, it becomes necessary to establish procedures when rules or standards are violated.

Students committing acts of substantial disobedience, disruptive behavior, or misconduct may be placed on social probation, after school detention, suspended from riding the school bus, suspended either in or out-of-school, expelled from school or otherwise disciplined.

UNAUTHORIZED ACTIVITIES

"Criminal gang" defined (per IC 35-45-9-1)-"criminal gang" means a group with at least three (3) members that specifically:

(1) either:

(A) promotes, sponsors, or assists in; or

(B) participates in; or

(2) requires as a condition of membership or continued membership; the commission of a felony or an act that would be a felony if committed by an adult or the offense of battery (IC 35-42-2-1).

"Gang Activity" – a student who knowingly or intentionally actively participates in a criminal gang, or a student who knowingly or intentionally solicits, recruits, entices, or intimidates another individual to join a criminal gang.

It is the policy of Centerville-Abington Community Schools to prohibit gang activity and similar destructive or illegal group behavior on school property or school buses or at school-sponsored functions.

It is the policy of Centerville-Abington Community Schools to prohibit reprisal or retaliation against individuals who report gang activity and similar destructive or illegal group behavior or who are victims, witnesses, bystanders, or others with reliable information about an act of gang activity and similar destructive or illegal group behavior.

Students, parents, and school employees are encouraged to report suspected behavior to the principal or school safety specialist (the assistant principal). The principal and safety school specialist will take appropriate action to maintain a safe and secure school environment, including providing appropriate intervention services.

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

1. Shall wear, possess, use, distribute, display or sell any clothing, jewelry, emblem, badge, symbol, sign, or any other thing, which is evidence of membership in or affiliation with any organized criminal activity.
2. Shall commit any act or omission or use any speech, either verbal or nonverbal (gestures, handshakes, etc.) showing membership in or affiliation in organized criminal activity.
3. Shall use any speech or commit any act or omission in furtherance of the interests of any organized criminal activity, including, but not limited to:
    a. Soliciting others for membership in any organized criminal activity;
    b. Requesting any person to pay for "protection" or otherwise intimidating or threatening any person;
    c. Committing any illegal act or violation of school district policies;
    d. Inciting another person to act with physical violence upon any other person.

DRESS GUIDELINES

Appropriate dress, grooming, neatness and cleanliness are attributes that should be encouraged because they can affect the learning-teaching attitude of the individual and the group. It is in this spirit that reasonable standards are established. It would be impossible to devise a policy that would cover all situations and generally speaking, good common sense is usually the best guide for deciding on appropriateness of appearance. But there are a few guidelines, which need special clarification.

The administration and staff will be enforcing the following dress guidelines:

1. Blouses and shirts must be worn that completely cover the body when arms are raised. See-through blouses, spaghetti straps, low and/or revealing tops, bare midriffs, halter tops, mesh shirts, shirts with open sides are prohibited for school.
2. Loose low hanging pants that reveal skin or under clothing may not be worn to school. Pants/Shorts/Skirts with rips, tears and/or holes below fingertip length that reveal skin or underclothing may not be worn to school. If needed, students will be asked to put on a belt, different pants, or call home for needed items.
3. Students are to wear shoes in the building. Flip flops should not be worn for safety reason on recess equipment, (i.e. monkey bars) or during team sports, (i.e. basketball). Shoes with a heel or wedge sole approximately 2 inches or higher are not allowed to be worn at school.
4. HEELIES (shoes with wheels) ARE NOT ALLOWED.
5. One's appearance should not be vulgar, obscene, promote secret organizations, or lead to a disruptive atmosphere.
6. Students are not to wear apparel that displays or promotes drugs, alcohol, tobacco, or any type of weaponry.

7. Students are not to wear sun visor hats, baseball hats, sunglasses, gloves, distracting clothing or costumes (except on designated days).
8. No face/hair paint should be worn at school.
9. Body piercing jewelry must be limited to ears. All jewelry must be removed for P.E. class. Any jewelry that is disruptive or presents an element of danger is not allowed.
10. Special dress and appearance regulations will be recognized for special activities.
11. Students are allowed to wear walking shorts in school. Shorts and skirts should extend below the fingertips when arms are held down at sides and fingers are extended.
12. Shorts and flip flops may NOT be worn between Thanksgiving Break and Spring Break. (School Principal will make an announcement to allow shorts/flip flops if there are days of unseasonably warm weather during this time.)
13. Hair that is worn in the eyes presents a distraction and interference in education. The students will be asked to keep hair from their eyes. If the problem continues, parents will be contacted.
14. Leggings/tights must be worn with a top that covers the bottom area.

The school will intervene, if in the judgment of teachers and administrators, reasonable discretion has not been exercised to avoid undue distraction, to provide proper cleanliness or to maintain proper levels of common decency. Students who violate the dress guidelines during the school year will be asked to contact their parent for appropriate clothing and or will be given clothing from the school's lost and found to wear.

DRUG-FREE SCHOOL ZONE

The School Board believes that quality education is not possible in an environment affected by drugs. It will seek, therefore, to establish and maintain an educational setting, which is not tainted by the use or evidence of use of any controlled substance.

The Board shall not permit the manufacture, possession, use, distribution, or dispensing of any controlled substance, alcohol, and any drug paraphernalia, by any member of the Corporation's professional staff at any time while on Corporation property or while involved in any Corporation-related activity or event. Any staff member who violates this policy shall be subject to disciplinary action in accordance with Corporation guidelines and the terms of negotiated, collective-bargaining agreements.

The Superintendent shall establish administrative guidelines that will best ensure compliance with the intent of this policy and that will provide for appropriate disciplinary actions if and when needed.

Schools in the state of Indiana have been declared Drug-Free Zones. Indiana Code 35-48-4-4 states that it is illegal to possess use or sell a controlled substance or alcoholic beverages on school property, within 1000 feet of school property, or on a school bus. All individuals (including students) in violation of this law must be reported to law enforcement authorities. Violation of this law is a Class B or D offense depending on the circumstances. Violation of these rules will also mean expulsion from school.

1. Possess, provide to another person, or be under the influence of any substance which is or contains tobacco, alcohol, marijuana, a stimulant, an intoxicant, a narcotic, a depressant, caffeine-based pills, substances containing phenyl-propanolamine (PPA), or a hallucinogen - whether prescription or sold over the counter (without a prescription) or any substance represented by the provider to be any of the listed substances (a) on school grounds at any time or (b) at any school sponsored activity at any location including the school bus. Use of medication by a student prescribed by a medical doctor, a dentist, or other health care provider authorized by law to prescribe medication does not violate this rule. Any student who is unsure if possession, use or providing another person with any particular medicine or substance would violate this rule should contact the Principal before possessing, using or providing the medication or substance.
2. Possess or provide to any person anything used or designed to be used primarily for the storage, processing, delivery or consumption of alcohol, marijuana, stimulants, intoxicants, narcotics, depressants, or

hallucinogens on school premises at any time or any location including the school bus. Examples of things, which are not to be possessed or provided to another person, are: pipes, rolling paper, clips, etc.

Violation of these rules will mean expulsion from school.

EMERGENCY DRILLS

FIRE DRILL PROCEDURES

Procedures for evacuating the building during fire drills are posted in each room and will be read to each class by the teacher. Follow these instructions for each drill. Each drill is to be treated as an actual emergency situation.

1. The alarm is a continuous bell.
2. Shut all doors and windows before evacuating.
2. Leave the building quickly and quietly. Keep to the side of hallways.
3. When outside, clear the building so the last student can be 300 feet from the building.
4. Do NOT return to the building until the all clear is given by the bldg. principal or designee.

TORNADO DRILL PROCEDURES

Drills are carried out in accordance with the state law and each teacher to each class gives directions of areas.

1. The alarm will be called a tornado drill over the intercom system.
2. Move quickly and quietly to designated area.
3. Students should face the locker or wall and clasp their hands behind their head, duck & cover.
4. Remain quiet for further instructions.
5. All windows and doors are to be shut.

Note: All students will comply with procedures and the specified instructions of staff personnel.

OTHER DRILLS

Centerville-Abington Schools will practice other safety drills periodically even though not required by state law (Earthquake, bus evacuations, flooding, hazardous chemical spills, bomb threats, hostage, etc.).

ENTRY CONTROL PROCEDURES FOR CACS

Below are the procedures for visitors requesting entry into any academic building in Centerville-Abington Schools:

1. All visitors must report to the main entrance.

2. All visitors MUST state their purpose/reason for wanting entry into the building – Office Staff will request this information prior to entry.

3. Office Staff will request the visitor to face the exterior camera located on the entry system when providing information (only if the visitor is not visible).

4. All visitors must have a scheduled meeting with a school employee in order to request entry into the academic area. If a meeting is held in an academic area, the school employee will need to escort the visitor to the meeting place.

5. All building "tours" need to be scheduled in advance with an administrator.

6. Office staff will inform visitor(s) that they will need to report directly to the main office once entry is granted.

7. All visitors must have their name/signature on the sign-in sheet provided. Visitors will need to supply a valid Driver's License or State Identification card. This information will be used by the corporation's visitor management system.

8. All visitors will be provided with a visitor's badge (Full name, title and/or company/institution they represent).

9. All visitors must remain outside of the building until office staff is absolutely sure they should be granted access. If there is a concern, contact the following:

- Principal (if available)
- Assistant Principal (if available)
- School Resource Officer (if available)
- Staff member in charge (if administrators are off campus)
- 911 in the event of an emergency
- Central Office (Superintendent/Assistant Superintendent)

10. Visitors are those individuals not employed by CACS.

11. CIS, Centerstone, Meridian, and other mental health and community groups must have a scheduled meeting in the building before they are allowed entry into the building.

12. Office staff must refer to the log book to ensure visitors have properly signed-out.

EQUAL EDUCATIONAL OPPORTUNITY

The School Board declares it to be the policy of this Corporation to provide an equal opportunity for all students to learn through the curriculum offered in this Corporation regardless of race, color, creed, disability, religion, gender, ancestry, age, national origin, place of residence within the boundaries of the Corporation, or social or economic background.

The Superintendent shall appoint a compliance officer whose responsibility it will be to ensure that Federal and State regulations are complied with and that any complaints are dealt with promptly in accordance with law. S/He shall also ensure that proper notice of nondiscrimination for Title II, Title VI, and VII of the Civil Rights Act of 1964, Title IX of the Education Amendment Act of 1972, Section 504 of the Rehabilitation Act of 1973, and the Age Act is provided to students, their parents, staff members, and the general public.

The Superintendent shall attempt annually to identify children with disabilities, ages 3-22, which reside in the Corporation but do not receive public education.

EXCEL IDENTIFICATION PROCESS

Centerville-Abington School Corporation acknowledges that students are unique individuals deserving of appropriate programming to meet their needs. Students who test into the superior range intellectually and who demonstrate advanced achievement levels on standardized tests, require a program offering a variety of special provisions which challenge, accelerate, and enrich beyond the core curriculum. The school corporation also believes that the training of teachers, development of curriculum, and other efforts channeled toward academically

talented programming will benefit the entire student population as well. The program is entitled EXCEL and students are identified for involvement in it based on the following criteria:

- Ability measure: CSI score on group test or individual I.Q. test
- Achievement in reading/language arts, math, and overall test battery on standardized tests
- Teacher rating of characteristics of gifted and talented students
- Grades in reading and math
- Task commitment (how much a student can stay focused on a task and finish the task with the highest effort)
- Creativity
- Learning characteristics (higher order thinking skills)
- Student writing

In the event that the parent/guardian has a question or concern regarding the EXCEL program they should contact the following Coordinator: Tammy Chavis, 115 West South Street, Centerville, IN 47330, 765-855-3475.

EXPOSURE CONTROL PLAN

Centerville-Abington Elementary has an exposure control plan for the handling of blood and bodily fluids for school personnel. Students should be advised that they should not come in contact with blood and/or bodily fluids to protect themselves from communicable diseases such as HIV, Hepatitis B virus, etc. Students should immediately contact a member of the school staff for proper and safe cleaning.

EXTRA-CURRICULAR ACTIVITIES

Students have many opportunities to take part in different extra-curricular activities.

It is our opinion that extra-curricular activities are very important to children, but ***academics are our top priority***; therefore student eligibility in extra-curricular activities depends upon:

- Approval for admission/participation
- Appropriate social performance (meaning students may NOT be on SOCIAL PROBATION). Any student who receives 3 detentions and/or suspensions will be on Social Probation for 20 school days and weekend days in-between.
- Maintaining grades of C- or higher (grades will be checked at the end of each grading period). Any student who receives a grade lower than a C- on his/her report card will be placed on ACADEMIC PROBATION.
- Students from the elementary participating in a middle school sport will follow the junior high grade policy for eligibility as a minimum standard. If an elementary student is placed on probation at the elementary, this will affect their eligibility. Grades will be checked at the end of the grading period by the office.

CHOIR - Choir is available to fifth and sixth grade students. They must come to practices, follow rules and directions as established by the director, dress as required for programs and participate in all choir programs. Practices are normally during the school day but occasional after school practices may be held. Students with an F in any of their daily subjects, not including specials, will not be able to participate in choir for the remainder of the semester. Students who improve their grades can join choir at the beginning of the second semester.

CLUBS - the staff and principal, for the benefit of all students, may establish clubs. These may be academic or artistic and serve as enrichment to the daily curriculum. These will be reviewed and determined annually.

STUDENT COUNCIL – This club may be made up of representatives from grades 4, 5, and 6. Their objective is to make our school a better place to live and learn and to involve the entire school in different types of

philanthropic projects where money or items are donated to a good cause. Meetings are held after school.

ATHLETICS

Fifth and sixth grade students may participate in the elementary boys' and girls' basketball and cheerleading programs. Sixth grade students may also participate in junior high sports of cross country, wrestling, swimming & diving, golf, and track. Sixth- grade students participating in Junior High sports will have the same grade requirements as students do for elementary sports.

Prior to enrolling in the sport, each participant shall submit to a thorough physical examination by a physician; and parents shall report any past or current health problems along with a physician's statement that any such problems have or are being treated and pose no threat to the student's participation. Students must have a fully completed IHSAA physical form on file with the Centerville-Abington Elementary main office before the FIRST practice of their sport. If the student does not have a physical on file, he/she will not be allowed to participate in practices or games until that form is on file. IHSAA physical forms may be picked up in the front office.

FEES

Throughout the school year, fees may be charged for a student's missing or damaged materials, such as library books, electronic devices and necessary equipment (ie. broken screen, lost charger, etc.). If fees are not paid in a timely manner, the parent/guardian could be turned over to a collection agency in an effort to secure payment. In the event a student has 2 unpaid technology invoices, he/she will be unable to take the device home until at least one invoice has been paid.

FERPA

Model Notification of Rights under FERPA for Elementary and Secondary Schools

The Family Educational Rights and Privacy Act (FERPA) affords parents and students who are 18 years of age or older ("eligible students") certain rights with respect to the student's education records. These rights are:

1. The right to inspect and review the student's education records within 45 days after the day Centerville-Abington Elementary receives a request for access.

   Parents or eligible students should submit to the school principal a written request that identifies the records they wish to inspect. The school official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

2. The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA.

   Parents or eligible students who wish to ask the [School] to amend a record should write the school principal [or appropriate school official], clearly identify the part of the record they want changed, and specify why it should be changed. If the school decides not to amend the record as requested by the parent or eligible student, the school will notify the parent or eligible student of the decision and of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

3. The right to provide written consent before the school discloses personally identifiable information (PII) from the student's education records, except to the extent that FERPA authorizes disclosure without consent.

   One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the school as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel) or a person serving on the school board. A school official also may include a volunteer or contractor outside of the school who performs an institutional service of function for which the school

would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of PII from education records, such as an attorney, auditor, medical consultant, or therapist; a parent or student volunteering to serve on an official committee, such as a disciplinary or grievance committee; or a parent, student, or other volunteer assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

[Optional] Upon request, the school discloses education records without consent to officials of another school district in which a student seeks or intends to enroll, or is already enrolled if the disclosure is for purposes of the student's enrollment or transfer. [NOTE: FERPA requires a school district to make a reasonable attempt to notify the parent or student of the records request unless it states in its annual notification that it intends to forward records on request.]

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by Centerville-Abington Community Schools to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202

FIELD TRIPS

Field trips are academic activities that are held off school grounds. There are also other trips that are part of the school's co-curricular and extra-curricular program. No student may participate in any school sponsored trip without parental consent. (Parents attending these trips must pass a criminal history check.)

- Attendance and discipline rules apply to all field trips.
- While the corporation encourages the student's participation in field trips, alternative assignments will be provided for any student whose parent does not give permission for the student to attend.
- Students who violate school rules or are on any form of probation, may lose the privilege to go on field trips

Chaperones

- No more than 4 adult chaperones besides teacher/teaching assistants.
- Possible chaperones must:
  1) be cleared by principal on criminal history check,
  2) turn in information form, and
  3) send in money before being selected to chaperone.
- Chaperones will be assigned a group of students to watch.
- Chaperones MUST ride the bus and sit with their group.
- Chaperones may not bring other people (husband, wife, child, grandparent, etc.) on the trip.
- Students must ride the bus to the field trip and back to school unless a letter of request is written to the principal and approved before the day of the field trip.
- Parents, relatives, etc., who want to travel to the field trip location on their own will not be able to use the school's group rate, or be included in the parking. They also will not be able to be a part of the established groups and chaperones.

FINANCIAL ASSISTANCE

Centerville-Abington Schools participate in the State Free and Reduced School Lunch Programs. Further information can be found under the School Lunch Program in this handbook or contact your school office.

FLAG/SAFETY PATROLS AT CENTERVILLE-ABINGTON ELEMENTARY

6th grade students (and eligible 5th graders, if needed) that maintain acceptable grades (C- or higher) may volunteer for flag patrol/safety patrol. Grades will be checked at the end of each nine weeks. If grades drop,

participants will be put on probation during the grading period. As grades improve, they will be expected to return to their duties. Members of the flag patrol/safety patrol are expected to continue with this responsibility for the entire school year unless acceptable grades are not maintained. All members will receive recognition during the awards ceremony at the end of the year

FUNDRAISING

The Principal must approve fund raising activities at Centerville Schools. A project request must be cleared through the superintendent's office. The Principal and Superintendent must sign this request. Forms are available in the Principal's office.

GRADING

Since grades play such a significant role in the life of a student, it is imperative that the Board's grading policy be implemented with as much professional expertise as can be applied. In determining grades at the various levels, staff should observe the Elementary Grading Scale.

CENTERVILLE-ABINGTON ELEMENTARY GRADING SCALE:

A+	100
A	93-99
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	59 & below

GUIDANCE AND COUNSELING

Services Offered: Counseling at the elementary schools is an At-Risk program, which concentrates on, but is not limited to, students with at risk qualifications. Due to the sensitive nature of some counseling situations, the counselor will practice confidentiality. Parents may not be notified concerning all counselor/student discussions.

HARASSMENT

Reporting Procedures

Conduct constituting harassment may take different forms, including, but not limited to the following:

GENDER/ETHNIC/RELIGIOUS/DISABILITY/HEIGHT/WEIGHT HARASSMENT

- **Verbal:** Written or oral innuendoes, comments, jokes, insults, threats, or disparaging remarks concerning a person's gender, national origin, religious beliefs, etc. toward a fellow student, staff member, or other person associated with the Corporation. Conducting a "campaign of silence" toward a fellow student, staff member, or other person associated with corporation by refusing to have any form of social interaction with the person.
- **Non-Verbal:** Placing objects, pictures, or graphic commentaries in the school environment or making insulting or threatening gestures toward a fellow student, staff member, or other person associated with the Corporation.

- **Physical:** Any intimidating or disparaging action such as hitting, hissing, or spitting on a fellow student, staff member, or other person associated with the Corporation.

SEXUAL HARASSMENT

Sexual Harassment, may include, but is not limited to:
A. verbal harassment or abuse;
B. pressure for sexual activity;
C. repeated remarks with sexual or demeaning implications;
D. unwelcome touching;
E. sexual jokes, posters, cartoons, etc.;
F. suggesting or demanding sexual involvement, accompanied by implied or explicit threats concerning one's grades or safety;
G. a pattern of conduct, which can be subtle in nature that has sexual overtones and is intended to create or has the effect of creating discomfort and/or humiliation to another;
H. remarks speculating about a person's sexual activities or sexual history, or remarks about one's own sexual activities or sexual history.

- **Verbal**: The making of written or oral sexual innuendo, suggestive comments, and jokes of a sexual nature, sexual propositions, or threats to a fellow student, staff member, or other person associated with the Corporation.
- **Non-Verbal**: Causing the placement of sexually suggestive objects, pictures, or graphic commentaries in the school environment or the making of sexually suggestive or insulting gestures sounds leering, whistling, and the like to a fellow student, staff member, or other person associated with the Corporation.
- **Physical Contact**:
  Threatening or causing unwanted touching, contact, or attempts at it, including patting, pinching, pushing the body, or coerced sexual intercourse, with a fellow student, staff member, or other person associated with the corporation.

Any student who believes that she/he is the victim of any of the above actions or has observed such actions taken by another student, staff member, or other person associated with the Corporation should make contact with the persons selected by each building principal with whom the student would most likely be comfortable in discussing a matter of this kind. The student may make contact either by a written report or by telephone or personal visit. During this contact, the reporting student should provide the name of the person(s) whom she/he believes to be responsible for the harassment and the nature of the harassing incident(s). A written summary of each such report is to be prepared promptly on form provided by the school and a copy forwarded to the building principal.

Each report received by the principal or his designee as provided above, shall be investigated in a timely and confidential manner. While a charge is under investigation, no information is to be released to anyone who is not involved with the investigation, except as may be required by law or is in the context of a legal or administrative proceeding. NO one involved is to discuss the subject outside of the investigation. Students may report incidents of harassment to: (1) the building principal, or (2) the school counselor.

The purpose of this provision is to:
A. protect the confidentiality of the student who files a complaint;
B. encourage the reporting of any incidents of sexual or other forms of harassment;
C. protect the reputation of any party wrongfully charged with harassment.

If a student reports that a member of the staff is harassing him, the matter is to be reported immediately to the Principal who shall then contact the Superintendent. The Superintendent shall arrange promptly for a proper inside or outside investigation by those who are experienced in such investigations. In addition, the Principal, upon receiving the complaint from a minor student or his/her parents shall determine if the harassment may constitute child abuse and, if so, follow the child abuse reporting procedure described in AG8462.
During the investigation, the accused staff member may be removed from any contact with students. In addition, the principal shall ensure that the alleged student victim receives proper guidance and support in dealing with any after effects of the alleged harassment.

Investigation of a complaint not involving a member of the staff will normally include conferring with the parties involved (may include parents), and any named or apparent witnesses. All students and others involved are to be protected from coercion, intimidation, retaliation, or discrimination for filing a complaint or assisting in an investigation. If the investigation reveals that the complaint is valid, then prompt, appropriate remedial and/or disciplinary action will be taken immediately to prevent the continuance of the harassment or its recurrence. Any form of sexual harassment is considered a form of child abuse and the abuser must be reported immediately in accordance with AG8462.
Any form of harassment is not acceptable in the Centerville-Abington Community Schools. Guidelines established prohibit such occurrences to continue beyond the first initial complaint received by the principal or his designee. Continued harassment may result in removal from school until the allegations are investigated and the harassment discontinues. If the allegations involve a staff member, the accused staff member may be removed from any contact with students.
Penalties at the elementary school for harassment of a sexual, gender, ethnic, religious, disability, height, or weight nature could result in:

A. Removal of the student doing the harassing from the student being harassed.
B. Eliminating the student doing the harassing from all elementary school activities both after school and in school (to include recess & lunchroom).
C. Suspension or expulsion from school.

Some forms of sexual harassment of a student by another student may be considered a form of child abuse, which would require that the student abuser be reported to the proper authorities in compliance with State law. Each elementary building will provide instruction, appropriate to their age, or the nature of the forms of sexual harassment and other forms of harassment, means for dealing with harassment and the school's procedure for reporting any incident in which they are involved or have observed. Instruction in each elementary school will be conducted by the classroom teachers and may include the assistance of community resource people, pastors of local churches, community youth leaders, the building principal and the building counselor.

Curriculum appropriate to the student's age level, will discuss:
(1) What is harassment?
(2) Types of harassment.
(3) How to deal with harassment.
(4) How to report harassment.

The Corporation recognizes that determining whether a particular action or incident is harassment or, conversely, is reflective of an action without a discriminatory or intimidating intent or effect must be based on all of the facts in the matter. Given the nature of harassing behavior, the Corporation recognizes that false accusations can have serious effects on innocent individuals. Therefore, all students are expected to act responsibly, honestly, and with the utmost candor whenever they present harassment

allegations or charges against fellow students, a staff member, or others associated with the Corporation. SEE BOARD POLICY # 4362 ON THE WEBSITE FOR CENTERVILLE ABINGTON COMMUNITY SCHOOLS FOR FURTHER INFORMATION.

ANTI-HARASSMENT

The school prohibits retaliation against any person who reports an incident, files a complaint, or otherwise participates in an investigation. Suspected retaliation should be reported in the same manner as bullying, harassment, and intimidation.

HEALTH CARE/EMERGENCIES/SAFETY

If a child becomes ill or injured at school, school personnel will act in good faith and to the best of their ability to provide the standard of care. All accidents are to be reported to the school office. The parent or guardian must provide proof of immunizations before a student is enrolled. Students displaying symptoms of a communicable disease will have to be excluded from the student population. For minor illness or injury, a courtesy call may be made to inform parents. School personnel may request a child be picked up for vomiting, fever, or soiled clothing. For specific details, contact the building principal or school nurse.

HEALTH EMERGENCIES

If, as a result of an accident or illness a student requires immediate attention, the school will attempt to follow the procedure listed below: (1) Notify the parents and nurse immediately. (2) Keep the student under the care and supervision of the nurse, secretary, teaching assistant, principal or teacher until parents or an authorized custodian picks the student up to take him/her for medical attention. (3) If the parent or authorized custodian cannot be reached, the service of the police department and ambulance service could be enlisted if immediate care is deemed necessary. (4) In extreme emergencies, the ambulance service will be called and the student sent immediately to the hospital. Parents and/or authorized custodians will be notified to report immediately to the hospital. Should parents or authorized custodians be unavailable for contact by normal procedures, the local and county police officials will be contacted for assistance. (5) All accidents should be reported to the principal or school office immediately.

USE OF MEDICAL DEVICES

Students requiring temporary or permanent use of assistive devices, such as (but not limited to) crutches, walker, or wheelchair, due to injury, accident, or surgery may be required to provide to the school written documentation from the physician providing care. This documentation allows school personnel to assist the student to navigate safely or by allowing the student to be excused from certain classes or activities. Final determination and accommodations will be made by the building administrator.

HEALTH EDUCATION AND HUMAN GROWTH/AIDS INSTRUCTION

Centerville-Abington Elementary, in accordance with state statute, has Human Growth and Development and AIDS instruction in the curriculum of Health. Instructional material used in connection with Human Growth Development and AIDS is available for inspection and review by a parent or guardian. Prior to any instruction being given in the classroom, the school will provide consent forms to the parent/guardian of a student that accurately summarizes the contents and nature of the instruction. The consent form will ask the parent/guardian to: (1) consent to the instruction; or (2) decline instruction. If the parent/guardian does not respond to the written request within 21 calendar days of receiving the request, the school shall provide the parent/guardian a 2nd written consent form. If the school does not receive a response to the second request within 10 calendar days of receiving it, the school may provide the instruction to the student. A parent/guardian may subsequently opt out of the instruction for the student. Any student who is not participating in the instruction on human sexuality must receive alternative academic instruction during the same time frame that the instruction on human sexuality is provided.

HOME BOUND INSTRUCTION PROGRAM

The School Board may provide, pursuant to rules of the State Board of Education, individual instruction to students of legal school age who are not able to attend classes because of accident or illness. Documentation of the enabling condition shall be done by a physician licensed to practice in this State who shall:

1. certify the nature of the medical disability;
2. state the probable duration of the confinement;
3. certify the student's ability to participate in an educational program.

Applications must be approved by the Superintendent.

The program of homebound instruction given each student shall be in accordance with rules of the State Board of Education. Teachers shall hold an Indiana teaching certificate appropriate for the level of instruction for which the assignment is made.

Instruction may be withheld when:

1. the instructor's presence in the place of a student's confinement present a hazard to the health of the teacher;
2. a parent or other adult in authority is not at home with the student during the hours of instruction;
3. the condition of the student is such as to preclude his/her benefit from such instruction;
4. the student will be home bound for less than four (4) weeks.

HOMEWORK POLICY

Purpose

Homework should have a valid educational purpose and should pertain to the objectives of the course. It should help the students develop independent study and encourage self-discipline to pursue additional academic skills and knowledge. It should be viewed as an expansion of the school experience.

Definition

Homework is an assignment, which requires out of class preparation. In the Centerville-Abington Community Schools, homework will be considered as an extension, not a substitute, for classroom instruction. It should never be "busy work", construed as punishment, or assigned for disciplinary reasons. Each school level, under the leadership of the principal, will develop a homework guideline applicable to the students they serve.

Homework should fulfill the following purposes and objectives:

1. To review, reinforce and enrich classroom learning by providing practice and application of knowledge gained.
2. To teach students responsibility, self-discipline, organizational skills, and encourage a carry over of worthwhile school activities.
3. To provide an opportunity for parents to be involved with their children in the educational process.

Teachers Role and Responsibilities

The teacher will have the responsibility of determining homework to be assigned.

Teachers should follow these guidelines:

1. At the beginning of the school year, the teacher should explain to students his or her individual approach to homework, and the importance of the assigned homework toward the mastery of the subject.
2. Make homework meaningful to the student.
3. Do not use homework as a disciplinary action.
4 Evaluate homework and, as appropriate, share results with each student.
5 Develop a clearly understood procedure for evaluating completed assignments.
6. Inform parents if a student consistently fails to do homework assignments.
7 Assign homework that is reasonable for all students.
8. Make homework assignments specific so that students will know what is expected.

Students Role and Responsibilities

Students should cooperate with teachers and parents in completion of all homework assignments.
Students should follow these guidelines:

1. Understand requirements pertaining to the assignment before leaving class.
2. Take home any materials and information needed to complete assignments.
3. Find a quiet place to study.
4. Take advantage of study time provided during the day.
5. Set aside a special time to do homework.
6. Plan in advance for long-term assignments.
7. Organize assignments so homework can be completed in a reasonable amount of time.
8. Carefully check the completed assignments.
9. Ask your teacher about assignments missed during an absence.
10. Return all completed assignments by the requested date.

Parents Role and Responsibilities

By cooperating with and being supportive of a teacher, a parent should assist the teacher by helping a student:

1. Achieve a meaningful homework experience.
2. Develop initiative and responsibility toward learning.
3. Create and develop independent study skills.

Parents should follow these guidelines:

1. Assist the student in developing a positive attitude toward learning and the value of education.
2. Provide the opportunity for an environment conducive to study.
3. Arrange with the student a satisfactory study schedule.
4. Check classroom papers that the student may bring home and give special attention to teacher comments.

HONOR ROLL

Students in grades 3-6 will be eligible for the honor roll. There will be an All A Honor Roll and an All A and B Honor Roll. Additional school awards may be given at any time at the discretion of the elementary staff.

IMMUNIZATION

The Board requires that all students be properly immunized against whooping cough, poliomyelitis, measles, diphtheria, rubella (German measles), tetanus, mumps, Hepatitis A, Hepatitis B, and varicella (chicken pox). From time to time other communicable diseases may be designated by the State Board of Health.
The current list of required student immunizations at each grade level is listed in AG 5320 - Immunization of Students in School. *This can be found by going to www.centerville.k12.in.us, click on Administration, then Administrative Guidelines, Students, and finally Immunization (5320).*
The Superintendent shall require parents to furnish to their child's school, no later than the first day of school after enrollment, a written statement of the child's immunization accompanied by a physician's certificate or other documentation. Students whose parents do not provide the required documentation by the opening day of school may be admitted to school provided the documentation is received within twenty (20) days and is in accord with the Superintendent's administrative guidelines on immunization. If the student remains unimmunized at the close of the twenty (20) day period, the Superintendent shall commence expulsion proceedings, unless the parents have filed a religious objection or submitted a physician's statement that the needed immunizations are contra-indicated.
Information concerning meningococcal disease (meningitis) and its vaccine shall be provided to students and parents at the beginning of the school year by the Superintendent. The information must include information concerning the causes, symptoms and spread of meningococcal diseases and places where parents may obtain additional information and vaccinations for their children. The Superintendent shall consult with the State Department of Education and the State Board of Health to develop necessary information and needed materials.

Exemptions to the immunization requirements shall be granted, in accordance with State law, only for medical, religious, or other reasons allowed by the State.
The parent of each female student who is entering grade six (6) shall be provided with information prescribed by the State Department of Health concerning cervical cancer and the human papillomavirus (HPV) infection and that an immunization against the HPV infections is available. Within twenty (20) days after the first day of school, the parent may provide a written statement as prescribed by the State Department of Health regarding the HPV information.

INTERNET USE AND SAFETY

The Board encourages students to utilize the Internet in order to promote educational excellence in our schools by providing them with the opportunity to develop the resource sharing, innovation, and communication skills and tools that are essential to both life and work. The instructional use of the Internet will be guided by the Corporation's policy on instructional materials.

The Internet is a global information and communication network that provides students and staff with access to up-to-date, highly relevant information that will enhance their learning and the education process. Further, the Internet provides students and staff with the opportunity to communicate with other people from throughout the world. Access to such an incredible quantity of information and resources brings with it, however, certain unique challenges and responsibilities.

First, and foremost, the Corporation may not be able to technologically limit access, to services through the Corporation's Internet connection, to only those that have been authorized for the purpose of instruction, study and research related to the curriculum. Unlike in the past when educators and community members had the opportunity to review and screen materials to assess their appropriateness for supporting and enriching the curriculum according to adopted guidelines and reasonable selection criteria (taking into account the varied instructional needs, learning styles, abilities, and developmental levels of the students who would be exposed to them), access to the Internet, because it serves as a gateway to any publicly available file server in the world, will open classrooms and students to electronic information resources which have not been screened by educators for use by students of various ages.

The Corporation has implemented the use of technology protection measures which are specific technologies that will protect against (e.g. filter or block) access to visual displays/depictions that are obscene, child pornography, and materials that are harmful to minors, as defined by the Children's Internet Protection Act. At the discretion of the Corporation or the Superintendent, the technology protection measures may be configured to protect against access to other material considered inappropriate for students to access. The technology protection measures may not be disabled at any time that students may be using the Network, if such disabling will cease to protect against access to materials that are prohibited under the Children's Internet Protection Act. Any student who attempts to disable the technology protection measures will be subject to discipline.
The Superintendent or building principal may temporarily or permanently unblock access to sites containing appropriate material, if access to such sites has been inappropriately blocked by the technology protection measures. The determination of whether material is appropriate or inappropriate shall be based on the content of the material and the intended use of the material, not on the protection actions of the technology protection measures.

The Corporation utilizes software and/or hardware to monitor online activity of students to restrict access to child pornography and other material that is obscene, objectionable, inappropriate and/or harmful to minors. Nevertheless, parents/guardians are advised that a determined user may be able to gain access to services on the Internet that the Corporation has not authorized for educational purposes. In fact, it is impossible to guarantee students will not gain access through the Internet to information and communications that they and/or their

parents/guardians may find inappropriate, offensive, objectionable or controversial. Parents/Guardians assume risks by consenting to allow their child to participate in the use of the Internet. Parents/Guardians of minors are responsible for setting and conveying the standards that their children should follow when using the Internet. The Board supports and respects each family's right to decide whether to apply for independent student access to the Internet.

Pursuant to Federal law, students shall receive education about the following:

A. safety and security while using e-mail, chat rooms, social media, and other forms of direct electronic communications;

B. the dangers inherent with the online disclosure of personally identifiable information;

C. the consequences of unauthorized access (e.g., "hacking"), cyberbullying and other unlawful or inappropriate activities by students online; and

D. unauthorized disclosure, use, and dissemination of personal information regarding minors.

Staff members shall provide instruction for their students regarding the appropriate use of technology and online safety and security as specified above. Furthermore, staff members will monitor the online activities of students while in school.

Monitoring may include, but is not necessarily limited to, visual observations of online activities during class sessions; or use of specific monitoring tools to review browser history and network, server, and computer logs.
Building principals are responsible for providing training so that Internet users under their supervision are knowledgeable about this policy and its accompanying guidelines. The Board expects that staff members will provide guidance and instruction to students in the appropriate use of the Internet. All Internet users (and their parents if they are minors) are required to sign a written agreement to abide by the terms and conditions of this policy and its accompanying guidelines.
Students and staff members are responsible for good behavior on the Corporation's computers/network and the Internet just as they are in classrooms, school hallways, and other school premises and school sponsored events. Communications on the Internet are often public in nature. General school rules for behavior and communication apply. The Corporation does not sanction any use of the Internet that is not authorized by or conducted strictly in compliance with this policy and its accompanying guidelines.
Students shall not access social media for personal use from the Corporation's network, but shall be permitted to access social media for educational use in accordance with their teacher's approved plan by the principal for such use.
Users who disregard this policy and its accompanying guidelines may have their use privileges suspended or revoked, and disciplinary action taken against them. Users granted access to the Internet through the Board's computers assume personal responsibility and liability, both civil and criminal, for uses of the Internet not authorized by this Board policy and its accompanying guidelines.
The Board designates the Superintendent and the building principal as the administrator responsible for initiating, implementing, and enforcing this policy and its accompanying guidelines as they apply to students' use of the Network.

LIBRARY

The Library is attempting to anticipate the needs of students and teachers. Interests aroused in the classroom

can be pursued in many different books and materials in the library. Individual interests outside of assigned lessons can be satisfied here, and new reading fields are ever open to the inquisitive. The library welcomes students for both leisure reading and research.

Checkout: Books are checked out for two weeks, and magazines and reference books are to be used in the library or classroom. Books may be renewed.

Overdue Notices: The first overdue notice for a student's late book will be sent through the teacher. The next notice will be mailed to the student's home.

LICE

Whenever a student is found to be infested with head lice, his/her parent/guardian will be notified of the infestation. It will be determined by the principal if the student will be sent home based on a case by case basis. For more information, please refer to our corporation's Parent Information Packet on Lice, which can be found on the Centerville-Abington Elementary website (http://cae.centerville.k12.in.us/).

LOCKERS

Lockers are the property of Centerville-Abington Community Schools and are a permanent part of the building. Each student is assigned a locker for storage. The principal or his representative shall possess the authority to examine the contents of the locker located on premises when there is a reason to believe that the contents of the locker may include elements which:

1. Present an immediate threat to the health, safety, and the welfare of the student or of other students.
2. Are illegal to possess.
3. Would contribute to the disruption of the normal education program.
4. Have been reported lost or stolen.

Locker Decoration

- No stickers inside/outside locker
- Name plate magnets are the only item on the outside
- Can be personalized with items on the inside, within reason, due to limited space
- Everything must be able to fit inside the locker

The complete policy on this is located in the back of this handbook under "Search and Seizure". Our school does not permit locks for lockers at CAE.

LUNCH MONEY/EFUNDS

We ask that parents send in money for deposit into eFunds on Monday mornings (or another morning if need be.) Please put money/check in an envelope with the first and last name of the student and also the teacher's name. This money will be collected first thing in the morning and deposited. Students are asked not to bring money at lunchtime for deposit as it takes too much time to make deposits when all students are standing in line waiting to eat.

LUNCH WITH STUDENTS

Parents/guardians must have a background check on file in order to eat lunch with their child *in the cafeteria with other students.* Parents/guardians without a background check must eat outside the cafeteria with only their student. Any parents/guardians who choose to eat outside the cafeteria may not bring other students with them to eat. No food or drinks from outside vendors may be brought to eat lunch with students.

MEDICATION

No employee, volunteer, or any member of the Centerville-Abington School Corporation is permitted to prescribe

or recommend any type of medication, drugs, or any substance of a medicinal nature for consumption by any individual while acting within the scope of his/her duties. The school will cooperate with parents and doctors concerning medications. In compliance with Public Law 34-5 an Rx label and a doctor's written statement for instructions must accompany prescription medications. Aspirin, acetaminophen or ibuprofen will be administered through the office if a written statement signed by the parent/guardian is on file and medication is supplied. One note will suffice for the entire school year unless there is a change in the dosage. Non-prescription medications must be labeled clearly with the student's name and in the original container. See the medication form included in the Building Specific section.

A similar policy is in place for low TCH hemp extract, including CBD oil. Before the school will administer a low THC hemp extract substance, at a minimum, all of the following criteria should be met:

- Parent has provided the school with written permission to administer this product to his/her child and has verified that the product was acquired from a retailer that meets the requirements listed in SEA 52;
- Product has come in original packaging and is unopened;
- Student's health care provider has provided the school with a prescription to administer the substance which includes the dose, route and time of administration; and
- Product has been approved by: (1) the federal Food and Drug Administration or the federal Drug Enforcement Agency as a prescription or over the counter drug; or (2) meets the packaging requirements of SEA 52.

All over-the-counter medication must be provided by the guardian and labeled with the student's name. All prescription and emergency medications must be provided by the guardian (EPI pens, inhalers, seizure meds, etc) and labeled with the student's name. Guardians and physicians are required to sign the authorization to administer form. All medication must be delivered to the school nurse or office personnel by the guardian, not the student.

NONCASUAL-CONTACT COMMUNICABLE DISEASES (CONTROL OF)

The School Board seeks to provide a safe educational environment for both students and staff. It is the Board's intent to ensure that any student or member of the staff who contracts a communicable disease that is not communicated through casual contact will have his/her status in the Corporation examined by an appropriate panel of resource people and that the rights of both the affected individual and those of other staff members and students will be acknowledged and respected.

For purposes of this policy, "Noncasual-Contact communicable disease" shall include:

A. AIDS - Acquired Immune Deficiency Syndrome;
B. ARC - AIDS Related Complex;
C. Persons infected with HIV (human immunodeficiency);
D. Hepatitis B;
E. other like diseases that may be specified by the State Board of Health.

In its effort to assist in the prevention and control of communicable diseases of any kind, the Board has established policies on Immunization, Hygienic Management, and Control of Casual-Contact Communicable Diseases. The purpose of this policy is to protect the health and safety of the students, Corporation personnel, and the community at large, from the spread of the above-mentioned diseases.

The Board seeks to keep students and staff members in school unless there is definitive evidence to warrant exclusion. When the Superintendent learns that a student or Corporation employee may be infected with a noncasual-contact communicable disease, the Superintendent shall immediately convene a review panel as specified by law.

The Superintendent shall also consult with either the infected person's physician or the Wayne County Health Department to determine if the initial evidence warrants exclusion.

If the evidence is not sufficient to justify exclusion, the person shall remain in his/her current school environment unless there exists exposure to casual-contact communicable diseases that pose a threat to the person's health or safety.
If the County Health Officer determines the evidence indicates the person should be excluded from the school environment, the person shall be temporarily excluded following due-process procedures.
The Corporation shall provide an alternative education program for any student excluded from the school setting as a consequence of the health officer's decision. Such a program shall be in accordance with this Board's policy and administrative guidelines on Home-bound Instruction.
When the Superintendent learns that a disabled student may be infected with a Noncasual-Contact communicable disease, the Case Conference will serve as the communicable disease review panel and will be convened within forty-eight (48) hours. The Case Conference will be expanded to include the physician treating the child and the Wayne County Health Officer.
The rights of any affected student, as well as those of any affected staff member, shall be protected in accordance with Federal and State laws on privacy, confidentiality, and due process. In addition, the exclusion of any staff member from the Corporation by the County Health Officer's decision will be done in accord with relevant sections of Indiana Statutes concerning sick leave.
Further, it is the Board's policy that all students and staff members should maintain normal contact with an affected student or staff member whose continued presence in the school setting has been determined by this process.
The Board directs the Superintendent to develop an educational program in accordance with Indiana Statute that will ensure proper instruction of students, professional staff, and support staff on the principal means by which Noncasual-Contact communicable diseases are transmitted, as well as how they are not transmitted, and the more effective methods for restricting and/or preventing these diseases
The Superintendent shall include in this, those educational materials which advocate prevention through abstinence.

PARENTS

Parents are invited to familiarize themselves with the contents of this book in order that they may better understand the program of the school. Attendance at Centerville-Abington Elementary can be a wonderful experience but, at the same time, should be an exceedingly serious matter that demands a high degree of cooperation. In this manner, parents and the school can achieve the common goal of giving their students the best possible guidance toward the realization of their highest capabilities. You may help the school to serve your child's best interest by:

- Making it your responsibility to know your child's teachers and counselor.
- Calling the office to report absences.
- Writing full explanations with a signature for absences
- Checking backpacks daily for notes
- Reading all papers (letters) promptly
- Contacting the homeroom teacher in the event of any questions

PARENT-TEACHER CONFERENCE

Parent-teacher communication needs to be ongoing. Feel free to contact your child's teacher at any time to request a Parent-Teacher conference.

PARTIES

Invitations to private parties may only be distributed at school when all classmates are invited. Teachers are allowed to celebrate the following times with a party: Halloween, Christmas, and Valentine's Day. ***Parents who intend to help with parties must have a criminal history check completed.*** All treats sent in for parties

(including birthdays) must be store bought and unopened. No homemade treats will be distributed to students.

Halloween Parties: Students' costumes may not include face paint, blood, or anything representing violence or resembling a weapon of any kind.

PERFECT ATTENDANCE

"Perfect Attendance" is defined as being in school all day, every day, for the entire grading period (at the final convocation of the year, students are also awarded perfect attendance for the entire school year). This means that a student has no half-day absences (excused or otherwise), no full-day absences (excused or otherwise), and no tardies on their attendance record. The only other exceptions to "perfect attendance" are exempted absences, which by law include State Fair participation, serving as a page for the Indiana General Assembly, and school-sponsored field trips.

PERSONAL PROPERTY, TOYS, ELECTRONIC EQUIPMENT, MONEY

Students are not to bring personal property to school for any reason. The following items are not permitted for security reasons; knives, guns, weapons, swords, explosives (including firecrackers), air rifles, cigarette lighters, matches, and karate weapons. Possession of any of these items may result in suspension or expulsion from school. Trading cards, personal toys, CD players, iPods, radios, cameras, tape recorders, electronic games, paging devices, and other such electronic equipment are never to be brought to school without permission of the building principal. All of these items are expensive and the school cannot assume responsibility or liability for these items. If students are allowed to have these items on the bus, they must put them in their school bags when they exit the bus and not get them out until they return home on the bus. If items are brought out on the school campus, these items will be taken to the office for a parent to pick up.

Students are not to bring large amounts of money to school. Students paying school bills should take care of payments the first thing in the morning to avoid having to carry money all day. Trading cards and collectible comic books are expensive items that have no place at school. The school assumes no responsibility for items lost, stolen or damaged.

POLICIES AND STATUTES

A copy of the following is available in the Principal's office upon request:

- Family Educational Rights and Privacy Act of 1974
- Article 7
- Title 9
- School Sponsored Publications
- Special Education Services
- Free and reduced lunches
- Textbook charges
- Special Education Due Process Procedures
- Student Credit Appeal in Formation
- General Education Intervention Procedures
- Section 504
- Student Services Plan
- Home-bound services

POSTERS

The Principal must first approve signs and posters that students wish to display. Posters displayed without authorization will be removed. A student who posts printed material without approval shall be subject to discipline.

POWERSCHOOL, MID-TERMS, AND REPORT CARDS

A computerized reporting system for students' grades will be utilized. This system is called PowerSchool. Parents need a password to be able to log onto a computer and pull up information on their student. If you have not set this up, call the office at 855-5132 and you will be able to get assistance.

Report cards will come home each nine weeks to give you a hard copy of your student's information. Please be sure to sign and return the bottom portion to the teacher within one week. Mid-terms will be available in the middle of the 2nd, 3rd, and 4th nine-week grading periods. Mid-terms will be sent electronically to e-mails provided by parents/guardians in PowerSchool. Please make sure your e-mail addresses are up-to-date and accurate so you can receive these mid-term reports. Parents who do not have internet access may request paper copies of mid-terms during registration.

PROMOTION AND RETENTION

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:
    - completed the course requirements at the presently assigned grade;
    - in the opinion of the professional staff, achieved the instructional objectives set for the present grade;
    - demonstrated sufficient proficiency to permit him/her to move ahead in the educational program of the next grade;
    - 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.
- Following sound principles of child guidance, the Board discourages the skipping of grades.

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

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

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

The Board will comply with the requirements of the Indiana Department of Education regarding the consequences for students in grade three who fail to pass the Indiana Reading Evaluation and Determination Assessment (IREAD-3). Accordingly, a student who does not pass the IREAD-3 assessment either during the assessment period in the school year or during the summer assessment window, and is not eligible for a "good cause exemption" outlined below, shall be considered for retention in third grade based on the student's overall academic performance in all subject areas.

The school shall make one (1) of the following determinations:

A. Retention is necessary based on the overall academic performance of the student in all subject areas. The student should be reported to the State as a third grader in the subsequent school year, and the student should receive third grade instruction in all subject areas.

B. Retention is not necessarily based on the overall academic performance of the student in all subject areas. The student should move on to fourth grade instruction in all subject areas. However, the student will continue to receive third grade reading instruction during the subsequent school year and must retake the IREAD-3 assessment until the student passes the assessment or qualifies for a "good cause exemption".

Good cause exemptions that may be considered are:

- a student who has been previously retained two times prior to the fourth grade;
- a student with disabilities whose case conference committee has determined that promotion is appropriate;
- an English learner student whose Individual Learning Plan (ILP) Committee has determined that promotion is appropriate.

End of the Year Minimum Grade Level Expectations students should meet to be considered for promotion to the next grade level:

Grades 3-6

Parents will be notified if their student has failed both Language Arts and Math on the spring ILEARN assessment. Any student failing both parts of ILEARN (Language Arts and Math) must have grades that average C- or above in language arts and math to be passed on to the next grade level.

After all factors are weighed, the final decisions on student promotion, placement, or retention rests with the building principal with the best interest of the pupil always in mind. Optimal school achievement is obtained when students experience success in their daily activities and build upon successful experiences as they encounter new learning situations. All aspects of the student must be considered as grade placements are made.

PUBLIC COMPLAINTS AND CONCERNS

Any person or group having a legitimate interest in the operations of this Corporation shall have the right to present a request, suggestion, complaint, or concern relating to Corporation personnel, the program, or the operations of the Corporation. At the same time, the School Board has a duty to protect its staff from unnecessary harassment. It is the intent of this policy to provide the means for judging each public complaint and concern in a fair and impartial manner and to seek a remedy where appropriate. It is the desire of the Board to rectify any misunderstandings between the public and the Corporation by direct discussions of an informal type

among the interested parties. It is only when such informal meetings fail to resolve the differences, shall more formal procedures be employed.

Any requests, suggestions, complaints, or grievances reaching the Board, Board members, and the administration shall be referred to the Superintendent for consideration according to the following procedure.

Matters Regarding a Professional Staff Member

A. First Level
   If it is a matter specifically directed toward a professional staff member, the matter must be addressed, initially, to the concerned staff member who shall discuss it promptly with the complainant and make every effort to provide a reasonable explanation or take appropriate action within his/her authority and Corporation administrative guidelines.
B. Second Level
   If the matter cannot be satisfactorily resolved at the First Level, the complainant shall discuss it with the staff member's supervisor.
C. Third Level
   If a satisfactory solution is not achieved by discussion with the supervisor, a written request for a conference shall be submitted to the Superintendent. This request should include:
   1. the specific nature of the complaint and a brief statement of the facts giving rise to it;
   2. the respect in which it is alleged that the complainant (or child of the complainant) has been affected adversely;
   3. the action, which the complainant wishes taken, and the reasons why it is felt that such action be taken. Should the matter be resolved in conference with the Superintendent, the Board may be advised of the resolution. The Board, after reviewing all material relating to the case, shall provide the complainant with its written decision.
D. Fourth Level
   Should the matter still not be resolved, or if it is one beyond the Superintendent's authority and requires a Board decision or action, the complainant shall request, in writing, a hearing by the Board. The complainant shall be advised, in writing, of the Board's decision, no more than thirty (30) business days following the hearing. The Board's decision on the matter will be final, and it will not deal with any other complaints on the same issue.

Matters Regarding an Administrative Staff Member

Since administrators are considered members of the Corporation's professional staff, the general procedure specified in "Matters Regarding a Professional Staff Member" shall be followed.

Matters Regarding the Superintendent

Should the matter be a concern regarding the Superintendent, which cannot be resolved through discussion with the Superintendent, the complainant may submit a written request for a conference to the Board. This request should include:

1. the specific nature of the complaint and a brief statement of the facts giving rise to it;
2. the respect in which it is alleged that the complainant (or child of the complainant) has been affected adversely;
3. the action, which the complainant wishes taken, and the reasons why it is felt that such action be taken.

The Board, after reviewing the request, may grant a hearing before the Board or a committee of the Board or refer the matter to an executive session. The complainant shall be advised, in writing, of the Board's decision within thirty (30) business days. The Board's decision will be final and not subject to appeal. The complainant is

not to discuss the matter with an individual Board member, as a Board member has no authority except when the Board is in session.

A Matter Regarding a Support Staff Member

In the case of a support staff member, the complaint is to be directed, initially, toward the person's supervisor, and the matter then brought as required to higher levels in the same manner as prescribed for "Matters Regarding a Professional Staff Member". If the matter relates to policies of the school operation, it should be addressed initially to the Superintendent.

Matters Regarding Corporation Services or Operations

If the request, suggestion, complaint, or concern relates to a matter of Corporation procedure or operation, it should be addressed, initially, to the appropriate supervisor and then brought, in turn, to higher levels of authority in the manner prescribed in "Matters Regarding a Professional Staff Member".

Matters Regarding Extra Curricular Activities, Discipline, or other Misunderstandings:

When misunderstandings arise between students and teachers or extra-curricular sponsor or coaches, the following grievance process is available to all students to resolve the problem:

1. When feasible, the student should meet with the teacher, sponsor, or coach to discuss the issue.
2. If the initial meeting does not resolve the situation, the parent or guardian may confer with the teacher, sponsor, or coach involved.
3. If still unresolved, the matter should be referred to by the principal.

In extreme situations, unresolved issues may be referred to the Superintendent of Schools, and ultimately, the School Board.

Matters Regarding Instructional Materials

The Superintendent shall prepare administrative guidelines to ensure that students and parents are adequately informed each year regarding their right to inspect instructional materials and the procedure for completing such an inspection. See AG 9130A and Form 9130 F3. If the request, suggestion, complaint, or concern relates to instructional materials such as textbooks, library books, reference works, and other instructional aids used in the Corporation, the following procedure shall be followed:

A. The criticism is to be addressed to the building administrator, in writing, and shall include:
    1. author;
    2. title;
    3. publisher;
    4. the complainant's familiarity with the material objected to;
    5. sections objected to, by page and item;
    6. reasons for objection.

B. Upon receipt of the information, the building administrator may, after advising the Superintendent of the complaint, and upon the Superintendent's approval, appoint a review committee which may consist of:
    1. one (1) or more professional staff members including the librarian;
    2. one (1) or more Board members;
    3. one (1) or more laypersons knowledge in the area.

C. The Superintendent shall be an ex officio member of the committee.

D. The committee, in evaluating the questioned material, shall be guided by the following criteria:
    1. the appropriateness of the material for the age and maturity level of the students with whom it is being used;
    2. the accuracy of the material;
    3. the objectivity of the material;
    4. the use being made of the material.

E. The material in question may be withdrawn from use pending the committee's recommendation to the Superintendent.

F. The committee's recommendation shall be reported to the Superintendent in writing within ten (10) business days following the formation of the committee. The Superintendent will advise the complainant, in writing, of the committee's recommendation and advise the Board of the action taken or recommended.

G. The complainant may appeal this decision, within thirty (30) business days, to the Board through a written request to the Superintendent, who shall forward the request and all written material relating to the matter to the Board.

H. The Board shall review the case in committee session and advise the complainant, in writing, of its decision within ten (10) business days.

No challenged material may be removed from the curriculum or from a collection of resource materials except by action of the Board, and no challenged material may be removed solely because it presents ideas that may be unpopular or offensive to some. Any Board action to remove material will be accompanied by the Board's statement of its reasons for the removal.

In the event that the parent/guardian has a question or concern regarding Section 504 of Rehabilitation Act of 1973 they should contact the following building Section 504 Coordinators:

Rose Hamilton Elementary	Diana Hill, Principal	765-966-3911
Centerville-Abington Elementary	Mika Frame, Asst. Principal	765-855-5132
Centerville Junior High	Jason Talbot, Principal	765-855-5113
Centerville Senior High	Brian Bellew, Principal	765-855-3481

RECESS

All students will be required to participate in outdoor recess daily unless the temperature is below 30° (w/wind-chill), raining or snowing. Teachers may take students out if the weather is below 30° F. This can be at the discretion of the teachers on duty that day. Students are not permitted to stay inside for more than 3 days without a doctor's note. Coats stay on unless given permission otherwise.

PLAYGROUND RULES

- Take turns.
- Wait in line patiently.
- Feet first down slide.
- Bottoms on slides and swings.
- **NO** footballs OR baseballs and **NO** football or baseball games.
- Official rules for games should be used.
- LISTEN TO ADULT IN CHARGE.
- One student at a time on the tire swing in a seated position; students need to remain outside the perimeter of the tire swing while waiting to ride. Students may only push-no spinning or jumping from tire swings.
- Gym shoes are required for recess basketball for safety reasons.

REMOVAL FROM CLASS OR ACTIVITY:

The School Board acknowledges that conduct is closely related to learning and that an effective instructional program requires an orderly school environment, which is, in part, reflected in the behavior of students.
The Board believes that the best discipline is self-imposed and students should learn to assume responsibility for their own behavior and the consequences of their actions.
The Board shall require each student of this Corporation to adhere to the Code of Conduct promulgated by the administration and to submit to such disciplinary measures as are appropriately assigned for infraction of those rules. Such rules shall require that students:

A. Conform to reasonable standards of socially acceptable behavior;
B. Respect the person and property of others;
C. Preserve the degree of order necessary to the educational program in which they are engaged;
D. Respect the rights of others;
E. Obey constituted authority and respond to those who hold that authority.

Data regarding disciplinary action(s) shall not be entered on a student's record except in the case of suspension and/or expulsion.
The Superintendent shall proclaim administrative guidelines for student conduct which carry out the purposes of this policy and:

A. Are not arbitrary but bear a reasonable relationship to the need to maintain a school environment conducive to learning;
B. Do not discriminate among students;
C. Do not demean students;
D. Do not violate any individual rights constitutionally guaranteed to students.

The Superintendent shall designate sanctions for the infractions of rules, which shall:

A. Relate in kind and degree to the infraction;
B. Help the student learn to take responsibility for his/her actions;
C. Be directed, where possible, to reduce the effects of any harm which may have been caused by the student's misconduct.

The Superintendent shall publish to all students and their parents the rules of this Corporation regarding student conduct, the sanctions, which may be imposed for breach of those rules, and the due-process procedures that will be followed in administering the Code of Conduct. Parents, adult students, and students in grades 7 through 12 shall be provided a form which is to be returned to the school principal confirming that the Code of Conduct has been read and is understood. Failure to sign the form shall have no effect on the utilization of the disciplinary actions contained in the Code with that student.
A student who has been disorderly on a school vehicle may be excluded from transportation services in accordance with Board policies on transportation.
The Superintendent shall appoint committees to review rules of student conduct annually and to advise on alterations and modifications.
The Superintendent shall report to the Board annually the methods of discipline used and the incidents of those types of student misconduct designated by the Board.
The building administrator shall have the authority to assign discipline to students, subject to Corporation administrative guidelines and the student's due process right to notice, hearing, and appeal.
Teachers and other employees of this Board having authority over students shall have the authority to take such means as may be necessary to control the disorderly conduct of students:

A. in all situations and in all places where such students are within the jurisdiction of this Board;
B. when such conduct interferes with the educational program of the schools or threatens the health and safety of others.

No student is to be detained after the close of the regular school day unless the student's parent has been contacted and informed that the student will be detained or other suitable transportation arrangements have been made.

STUDENT REMOVAL PROCESS

A student may be removed from a classroom or an activity when s/he poses a threat to a safe, orderly, and effective educational environment. When a teacher sends a student to the office, the following will be in place according to Indiana Code 20-33-8-9:

Level 1: Student has been isolated in classroom for 15 minutes
Level 2: Student will be sent to the learning lab for no more than 30 minutes
Level 3: Student has been sent to learning lab to complete work for no more than 100 minutes

If a Level 4 office visit occurs, disciplinary action will be taken and the student's parents will be called for a conference to create a behavior plan before the student re-enters the classroom.

At each level the teacher will state to the student the expected behavior and consequences.

RESIDENCY POLICY

The School Board establishes the following residency policy for determining eligibility to attend the schools of this corporation.

A. The Board will educate tuition free, only those students who have legal settlement in the Corporation. Proof of legal settlement will be required for registration in the Corporation. Legal settlement must be based on the need for housing and not for educational purposes.
B. Foreign students, participating in a foreign-exchange program approved by the State Board of Education and living with a resident host family, will be admitted, tuition free.
C. Students whose parents do not have legal settlement within the Corporation but who present evidence that they will move into the Corporation within a short period of time must obtain special approval by the Superintendent in order to enroll.
D. The Corporation shall provide a free education to those students who are considered by Federal law to be illegal aliens or considered to be homeless by criteria established by the State.
E. Children of Joint Custody Decrees: Children of Joint Custody Decrees may attend school without payment of tuition in this Corporation if one (1) parent has legal settlement in this corporation. If the student resides in another school corporation but attends school in this Corporation (where one (1) parent has legal settlement), it is the obligation of the parents to provide transportation for the student from the home of the nonresident, custodial parent.
F. Physical Custody: If a court order grants a parent custody of a student, the parent granted physical custody (or the student if the student is at least 18 years of age) may elect not later than 14 days before the first student day of the school year whether the student will have legal settlement in the school corporation in which the student's mother resides or in which the student's father resides. Provides that: (1) the election may be made only on a yearly basis; and (2) the student or parent who makes the election may not be charged transfer tuition. PL 39-2006
G. Transfer Students: Nonresident students may apply for transfer to the Corporation per the following conditions:
   1. student is in good standing (academic and behavior)
   2. room is available in this Corporation
   3. payment of transfer tuition
   4. Board approval

A student may be expelled if it is determined that the student's legal settlement is not in the attendance area of the school where the student is enrolled. Legal references: IC20-33-8-1, IC 35-31.5-2-86, IC 35-47.5.2-4, IC 35-47-1-5

RTI (RESPONSE TO INTERVENTION)

1. Centerville Schools have a written formal system that provides **Response To Instruction** procedures for students whose classroom performance is adversely affecting their academic, social, and/or behavioral progress.
2. The purpose of the system is to render a school team approach to provide the classroom teachers with the opportunity to discuss a student's academic and/or behavior difficulties and to receive suggestions or recommendations from a consultation team.
3. The system is to be implemented when academic and/or behavior difficulties meet the criteria of being either persistent and/or significant which require formal problem solving interventions. Less significant difficulties may be addressed in an informal manner at the building level.
4. The team may consist of, but will not be limited to, the student's teacher(s), school counselor, building administrator, school psychologist, special education teacher, speech therapist, school nurse, remedial reading teacher, or other school personnel. The team members may vary depending on the student's needs and educational concerns. The parent may be included as part of the RTI when appropriate.
5. Teachers, counselors, building administrator, and/or other building support staff may request the assistance of the RTI by completing a referral. A pre-referral checklist may be completed and attached to the referral by the person initiating the request to assist in defining the concerns.
6. The completed request is submitted to the building administrator or his/her designee.
7. The building administrator or designee notifies the team members of the time and place to meet. The building administrator or designee requests all documentation. (i.e. samples of classroom work, report cards, tests, anecdotal records, observations, and/or other pertinent information or reports) be made available at the meeting to assist in the planning.
8. The team develops an educational intervention plan giving time lines for attempting the interventions and designating the person(s) responsible for implementation. The RTI team may request parent consent for screening in specific areas to assist in planning interventions. Parent's Rights must be provided and consent obtained prior to screening by a speech/language pathologist or school psychologist.
9. The school may initiate a referral for an educational evaluation of the student if in the schools educational opinion the nature and severity of the disability so dictates.
10. For more information contact your building principal.

RETURN TO SCHOOL GUIDELINES

Student sickness-Return to School Guidelines
Recommendations by the CDC and IDOE

Fever: If a student has a fever (100.4), they must remain at home and be fever-free for 24 hours without the use of fever-reducing medications before returning to school. *After two days, a doctor's note is required to excuse absences.
Conjunctivitis (pink eye): A student may be sent home for evaluation and can return to school after 24 hours of using medicated eye drops or a doctor's recommendation.
Hand, Foot, Mouth Disease: Stay at home while exhibiting symptoms (usually 3-6 days) which include fever, sore throat, blisters in the mouth, hand, and feet. *requires a doctor's note to excuse absences.
Strep Throat: A student may return after 24 hours of starting antibiotics.
Vomiting: Remain at home for 24 hours. (Exceptions include chronic reflux, for which medical documentation will be provided to the school.)
Diarrhea: Remain at home for 24 hours.

SAFETY STANDARDS

The School Board believes that the employees and students of this Corporation, as well as visitors, are entitled to function in an environment as free from hazards as can reasonably be provided. In this regard and in accordance

with law, the Board will provide reasonable and adequate protection to the lives, safety, and health of its employees.
In accordance with State law, the Board will designate safe areas and comply with disaster protection guidelines. The Superintendent shall be responsible for the maintenance of standards in the facilities to prevent accidents and to minimize their consequences. S/He shall designate an employee who shall conduct periodic audits of health and safety conditions within the facilities of the Corporation in accordance with the Federal OSHA standards adopted by the State, and take appropriate action on any violations thereof to the Superintendent. Said employee shall also have the authority to organize and direct the activities of a Corporation safety committee.
The Superintendent shall ascertain that the employees and students of this Corporation are aware of their rights to a hazard-free environment, that they are properly trained in safety methods that protective devices and equipment are available to meet safety standards, and that proper guidelines and records are maintained to meet the requirements of the law.

ASBESTOS

In its efforts to comply with Asbestos Hazard Emergency Response Act (AHERA), the Board instructs the Superintendent to appoint a person to develop and implement the Corporation's Asbestos-Management Program in compliance with Federal and State laws. The Superintendent shall also ensure that, when conducting asbestos abatement projects, each contractor employed by the Corporation is licensed pursuant to the Asbestos Abatement Contractors Licensing Act.
The Board should construe nothing in this policy in any way as an assumption of liability for any death, injury, or illness that is the consequence of an accident or equipment failure or negligent or deliberate act beyond the control of the Board or its officers and employees.

PESTICIDE USE

Centerville-Abington Community School Corporation strives to provide a safe and secure environment for staff and students. Part of this commitment includes protection from pests and pesticides. Pest control practices may involve a variety of methods to maximize pest control while minimizing potential pesticide exposure to students and staff. To achieve the previously stated goals, the Corporation will use the following guidelines.

1. Pesticide applications will be done by certified professionals or staffs, who have been trained to perform certified pest control applications. (Exception: occasional use of a household-type alcohol application does not require specialized training.)

2. Provide at least two days notice of planned pesticide applications to parents and staff members who wish to receive such notice. The notice will include the date of application, general area to be applied, and a telephone number where more information may be obtained.

3. Establish a registry of parents and staff who request (in writing) advance notification of pesticide applications. Send written requests to the Office of the Superintendent of DCSC each school year.

4. Provide an annual notice of the Corporation's pest control policy at the time of student registration in the corporation newsletter, or in the student handbook.

5. Maintain records for two years after any pesticide application.

6. The Assistant to the Superintendent or his designee will be responsible for information concerning pest control.

7. In case of emergency pesticide applications due to immediate threats to the public health, the Corporation will give written notice as soon as possible.

PREPAREDNESS FOR TOXIC HAZARD AND ASBESTOS HAZARD

The School Board is concerned for the safety of the students and staff members and will attempt to comply with all Federal and State statutes and regulations to protect them from hazards that may result from industrial accidents beyond the control of school officials or from the presence of asbestos materials used in previous construction.

TOXIC HAZARDS

These hazards exist in chemicals and other substances used in the school setting such as in laboratories, science classrooms, kitchens, and in the cleaning of rooms and equipment.

The Superintendent shall appoint an employee to serve as the Toxic Hazard Preparedness (THP) Officer. The THP Officer will:

A. identify potential sources of toxic hazard;
B. ensure that all incoming materials, including portable containers, are properly labeled;
C. maintain a current file of MSDS's for every hazardous material present on Corporation property;
D. conduct a training program for all Corporation employees.

SCHEDULING STUDENT ACTIVITIES

A master calendar is located in the Principal's office. Clubs or organizations wishing to schedule events must check the date and obtain permission of their sponsor to do so. Long range planning is recommended. Most social dates are set in the spring for the coming year. Requests made during the regular school year should be made a minimum of two weeks prior to the event. If approved, the date, type of program, sponsoring group, and facilities requested will be entered on the school calendar. Examples of requests that must be made are dances, money making projects, banquets, requests for meeting places, etc.

SCHOOL BUS RULES

A very essential part of bus safety is the pupil. The school bus driver shall be responsible for discipline on the bus. Problems of discipline should be discussed early with the principal and action planned before the problem becomes critical. Refusal to transport children or other punishment should be inflicted in cooperation with the school authorities and enforced by the school bus driver. In no case shall a school bus driver put a pupil passenger off the bus except at his/her regular station, or at the school.

EXTRA-CURRICULAR BUS RULES

When the Corporation for extra-curricular field trips, contest, performances, fan bus, etc. away from the school provides a bus or vehicle, the following will be adhered to:

1. In order to be responsible for the safety and well being of students being transported and to meet basic liability needs, they will travel by means provided to and from the event.
2. The only exception to the above would be a student going home with the parent or guardian because of an emergency or other very special reason. (Family going somewhere else after the event and it would be out on their way to return to the school to pick up their son/daughter.) In this case, there should be verbal communication between advisor and sponsor, and the parent or guardian making the request. It is understood that notes and requests from persons other than the parent or guardian are unacceptable. The advisor or sponsor has the right to grant or deny a request.
3. A list of people riding the bus to and from curricular or extra-curricular events should be available in the bus in case of an accident. A copy of this should remain at the school in the principal's office.

STUDENT SCHOOL BUS RULES

1. Students should be waiting at his/her boarding station when the school bus arrives.

2. Each student shall be seated immediately upon entering the bus in the place assigned by the driver. The driver may assign seats if necessary.
3. No students shall stand or move from place to place during the trip without the permission of the driver.
4. No eating or drinking on buses will be permitted.
5. Loud, boisterous, or profane language or indecent conduct will not be tolerated. Students are expected to follow the same behavior guidelines enforced in the school buildings.
6. Pupils are not to tease, scuffle, trip, and hold, hit, or use their hands, feet, and/or body in any objectionable manner.
7. No windows or doors will be opened or closed except by permission of the driver. Windows are not to be opened below the black line. Objects are not to be thrown, or transferred, from the bus.
8. No students will enter or leave the bus until it has come to a full stop and the door opened by the bus driver.
9. Law requires all school buses to stop, look, and listen at all railroad crossings. When the bus is stopped for such purposes, students will be quiet.
10. Students who trash their area of the bus will be held responsible and will be expected to clean and or pick up the trash.
11. Students who vandalize buses, at any time, will be suspended.
12. A note will be required from parents for any student who wishes to exit the bus at any station other than his/her home station. A note is also required for a visiting student wishing to be let off at another student's home station.
13. No student shall have possession of tobacco products, illegal drugs, and/or paraphernalia on the bus.
14. Although school personnel share a common concern for students at all times, a student's actions before boarding, or after leaving, the school bus is the responsibility of the student, his or her parents, or legal guardians. School personnel will become involved if there is a complaint and will attempt to help resolve the problem.

If you encounter a problem on the school bus, please contact your bus driver. If the problem is not resolved, please contact your building principal. If the problem is still not resolved, please contact Mr. Sean Stevenson, at (765) 855-3475, ext. 1111.

SCHOOL CLOSINGS

The following radio stations will be contacted to broadcast any school closing due to bad weather: WKBV 1490 AM; WFMG 101.3 FM ; WHON 930 AM ; KICKS 96 FM ; WRTV 6 Indianapolis ; WISH TV 8 Indianapolis ; WTHR TV 13 Indianapolis ; WTTV 4/FOX 59 TV Indianapolis ; WHIO 7 TV Dayton ; WDTN 2 TV Dayton. Our schools also use a service called "ONE CALL" that allows the school to call parents/guardians and school employees to alert them to school delays, school cancellations, and/or school emergencies. If you have any questions, please call 855-3481 extension 2191. (Please contact the school if your phone number changes.)

SYNCHRONOUS LEARNING GUIDELINES

CACS is committed to ensuring continuous learning opportunities, even when circumstances prevent traditional in-person instruction. Below are guidelines and expectations for a synchronous instructional day when school is canceled.

What is synchronous learning?

Synchronous learning occurs when teachers and students engage in live instruction in a virtual setting. Students use a Google Meet link provided by the teacher and participate in structured instruction at a specific time while at home. Following the live instruction, assignments may be completed during student work time later in the day. Students are required to participate in the live instructional sessions to be counted present.

What is the schedule for a synchronous instructional day?

Specials-No live instruction will occur on a synchronous learning day for specials. Assignments will be posted.

Special education teachers may join Google Meets to provide support for students with IEP's and will be available during the live support time to answer parent and student questions. Special education teachers may also do small group Google Meet sessions to assist students with synchronous learning.

Schedules will vary depending on your student's grade level. All classes will begin at 9:00 and end at 11:45 for grades 3 through 6. Teachers will be available via e-mail for questions until 3:00 PM. The schedules by grade level are as follows:

Grade 3 Schedule / **Grade 4 Schedule**

Reading	9:00-9:30	Reading	9:00-9:30
Math	9:30-10:00	Language Arts	9:30-10:00
Break	10:00-10:15	Break	10:00-10:15
Science	10:15-10:45	Science	10:15-10:45
Language Arts	10:45-11:15	Math	10:45-11:15
Teacher live support	11:15-11:45	Teacher live support	11:15-11:45
Lunch	11:45-12:30	Lunch	11:45-12:30
Teacher available via email for questions	12:30-3:00	Teacher available via email for questions	12:30-3:00

Grades 5-6 Schedule

Period 1 Language Arts Math Reading Science Social Studies	9:00-9:30

Period 2 Language Arts Math Reading Science Social Studies	9:30-10:00
Break	10:00-10:15
Period 3 Language Arts Math Reading Science Social Studies	10:15-10:45
Period 4 Language Arts Math Reading Science Social Studies	10:45-11:15
Period 5 Language Arts Math Reading Science Social Studies	11:15-11:45
Lunch	11:45-12:30
Teacher available via email for questions	12:30-3:00

When are assignments due?

Assignments are due by 11:59 PM on the second day after returning to in person instruction. For example, if school is canceled on Monday and students return to school on Tuesday, assignments will be due by 11:59 PM on Wednesday (in other words Tuesday would count as day one and Wednesday would count as day two). Some assignments may take place during synchronous instruction and be graded for immediate feedback as part of the lesson.

How will I know my teacher's Google Meet classroom link?

Google Meet links will be posted in Google Classroom.

Google Meet Expectations

1. Students must log in to all Google Meet sessions on time.

2. Students are expected to remain in the Google Meet session for its entirety with the camera on unless otherwise released by the teacher.
3. Students will unmute microphones upon teacher request.
4. Students are expected to participate in all discussions and be prepared to answer when called to do so.
5. Students should wear school appropriate clothing.
6. Students should be in a distraction free environment when possible.
7. Synchronous learning is a regular school day. All students must adhere to the student handbook when participating in Google Meets.

How much time should students spend on assignments?

Students should expect to spend 20-30 minutes per subject completing their assignments during the work time.

How may I contact my child's teacher?

All teachers can be reached via email unless they have specified other means of communication.

How will attendance be recorded on synchronous instructional days?

Students are marked present if they participate in synchronous learning. Parents are expected to email the building principal by 9:00 AM if a student will not be participating in synchronous learning due to illness or technology issues.

What if my child does not know their login credentials?

Please communicate with your student's teacher as early as possible so that your student may be able to log-in to sessions on time.

What if I do not have internet connectivity?

If you have internet issues, please work with your student's classroom teacher to develop alternative plans to make up any missed assignments.

What if my student received special education services?

Special education teachers will be available to assist those students with an IEP.

SCHOOL LUNCH PROGRAM

The Centerville-Abington Community School participates in the National School Lunch Program. Nutritious meals are served every school day. Children from a household that meets the Federal Income guidelines are eligible for free meals or reduced price meals. For more information, contact your Building Principal.

SCHOOL SKATES

School skates are for all elementary students attending Centerville-Abington Elementary. Skates are sponsored by various clubs and are under the guidelines of school policy. Therefore, school behavior guidelines are to be followed at all school skates. Parents and siblings (of elementary age) may skate, but no guests (friends etc.). Parents may allow children below the age of six to skate in the beginner's rink under their supervision. All school skates are held at "The Skate" in Richmond. Parents are responsible for transportation and supervision during the skate. All students must have an adult stay with them. No students may be dropped off without an adult staying to supervise their student.

SCHOOL VISITORS

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.

SEARCH AND SEIZURE

Search of a student and his/her possessions, including vehicles, may be conducted at any time the student is under the jurisdiction of the Board of School Trustees, if there is a reasonable suspicion that the student is in violation of law or school rules. A search may also be conducted to protect the safety of others. All searches may be conducted with or without a student's consent. Students are provided lockers, desks and other equipment in which to store materials. It should be clearly understood that this equipment is the property of the school and may be searched at any time if there is reasonable suspicion that a student has violated the law or school rules. Locks are to prevent theft, not to prevent searches. Anything that is found in the course of a search that may be evidence of a violation of school rules or the law may be taken and held or turned over to the police. The School reserves the right not to return items, which have been confiscated.

USE OF DOGS

The Board authorizes the use of specially trained dogs to detect the presence of drugs and devices such as bombs on school property. The dog may be allowed to examine school property such as lockers or students and items in their possession, but any search of a student's person will be based upon individualized reasonable suspicion in addition to any information resulting from the dog's examination.

The Principal shall promptly record in writing the following information for each search pursuant to this policy:

1. The information upon which the search was based.
2. The time, date, location, students, or places searched, and persons present.
3. A description of any item seized and its disposition.
4. The time and date of notice to the parent or guardian indicating the search of their student.

SECLUSION AND RESTRAINT

Seclusion/Isolated Time Out is defined as confinement in a time-out room, within or outside the classroom. Centerville-Abington students may be placed in this area if:

- the student behavior plan or IEP indicates the use for a specific behavior
- the student behavior poses a safety risk to him or herself or others

Other stipulations regarding Seclusion/Isolated Time Out:

- Adult supervision must be visually maintained while confined
- Time limit is to be no more than 30 minutes after the behavior ceases or is based on the parameters of a Behavior Intervention Plan (BIP) or Individual Educational Plan (IEP)

Physical Restraint is defined as holding or otherwise restricting student movements. Centerville-Abington students may be placed in this hold if:

- The student poses a physical risk to self or others
- The staff using the restraint has been trained in its safe application
- There is no medical reason to advise against its use

Circumstances to determine if child should be removed from the area:

- Potential injury of the student
- Educational and emotional well-being of other students in the area
- Any BIP or IEP requirements

Training

- Physical restraint should be applied only by Crisis Prevention Institute (CPI) trained staff
- Staff should only use techniques received in CPI training
- The administrator or designee in charge will have a list of all CPI trained staff

SECTION 504 OF THE REHABILITATION ACT OF 1973

COMPLIANCE PLAN FOR SECTION 504 OF THE REHABILITATION ACT OF 1973

The Compliance Plan serves students, parents, employees, and applicants for employment, patrons, and programs within the Centerville-Abington School Corporation, hereinafter referred to as Centerville-Abington:

1. Centerville-Abington assures students, parents, employees, applicants for employment, and that it will not discriminate against any individual.
2. The Section 504 Compliance Coordinator is Mr. Bellew.
3. Parents are provided procedural safeguards, which are included in the "Notice of Disabled or Who Are Believed To Be Disabled."
4. An impartial hearing and review (appeal) are provided upon request. Procedures are detailed in the "Notice of Parent/Student Rights In Identification, Evaluation, and Placement of Individuals Who Are Disabled or Who Are Believed To Be Disabled."
5. Notice to students, parents, employees, and general public of non-discrimination assurances and parent/student rights in identification, evaluation, and placement will be disseminated annually in the following manner:
   a) Announcement in local school systems; and
   b) Posted notice in each public school building. Additionally, the notice will be included in the staff and student handbook and disseminated to each staff employed and student enrolled.
6. Centerville-Abington has established the following local grievance procedure to resolve complaints of discrimination: (These procedures parallel those outlined in The Family Educational Rights and Privacy Act [FERPA].)
   a)An alleged grievance under Section 504 must be filed in writing fully setting out the circumstances giving rise to such grievance.
   b)Such claims must be made in writing and filed with the Compliance Coordinator,
   c)A hearing will be conducted according to the procedures outlined in the regulations implementing the Family Educational Rights and Privacy Act (FERPA).
   d)The Section 504 Coordinator will appoint a hearing officer who will conduct the hearing within a reasonable time after the request was received.
   e)The Section 504 Coordinator shall give the parent, student, employee, applicant, or patron reasonable advance notice of the date, time, and place of the hearing.
   f)The hearing may be conducted by any individual, including an official of the local school district, who does not have a direct interest in the outcome of the hearing.
   g)The local school district shall give the parent, student, employee, applicant, or patron full and fair opportunity to present evidence relevant to the issues raised. The grievant may, at his/her own expense, be assisted or represented by individuals of his or her choice, including an attorney.
   h)The local school district shall make its decision in writing within fifteen (15) days after the hearing.
   i)The decision must be based solely on the evidence presented at the hearing and shall include a summary of the evidence and reasons for the decision.
7. Centerville-Abington will conduct an extensive annual "Child Find" campaign with the goal to locate and identify all Section 504 qualified individuals with disabilities (ages 0 to 21) who reside within the participating school districts.
8. Centerville-Abington will inform all individuals with disabilities and their parents or guardians of the district's responsibilities and procedural safeguards under Section 504, as well as those under Indiana Article 7-- Special Education Regulations and the Individuals with Disabilities Education Act (IDEA) of 1997.

PARENT NOTICE - SECTION 504 OF THE REHABILITATION ACT OF 1973

Section 504 of the Rehabilitation Act of 1973 prohibits discrimination against persons with a disability in any program receiving federal financial assistance. In order to fulfill obligations under Section 504, the Centerville-Abington School Corporation has the responsibility to avoid discrimination in policies and practices regarding its personnel and students. No discrimination against any person with a disability should knowingly be permitted in any of the programs and practices of the school system.

Centerville-Abington has the responsibilities under Section 504, which include the obligations to identify, evaluate, and, if the student is determined to be eligible under Section 504, to afford access to appropriate educational services.

If the parent or guardian disagrees with the determination made by the professional staff of the school district, he/she has a right to a hearing with an impartial hearing officer.

The Family Educational Rights and Privacy Act (FERPA) also specifies rights related to educational records. This Act gives the parent or guardian the right to: 1) inspect and review his/her child's educational records; 2) make copies of these records; 3) receive a list of the individuals having access to those records; 4) ask for an explanation of any item in the records; 5) ask for an amendment to any report on the grounds that it is inaccurate, misleading, or violates the child's rights; and 6) a hearing on the issue if the school refuses to make the amendment.

If there are questions, please feel free to contact the Section 504 Compliance Officer for the Centerville-Abington School Corporation.
AMERICANS WITH DISABILITIES ACT – RECRUITMENT, ADVERTISEMENT, APPLICATION, AND EMPLOYMENT – NOTICE OF NON-DISCRIMINATION

The Centerville-Abington School Corporation is committed to compliance to the Americans with Disabilities Act (ADA). We intend to ensure that individuals with disabilities, whether they are employed, apply for a position, or visit facilities within our school corporation are treated fairly and given an equal opportunity to access our faculties, programs, activities, and employment.

It is unlawful for (school corporation) to discriminate on the basis of disability against a qualified individual with a disability in regard to:

(a) recruitment, advertising, job application, and employment procedures;
(b) hiring, upgrading, promotion, award of tenure, demotion, transfer, layoff, termination, right of return from layoff, and rehiring;
(c) rates of pay or any other form of compensation and changes in compensation;
(d) job assignments, job classifications, organizational structures, position descriptions, lines of progression, and seniority lists;
(e) leaves of absence, sick leave, or any other leave;
(f) fringe benefits available by virtue of employment, whether or not administered by the covered entity;
(g) selection and financial support for training, including: apprenticeships, professional meetings, conferences, and other related activities, and selection for leaves of absence to pursue training;
(h) activities sponsored by a covered entity including social and recreational programs;
(i) any other term, condition, or privilege of employment.

Centerville-Abington School Corporation will not isolate individuals with disabilities, discriminate on the basis of disabilities through contracts, avoid using qualification standards, criteria, methods of administration, or tests that discriminate against individuals with disabilities, avoid not making reasonable accommodations to an otherwise qualified individual with a disability.

The ADA requires that we focus on the ability, not the disability, of the individual. We will consider reasonable accommodations providing the individual can perform essential functions of the position. We are not required, however, to give preferential treatment to individuals with disabilities or lower our standards for performance.

Centerville-Abington School Corporation is committed to meeting the intent and spirit of the ADA. All employees are urged in helping (School Corporation) to meet this goal.

If you believe that Centerville-Abington has discriminated against you or someone you know on the basis of disability, or if you have questions or concerns about our responsibilities in this regard, please contact Section 504 .Coordinator.

NOTICE OF PARENT/STUDENT RIGHTS IN IDENTIFICATION, EVALUATION, AND PLACEMENT OF INDIVIDUALS WHO ARE DISABLED OR WHO ARE BELIEVED TO BE DISABLED

In compliance with procedural requirements of Section 504 of the Rehabilitation Act of 1973, the following Notice of Parent/Student Rights In Identification, Evaluation, and Placement shall be utilized in the Centerville-Abington School Corporation.

The following list of rights and options are given to insure the parent's awareness of regulations about the evaluation of and/or special instruction, which may be offered to his/her child. Should the parent have any questions, contact Rick Schauss. The parent also has the right to meet with the principal or designee, the local School Board, or the Regional Office for Civil Rights to resolve objections to either evaluation or educational placement.

I. Organizations and agencies, which the parent may contact to obtain assistance with evaluation/placement questions, include, but are not limited to, the following:

A. Federal Office for Civil Rights, Chicago, Illinois--312/886-3456

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

1. Have your child take part in, and receive benefits from, public education programs without discrimination because of his/her disabling condition.
2. Have the school district advise you of your rights and options under federal law.
3. Receive notice with respect to identification, evaluation, or placement of your child.
4. Have your child receive a free appropriate public education. This includes the rights to be educated with students without disabilities to the maximum extent appropriate. It also includes the right to have the school district make reasonable accommodations to allow your child an equal opportunity to participate in school and school-related activities.
5. Have your child educated in facilities and receive services comparable to those provided students without disabilities.
6. Have your child receive special education and related services if he/she is found to be eligible under the Individuals with Disabilities Education Act (IDEA - PL. 101-476), and/or general education intervention/modifications outside of special education under Section 504 of the Rehabilitation Act of 1973.
7. Have evaluation, educational, and placement decisions made based upon a variety of information sources, and by persons who know the student, evaluation data, and placement options.
8. Have transportation provided to and from an alternative placement setting at no greater cost to you than would be incurred if the student were placed in a program operated by the district.
9. Have your child given an equal opportunity to participate in non-academic and extracurricular activities offered by the district.
10. Examine all relevant records relating to decisions regarding your child's identification, evaluation, educational program, and placement.
11. Obtain copies of educational records at a reasonable cost unless the fee would effectively deny you access to the records.
12. A response from the school district to reasonable requests for explanations and interpretations of your child's records.
13. Request amendment of your child's educational records if there are reasonable causes to believe that they are inaccurate, misleading, or otherwise in violation of the privacy rights of your child. If the school district refuses this request for amendment, it shall notify you within a reasonable time, and advise you of the right to a hearing. This hearing will be according to the Family Educational Rights and Privacy Act (FERPA) and should not be confused with an impartial due process hearing.
14. Request mediation, an impartial hearing, or review (appeal) related to decisions or actions regarding your child's identification, evaluation, educational program, or placement. The costs for mediation and/or the hearing are borne by the local school corporation. You and the student may take part in the hearing and have an attorney represent you.
15. Hearing requests must be made to (Compliance Officer). The following details the procedure:
    a) If the parent/guardian disagrees with the identification, evaluation, educational placement, or the provisions of a free appropriate public education for his/her child, the parent/guardian may make a written request for a hearing to the of schools indicating the specific reason(s) for the request. A copy of the request may be filed with the nearest Regional Office for Civil Rights.

    b) The local school district may initiate a hearing regarding the identification, evaluation, or educational placement of the student or the provision of a free appropriate public education to the student. The local school district shall notify the parent of the specific reason(s) for the request.

    c) Such hearings shall be conducted within twenty (20) instructional days after the request, unless the hearing officer grants an extension, and at a time and place reasonably convenient to the

parent. Upon receipt of the parent's or local school district's request for a hearing, the local or designee shall designate the independent hearing officer. The local school district shall bear all costs pertaining to the hearing, including the transcription, hearing officer's fee, and expenses; but shall not be responsible for the fees and expenses incurred by the parent/guardian except for those detailed below. The parent involved in a hearing shall be given the right to have the child who is the subject of the hearing present, and/or open the hearing to the public, and be represented by legal counsel or other representative.

d) During the pendency of the hearing, unless the local school district and the parent of the child agree otherwise, the child involved in the proceeding shall remain in his/her present educational placement. If there is a dispute regarding this present placement, the hearing officer shall order an interim placement. The present educational placement of the child shall include normal grade advancement if the proceedings extend beyond the end of a school year. If the issue involves an application for initial admission to school, the child, with the consent of the parent, shall be placed in the school until the completion of the proceedings. In the absence of an agreement, the hearing officer shall determine the child's placement during the proceedings.

e) The child and the parent shall have the right to legal counsel and/or other representation of their own choosing. The local school district may inform the parent of any free or low-cost legal services available in the area if the parent requests the information or if the local school district initiates a hearing. The decision of the hearing officer shall be based solely upon the evidence presented at hearing. The school shall bear the burden of proof as to the appropriateness of any placement, transfer, or the denial of it.

f) A tape recording or other verbatim record of the hearing shall be made and transcribed and, upon request, shall be made available to the parent or the parent's representative at local school district's expense. At a reasonable time prior to the hearing, during school hours, the parent or the parent's representative shall be given access to all records of the local school district and any of its agents or employees pertaining to the child, including all tests and reports upon which the proposed action may be based. The parent or parent's representative shall have the right to compel the attendance, to confront, or to cross-examine any witness who may have evidence upon which the proposed action may be based. The parent or the parent's representative and local school district shall have the right to present evidence and testimony, including expert medical, psychological, or educational testimony. Introduction of any evidence at the hearing that has not been disclosed to both parties at least five (5) days before the hearing is prohibited, subject to the discretion of the hearing officer.

g) Within fifteen (15) instructional days after the hearing, the hearing officer shall render a decision in writing. Such decision shall include findings of fact, conclusions of law, and orders, if necessary, which will be binding on all parties. The dated decision shall be sent by mail to the parent and the school and shall contain notice of the right to review the decision. The decision shall be implemented no later than twenty (20) instructional days following the date of the decision, unless either party seeks review. Should the parent/guardian be represented by legal counsel and ultimately prevail on the issues at the hearing, the parent/guardian may be entitled to payment of all or part of the attorney fees and the cost incurred by the parent/guardian.

16. Request a review (appeal) of the hearing should you not prevail. The following details the procedure:
    a) A petition to review (appeal) the decision of a hearing officer may be made by any party to the hearing. The request must be in writing, filed with the local and the opposing party, be specific as to the objections, and be filed within twenty (20) instructional days of the date the hearing officer's decision is received. The school corporation is responsible for hiring an independent Review (Appeals) Officer to conduct an impartial review of the record as a whole and may, at its election, conduct its review with or without oral argument. Such review shall be conducted within twenty (20) instructional days of the receipt of the Petition for Review, unless either party requests an extension of time or the Board on its own motion extends the timelines.
    b) The Review (Appeals) Officer shall insure a transcription is prepared of its review and made available upon request of any party.
    c) Any party disagreeing with the decision of the Review (Appeals) Officer may appeal to the Regional Office for Civil Rights.

17. File a local grievance to resolve complaints of discrimination. The procedure is as follows:
    a) An alleged grievance under Section 504 must be filed in writing fully setting out the circumstances giving rise to such grievance.
    b) Such claims must be made in writing and filed with the Compliance Officer.
    c) A hearing will be conducted according to the procedures outlined in the regulations implementing the Family Educational Rights and Privacy Act (FERPA).
    d) The Section 504 Coordinator will appoint a hearing officer who will conduct the hearing within a reasonable time after the request was received.
    e) The Section 504 Coordinator shall give the parent, student, or employee reasonable advance notice of the date, time, and place of the hearing.
    f) The hearing may be conducted by any individual, including an official of the local school district, who does not have a direct interest in the outcome of the hearing.
    g) The local school district shall give the parent, student, or employee full and fair opportunity to present evidence relevant to the issues raised. The parent, student, or employee may, at his/her own expense, be assisted or represented by individuals of his or her choice, including an attorney.
    h) The local school district shall make its decision in writing within fifteen (15) days after the hearing.
    i) The decision must be based solely on the evidence presented at the hearing and shall include a summary of the evidence and reasons for the decision.

The person in this district who is responsible for assuring that the district complies with Section 504 and the Americans with Disabilities Act (ADA) is:

Mr. Bellew, 509 Willow Grove Rd., Centerville, IN 47330

SKATEBOARDS AND SCOOTERS:

Skateboards and scooters will not be permitted at school.

SOCIAL PROBATION

A student who receives a total of three (in any combination) detentions, in-school suspensions, and/or out-of-school suspensions, will be placed on SOCIAL PROBATION for a period of 20 school days (and all weekend days in between) from the issue date of the third detention, etc. A student assigned SOCIAL PROBATION will be denied access during this 20-day period to any and all extra-curricular and /or social events or clubs related to the school. This includes try-outs. This starts over each new semester.

SOLICITING BY CLASSES AND ORGANIZATIONS

Classes or school-sponsored organizations may not solicit funds from, or sell any product to the general public without the approval of the school principal. Individual students are also prohibited from selling or trading personal items to other students at school. Only approved fund-raising activities may be conducted for school purposes.

SPECIAL EDUCATION

Centerville-Abington schools shall provide for a comprehensive, free, and appropriate public education to all eligible educationally disabled students. Centerville-Abington schools shall provide such supplemental aids and related services as may be necessary for a disabled child to receive their education in the least restrictive environment. All classes of a special nature will require that students be recommended by professional personnel and given adequate tests to prove their need for the program. Parent approval is necessary to effect placement in these programs.

SAFEGUARDS

The Superintendent of Schools shall assume the responsibility of insuring the confidentiality of any personally

identifiable information at the collection, storage, disclosure, and destruction stages of records of Special Education children. This responsibility shall include the maintenance for public inspection of a current directory of the names and positions of all school personnel who may have access to education records and the training and instruction of such personnel concerning these policies and procedures.
Parents of a child who has graduated or otherwise left the district, and who was formerly enrolled in a program for Special Education children, shall be informed by individual or public notice that any personally identifiable information in the education record of their child which was collected, maintained, or used for the identification, evaluation, or placement of the Special Education child shall be destroyed upon request of the parent. Such request should be addressed in writing to the Director of Student Services. Parents who request destruction of these records shall be informed that these records may be needed by the child or the parent for social security benefits or other purposes and that the district may maintain without time limitation a permanent record of the student's name, address, phone number, his/her grade, attendance record, classes attended, grade level completed, and year completed. If parents do not request destruction of these records, personally identifiable information no longer needed for education purposes may be destroyed at the discretion of the district.

SPEECH AND HEARING

A speech and hearing therapist may be employed for the purpose of conducting required hearing tests in grades 1, 4, 7, and 10 and providing therapy to students with speech defects who may be referred to him/her by the teachers and principals.

STANDARDIZED TESTING

The following tests are administered to students:
*IREAD3 – This test determines if a student is ready for 4th grade, based on his/her reading proficiency.
*ILEARN - This battery of achievement tests is a STATE mandated program for grade 3 through 6.
*NWEA - This battery of subject area tests such as reading, math and language usage is given to all students in grades 3-6.

STANDARDIZED TESTING MAKE UP

A student's absence during standardized testing creates some very difficult logistic problems for make up. When a student is absent, standardized testing conditions are violated when allowing the student an opportunity to make up or complete missed test items. In general, requests for standardized testing make up will not be honored.

STUDENT ASSISTANCE PROGRAM (D.A.R.E.)

Section 1. Philosophy
The board believes that chemical dependency is a disease of major proportion in our society and that such disease is chronic, progressive, and treatable. The board also believes that prevention and elimination of chemical dependency and abuse is an appropriate activity for the public schools. Such activity will include chemical dependency as part of the corporation's curriculum, and the provision of in-service activities for employees, students and parents. Identification and treatment of students afflicted with chemical dependency should be a cooperative effort among various individuals and public agencies, such as the school administration, teachers, chemical dependency teams, physicians, mental health agencies and family service agencies.
Section 2. Definitions
A. Chemical dependency means any continuing or recurring disruption in a student's school life caused by alcohol or other drug usage of a long-term and continuing nature that adversely affects the student's school performance or behavior.
B. Chemical abuse means an illegal or improper use of any drug, prescription or non-prescription, which can be a

single, temporary incident or a continuing series of incidents.

Section 3. Establishment of Student Assistance Program

The superintendent shall establish a Student Assistance Program as a practical and constructive mechanism for dealing with student's personal problems caused by chemical dependency or chemical abuse and which affect their school behavior or their academic performance. The board believes that such personal problems are not the school's responsibility or authority unless they cause the student's school behavior to become disruptive or detrimental to effective learning. In this event, the personal problems become a matter of concern to the school.

Section 4. Purpose of the Program

The general purpose of the program is to assure that any student who has a personal problem relating to chemical dependency or chemical abuse will be provided an opportunity to seek professional assistance. The board recognizes that many personal problems can be successfully dealt with and resolved provided assistance is offered at an early stage and referral is made to an appropriate type of assistance.

Section 5. Objectives of Program

Objectives of the Student Assistance Program shall include: provision for assistance to students with problems caused by chemical dependency or chemical abuse, improvement or school behavior and academic performance, development of appropriate human relationships at school and outside of school, and elimination of chemical dependency and chemical abuse.

Section 6. Eligible Persons

The Student Assistance Program shall be available to all Centerville-Abington students.

Section 7. Adoption of Regulations

The administration shall adopt rules and regulations establishing and governing the Student Assistance Program.

PROCEDURES

Section 8. Identification of Chemical Dependency or Abuse

Any employee shall report any suspected case of chemical dependency or abuse by a student to the student's principal or designee. In the event the principal or designee determines that there is a reasonable basis to believe that the student may be afflicted with chemical dependency or engaging in chemical abuse, the Student Assistance Program Coordinator and the student's parents or guardian shall be notified by the principal or designee.

Section 9. Assistance of Chemical Dependency Team

In the event of student's parent or guardian consents or the student consents if the student is eighteen years of age or more, a chemical dependency team may be activated to assist the student. Upon such consent provided to the principal or his designee, the principal or his designee will schedule a meeting with the student, Student Assistance Program Coordinator, parent or guardian, and the chemical dependency team. At such meeting, the team will discuss with the student and parent or guardian the nature of the problem and offer suggestions on how to eliminate chemical dependency or abuse. Participation in any activity of the chemical dependency team shall be voluntary on the part of the student, parent or guardian.

Section 10. Chemical Dependency Team

The principal or his designee and the Student Assistance Program Coordinator shall be responsible for the formation of a chemical dependency team. Although the membership of the team may vary, school counselors, school nurse, school doctor, and other professional staff may be appointed. Additional persons outside the school corporation may be appointed to the team if deemed appropriate.

Section 11. Referral Procedures

A. The Student Assistance Program Coordinator shall cause referral procedures to be designed. These procedures should be designed to facilitate these types of referrals to the Student Assistance Program.

1. self-referral by the student or his/her parent or guardian;
2. school administration referrals;
3. teacher, counselor, or other employee referrals;
4. school physician or other medical referrals; and,
5. other outside designated agencies;

B. The school corporation recognizes that only professional persons have the training and qualifications to identify and diagnose personal problems within their area of professional expertise. Therefore, except for self-referrals, all referrals must be based on documented unacceptable academic performance or student misconduct that may be subject to student discipline.

Section 12. Acceptance Voluntary

A. The decision to request or accept assistance from the Student Assistance Program will be voluntary on the part of the student. All students, whether participating in the Student Assistance Program, or not, will be expected to meet all school rules governing student conduct and academic performance.
B. No student will have any academic or extra-curricular opportunities limited or denied solely because of referral to

the Student Assistance Program or participation therein.

C. In the event a student is lawfully expelled from school, the hearing examiner or superintendent may provide the expelled student an opportunity to be re-admitted to school, prior to the termination of the expulsion, upon the condition that the student accepts and satisfactorily participates in the Youth Intervention Program as provided by the Dunn Center in Richmond, Indiana.

Section 13. Confidentiality of Participation

A. Self-referrals by students or their parent or guardian seeking assistance for their child will be able to be made with complete anonymity outside of any persons assisting the student in the Student Assistance Program.

B. Any records, other than outside professionals or other outside persons, of the Student Assistance Program will be maintained in the office of the Student Assistance Program Coordinator. All such records will be accorded the high degree of confidentiality accorded to medical records and will not be disclosed to anyone other than the student or the student's parent or guardian and other school personnel permitted by law, except under a court order compelling disclosure or a written request signed by the participant if not under eighteen years of age. Release of any of the student's records shall be in accordance with state and federal law.

STUDENT CONDUCT

Students, while under the authority and responsibility of the school, are to comply with any reasonable request of teachers and other school personnel. Appropriate action will be taken when students refuse to comply with such requests. This may include:

- Pulling a behavior card in the classroom
- Loss of classroom behavior points (ie. LiveSchool, Class Dojo, etc.)
- Lunch and/or after school detention
- Phone call home or at parent's work
- Loss of school privileges such as extra-curricular activities and/or after school clubs
- Parent conference
- In school restriction or suspension
- Out of School suspension - violation of the Indiana Due Process Law, Drug Free School Code, Harassment Policy, Youth Gang Policy, fighting, or the accumulation of a variety of unacceptable misbehaviors at school. Out of school suspensions can be for a maximum of ten (10) days per suspension.
- Suspension with a recommendation to expel—expulsion removes the student from school and the right to attend or take part in any school functions. Expulsion may be for a semester or school year depending on the offense a student is suspended for.

STUDENT EXPECTATIONS

Centerville-Abington schools support and promote the use of Life Skills for Building Character in our students. They are: Teamwork, Responsibility, Effort, Caring/Respect, Common Sense/Organization, Motivation, Problem Solving, Confidence and Perseverance. Students who incorporate the Life Skills into their daily routine should not have trouble with the rules listed below:

- Follow directions the first time that they are given from any school personnel
- No hands-on behavior, body touching, fighting/cussing or teasing
- Stay in assigned areas only
- Do not litter or abuse school property
- Do not bring toys or electronic equipment to school
- Walk, don't run
- Use respect and kindness – inform an adult if someone has caused you harm

STUDENT RECORDS

I. Definitions

A. Education Records. Education records are those records, files, and data directly related to a student and maintained by the school corporation. Such records encompass all the material kept in the student's cumulative folder and include such information as general identifying data, records of attendance and of

academic work completed, records of achievement, results of evaluative tests, health data, disciplinary records, test protocols, and individualized education programs. Education records are the property of the school corporation. Access to and correction of education records is governed by this policy.

1. Exclusions. Education records do not include the following:

   a. Data which relates to a student or groups of students but by which the student(s) cannot be identified.
   b. Records kept in the sole possession of the maker and which are not accessible or revealed to other persons. Such records may include grade books, notes on student work, transcripts of interviews, counselors' notes, and memory aids.
   c. Privileged communications made under IC 20-6.1-6-15 and information required to be furnished to law enforcement or social service agencies relating to suspected child abuse or neglect under IC 31-6-11.

B. Parent. Parent is a parent of a student and includes a natural parent, a guardian, or an individual acting as a parent in the absence of a parent or guardian. The term includes the custodial and noncustodial parent of a student.

C. Student. Student is any individual who is or has been in attendance at the school corporation.

D. Eligible Student. Eligible student is a student who has reached eighteen (18) years of age or is attending a post-secondary education institution.

E. Disclosure. Disclosure is to permit access to, release of, transfer of, or communication of, education records or personally identifiable information from education records to any party by any means, including oral, written, or electronic means.

C. Record of access to education records. Each individual student cumulative folder, and each student record maintained separate from the folder, shall contain as a part thereof a written form upon which any person examining such records shall indicate the following:

1. The identify of such person.
2. The specific record examined.
3. Purpose of the examination.
4. The date on which, or in the case of a person whose job within the school corporation system requires repeated examination, the period of time over which such examinations were made.

No such record need be kept when the disclosure was to a parent or eligible student, school staff members with legitimate educational interests, a party with a written consent from the parent or eligible student, or a party seeking directory information.

IV. Access to Education Records

A. Right of access. A parent, a student, or an eligible student has the right to inspect and review the education records of such student or any part thereof. A representative of the parent or eligible student may also inspect and review such student's education records upon the written consent of the parent or eligible student.

B. Manner of exercising such rights. Such right shall be exercised by presenting a written request to the office of the superintendent or the superintendent's designee. The request shall specify the specific education records

which the parent, student, or eligible student wishes to inspect or examine. In the event the school cannot determine the exact records as described, the designated school employee shall immediately contact the parent, student, or eligible student by letter or otherwise, to determine the desired scope of education records to be inspected.

Compliance with all requests to access education records must occur without unnecessary delay and in no case more than forty-five (45) days after a request has been made. If requested, a parent or eligible student must be given access to the student's education records before any meeting regarding an individualized education program or pending due process hearing.

All inspections of education records shall be made during regular business hours. A school official shall be present during any such inspection to assist in the interpretation of the records.

C. Records involving more than one student. Where the records requested include information concerning more than one student, the parent, student, or eligible student shall either receive for examination that part of the record pertaining to the student of the parent or the student making the request, or where this cannot reasonably be done, be informed of the contents of the part of the record pertaining to the student of the parent or the student making the request.

D. Disclosure with consent. Education records may be furnished to any other person only with the written consent of the parent or eligible student. Such written consent shall specify the records to be released, the reasons the records are to be released, and to whom. To the extent reasonably possible, the school corporation shall release information to persons on the condition that such persons will maintain the confidentiality of the information and will not reveal or disseminate the information to other persons.

VI. Correction of Education Records

A parent or eligible student shall have an opportunity for a hearing to challenge the content of the student's education records to ensure that they are not inaccurate or misleading or otherwise in violation of the rights of privacy or the constitutional rights of the student. If the parent or eligible student believes that such records should be corrected or deleted, the parent or eligible student shall advise the superintendent or the superintendent's designee, who shall provide the parent or eligible student an informal conference. If the school corporation agrees to amend the contents of the records, the change shall occur within ten (10) business days of the date the request is received. The school corporation shall provide the parent of eligible student with notification of the change and a copy of the amended contents if the parent or eligible student requests.

In the event no agreement is reached, the parent or eligible student shall have an opportunity for a hearing to correct or delete the record by filing a statement of the relief requested and a hearing shall be held thereon, and appeals taken to the school board, in the same manner as in IC 20-8.1-5.1-13(d) or, in the case of a student with disabilities, 511 IAC 7-8-1(p).

VII. Copies of Education Records

Copies of education records may be provided to a parent or eligible student at no charge where such person is unable because of distance or other valid reason to personally inspect and review the education record. Fees for all other copies shall be assessed by the superintendent or the superintendent's designee. No fees may be assessed for the search or retrieval of education records.

DESTRUCTION OF EDUCATION RECORDS

Education records may be destroyed at the discretion of the school district (subject to applicable statutes

and regulations) except when there is an outstanding request to inspect and review them. Explanations placed in records as a result of a hearing or the records of disclosures must be maintained as long as the education records to which they pertain are maintained.

Written notification given to parents prior to the identification, evaluation, or placement of an Special Education child shall include a statement of the rights and procedures afforded them by these acts before any major identification, location, or evaluation activity concerning Special Education child is conducted by the district, notice must be published or announced in the newspaper or other media with circulation adequate to notify parents within the district. This notice shall contain the following:

1. a description of the purpose and nature of the activity;
2. a description of the extent to which notice is given in the native language of the various population groups in the district, if any;
3. a description of the children, on who personality identifiable information is maintained, the types of information sought;
4. the methods the district intends to use in gathering the information (including the sources from whom information is gathered), and the use to be made of the information:
5. a summary of the policies and procedures that will be followed with regard to the storage, disclosure, retention, and destruction of such information;
6. a description of the rights of parents and children regarding this information.

STUDENT RIGHTS OF EXPRESSION

In accordance with Board policies 5722 and 9700, students have the right, protected by the First Amendment to the U.S. Constitution, to exercise freedom of speech. This includes the right to distribute or display, at reasonable times and places, unauthorized written material, petitions, buttons, badges, or other insignia, except expression which:

A. is obscene to minors;
B. is libelous;
C. is pervasively indecent or vulgar;
D. advertises any product or service not permitted to minors by law;
E. constitutes insulting or fighting words, the very expression of which injures or harasses other people (e.g., threats of violence, defamation of character or of a person's race, religion, or ethnic origin);
F. presents a clear and present likelihood that, either because of its content or the manner of distribution or display, it will cause a material or substantial disruption of school or school activities, a violation of school regulations, or the commission of an unlawful act.

Distribution or display of material in any of the above categories is prohibited on school premises or at any school related event.

DEFINITIONS

The following definitions shall apply:

A. "Obscene to minors" is defined as:
   1. the average person, applying contemporary community standards, would find that the written material, taken as a whole, appeals to the prurient interest of minors;
   2. the material depicts or describes conduct that is patently offensive to prevailing standards in the adult community concerning how such conduct should be presented to minors;
   3. the material, taken as a whole, lacks serious literary, artistic, political, or scientific value for minors.

B. "Minor" means any person less than eighteen (18) years of age.

DISCIPLINARY ACTION

Distribution or display by any student of non-school sponsored material prohibited by these guidelines will be halted and disciplinary action will be taken in accordance with the procedures contained in administrative guidelines 5600/5610.

Any other party violating this guideline will be requested to leave the school property immediately and, if necessary, the police will be called.

PROCEDURES

Any student wishing to distribute or display unauthorized material must first submit for approval a copy of the material to the principal twenty-four (24) hours in advance of desired distribution/display time, together with the following information:

A. name of the student or organization
B. date(s) and time(s) of day intended display or distribution
C. location where material will be displayed or distributed
D. the grade(s) of students to whom the display or distribution is intended. The principal should either approve the material or indicate how it violates the guidelines listed above or the time, place, and manner restrictions listed below. If permission to distribute or display the material is denied, the student shall have the opportunity to make necessary revisions and/or deletions. Permission to distribute or display material does not imply approval of its contents by either the school, the administration of the school or the Board. If the student is dissatisfied with the decision of the principal, she/he may submit a written request for appeal to the Superintendent. The student submitting the request shall have the right to appear and present the reasons, supported by relevant witnesses and material, as to why distribution/display of the written material is appropriate.

TIME, PLACE, MANNER, AND DISTRIBUTION OF DISPLAY

The distribution or display of written material shall be limited to a reasonable time, place, and manner as follows:

A. No material may be distributed or displayed during the time or at the place of a school activity if it is likely to cause a substantial disruption of that activity.
B. No material may be distributed or displayed if it blocks the safe flow of traffic within corridors and entranceways of the school.

STUDENT SUPERVISION AND WELFARE (Administrators, Staff, Support Staff)

Administrators shall maintain a standard of care for the supervision, control, protection of students commensurate with their assigned duties and responsibilities and are expected to establish and maintain professional staff/student boundaries that are consistent with their legal, professional and ethical duty of care for students. The Superintendent shall maintain and enforce the following standards:

A. Each administrator shall immediately report to the Superintendent any knowledge of threats or violence by students.
B. Administrators and professional staff members shall not send students on any personal errands.
C. An administrator shall not associate or fraternize with students at any time in a manner that may give the appearance of impropriety, including, but not limited to, the creation or participation in any situation or activity that could be considered abusive or sexually suggestive or involve harmful substances such as illegal drugs, alcohol or tobacco. Any sexual or other inappropriate conduct with a student by any administrator will subject the offender to potential criminal prosecution and disciplinary action by the Board up to and including termination of employment.
D. If a student approaches an administrator to seek advice or to ask questions regarding a personal problem related to sexual behavior, substance abuse, mental or physical health, and/or family

relationship, etc., the staff member may attempt to assist the student by facilitating contact with certified or licensed individuals in the Corporation or community who specialize in the assessment, diagnosis, and treatment of the student's stated problem. However, under no circumstances should a staff member attempt, unless properly licensed and authorized to do so, to counsel, assess, diagnose, or treat the student's problem or behavior, nor should such administrator inappropriately disclose personally identifiable information concerning the student to third persons not specifically authorized by law.

E. No school staff shall transport students in a private vehicle without the approval of the Superintendent.

F. A student shall not be required to perform work or services that may be detrimental to his/her health.

G. Staff members shall only engage in electronic communication with students via email, texting, social media and/or online networking media, such as Facebook, Twitter, Instagram, YouTube, Skype, blogs, etc., when such communication is directly related to curricular matters or co-curricular/extracurricular events or activities with prior approval of the principal.

H. Staff members are prohibited from electronically transmitting any personally identifiable image of a student(s), including video, photographs, streaming video, etc. via email, text message, or through the use of social media and/or online networking media, such as Facebook, Twitter, YouTube, MySpace, Skype, blogs, etc., unless such transmission has been made as part of a pre-approved curricular matter or co-curricular/ extracurricular event or activity such as a school-sponsored publication or production in accordance with Policy **5722**.

Since most information concerning a child in school, other than directory information described in Policy **8330**, is confidential under Federal and State laws, any administrator who shares confidential information with another person not authorized to receive the information may be subject to discipline and/or civil liability. This includes, but is not limited to, information concerning assessments, grades, behavior, family background, alleged child abuse, and any other record information.

Pursuant to the laws of the State and Board Policy **8462**, each professional staff member shall report to the proper legal authorities immediately, any sign of suspected child abuse or neglect. I.C. 31-33-5 Staff members shall maintain a standard of care for the supervision, control, and protection of students commensurate with assigned duties and responsibilities and are expected to establish and maintain professional staff/student boundaries that are consistent with their legal, professional and ethical duty of care for students. Since most information concerning a child in school, other than directory information described in Policy **8330**, is confidential under Federal and State laws, any staff member who shares confidential information with another person not authorized to receive the information may be subject to discipline and/or civil liability. This includes, but is not limited to, information concerning assessments, grades, behavior, family background, alleged child abuse, and any other record information.

Pursuant to the laws of the State and Board Policy **8462**, each support staff member shall report to the proper legal authorities, immediately, any sign of suspected child abuse or neglect.

STUDENT SURVEYS

20-10.1-4-15 in general states:

A student shall not be required to participate in a personal analysis, an evaluation, or a survey that is not directly related to academic instruction without their prior consent (if an adult) or the prior consent of the student's parent or guardian. Examples of such surveys are those that reveals or attempts to affect the student's attitudes, habits, traits, opinions, beliefs, or feelings concerning:

1. political affiliations
2. religious beliefs or practices;
3. mental or psychological conditions that may embarrass the student or the student's family;
4. sexual behavior or attitudes

5. illegal, antisocial, self-incriminating, or demeaning behavior;
6. critical appraisals of other individuals with whom the student has a close family relationship.
7. legally recognized privileged or confidential relationships, including a relationship with a lawyer, minister, or physician;
8. income (except as required by law to determine eligibility for participation in a program or for receiving financial assistance under a program);

A parental consent form for such a survey shall accurately reflect the contents and nature of the survey. In the event parents have questions or concerns regarding the above, they should contact the school.

SUSPENSION AND/OR EXPULSION

Prohibited substantial disobedience, disruptive behavior, or misconduct shall include any behavior which is of such flagrant nature as to constitute grounds for **suspension or expulsion** from school and may include such other conduct as may be designated from time to time by policy of the board of School Trustees. Some examples of substantial disobedience, disruptive behavior, or misconduct include, BUT ARE NOT LIMITED TO THE FOLLOWING:

1) Use of violence, force, noise, coercion, threat, intimidation, fear, passive resistance or other comparable conduct, constituting and interference with school purposes, or urging other students to engage in such conduct. The following enumeration is illustrative of the type of conduct prohibited by this subparagraph:
   a. Occupying any school building, school grounds, or part thereof intent to deprive others of its use;
   b. Blocking the entrance of exits of any school building or corridor or room therein with intent to deprive others of lawful access to or from, or use of, the building or corridor or room;
2) Setting fire to or substantially damaging any school building or property;
3) Firing, displaying or threatening use of firearms, explosives, or other weapons on the school premises for any unlawful purpose;
4) Prevention of or attempting to prevent by physical act the convening or continued functioning of any school or educational function, or of any lawful meeting or assembly on school property;
5) Continuously and intentionally making noise or acting in any manner so as to interfere seriously with any teacher's ability to conduct the educational function under his/her supervision.
6) Possessing a knife on school property or on a school bus will be a Class B misdemeanor. Makes the offense a Class A misdemeanor if the offender has a previous unrelated conviction and a Class D felony if the offense results in bodily injury or serious bodily injury to another person. Adds battery against, and the harassment of, a school employee to the list of offenses that must be reported to a local law enforcement agency. PL 72-2006
7) This subparagraph shall not, however, be construed to make any particular student conduct a ground for expulsion where such conduct is constitutionally protected as an exercise of free speech of assembly or otherwise under the Constitution of Indiana or the United States.
8) Causing or attempting to cause substantial damage to school property, stealing or attempting to steal school property of substantial value, or repeated damage or theft involving school property of small value.
9) Intentionally causing or attempting to cause substantial damage to valuable private property or stealing or attempting to steal valuable private property.
10) Intentionally causing or attempting to cause physical injury or intentionally behaving in such a way as could reasonably cause physical injury to self or another person. Self-defense or reasonable action undertaken on the reasonable belief that it was necessary to protect some other person shall not, however, constitute a violation of this provision.
11) Threatening or intimidating any student for the purpose of, or with the intent of, obtaining money or anything of value from such student.

12) Knowingly possessing, handling or transmitting any object that can reasonably be considered a weapon or is represented to be a weapon. (An animal capable of causing serious bodily injury when used in such a manner is also considered a weapon.)

Indiana Law(IC 35-31.5-2-86) states a weapon includes, but is not limited to, "a weapon, taser electronic stun gun, equipment, chemical substance, or other material that in a manner is used, or could ordinarily be used, or is intended to be used, is readily capable of causing serious bodily injury.

13) Knowingly possessing, using, transmitting or being under the influence of any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage, stimulant, depressant, or intoxicant of any kind. Use of a prescription drug legitimately obtained for a specific student shall not be a violation of this rule.

14) Engaging in the unlawful selling of a controlled substance or other violation of criminal law that constitutes a danger to other students, or constitutes an interference with school purposes.

15) Refusing to comply with directions of the teachers or other staff members during any period of time when (s) he is properly under the supervision, where such failure constitutes an interference with school purposes or an educational function.

16) Engaging in any activity forbidden by the laws of the State of Indiana, which constitutes an interference with school purposes or an educational function.

17) A violation or repeated violations of any rules that are reasonably necessary in carrying out school purposes or an educational function and are established in accordance with Indiana law, INCLUDING, BUT NOT LIMITED TO THE FOLLOWING:

a) Engaging in sexual behavior on school property.

b) Disobedience of administrative authority

c) Willful absence or tardiness of students

d) Possessing, using, transmitting, or being under the influence of any substance which is represented to be or looks like a narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage, stimulant, depressant, or intoxicant of any kind.

e) Possessing, using, transmitting, or being under the influence of any caffeine-based substance, substances containing phenylpropanolamine (PPA), or stimulants of any kind, be they available with or without a prescription.

f) Engaging in speech or conduct, including clothing, jewelry or hairstyle, which is profane, indecent, lewd, vulgar, or offensive to school purposes.

g) Engaging in gang activity or behavior including but not limited to displaying signs, wearing colors,etc.

h) Lying, cheating, plagiarism, stealing, or other forms of dishonesty.

i) Any other acts which directly or indirectly jeopardize the health, safety, and welfare of school personnel or other students.

18) Knowingly possessing or using on school grounds during school hours a cell phone in a situation not related to a school purpose or an educational function.

19) Possession of a firearm, which is, defined as any weapon that will, or is designed to, or may readily be converted to expel a projectile by the action of an explosive or other propellant charge.

20) Falsely accusing any person of sexual harassment, or of violating a school rule, and/or a state or federal law.

21) Failing to report the actions of another person to a teacher or administrator where those actions or plans, if carried out, could result in harm to another person or persons or damage property when the student has information about such actions or plans. Failing to completely comply and respond to questions from a staff member regarding school related matters including potential violations of school rules or state or federal laws.

22) Aiding, assisting, agreeing or conspiring with another person to violate any school rule and/or state or federal law.

23) Taking, recording, displaying and/or distributing pictures, video or audio without the consent of the student or staff member in a situation not related to a school purpose or educational function.

24) Students are not to discuss, draw pictures, or write about weapons at school in reference to violence.

- **The penalty for possession of a firearm: suspension for up to 10 days and expulsion from school for at least one calendar year with the return of the student to be at the beginning of the first semester after the one year period. The Superintendent may reduce the length of the expulsion if the circumstances warrant such a reduction.**

- **The Superintendent shall notify the county prosecuting attorney's office when a student is expelled under this rule.**

TARDY

Punctuality is a necessary ingredient for success in any endeavor – school is no exception. Tardiness is not only a bad habit but also establishes a disregard for accepting responsibility. ***After a student's 5th tardy, the student will receive a detention. Students who continue being tardy will receive a detention after every 5 tardies during a semester.*** Excessive tardiness can result in further disciplinary action, including but not limited to being placed on an Attendance Agreement with the school.

A student is considered tardy when reporting to school between 8:00 a.m. and 10:00 a.m. Any student reporting to school after 10:00 a.m. will be considered a half-day absence. *Parents will need to sign their child in at the front office if they arrive to school after 8:00 a.m.*

A student's tardiness is unexcused when caused by car problems, a student or family member oversleeping, inclement weather (if school is in session), or missing the bus. A student's tardiness is excused if medical or legal documentation is provided to the front office.

TELEPHONE CALLS TO SCHOOL/STUDENTS

We encourage parents and guardians to call the school when a student is absent, to prearrange an absence, in case of emergency or in cases of a serious nature. We inform the student of phone calls or messages only from the parent or guardian. We want our parents to make contact with the school any time they have a question concerning their child's academic standings, welfare, over-all behavior or total status. We ask that when calling the school, parents or guardians use discretion so that the school does not become a messenger service for messages, which could be handled outside of school. Students will not be excused from class to use telephones except for emergencies. Students will not be allowed to use the office or classroom phone except in case of emergencies. We try to maintain an educational learning environment for our students and the fewer interruptions we have the greater success we have.

TITLE IX

Equal Education Opportunity Act: The School Board declares it to be the policy of Centerville Abington School Corporation to provide an equal opportunity for all students to learn through the curriculum offered in this Corporation regardless of race, color, creed, disability, religion, sex, ancestry, national origin, place of residence within the boundaries of the Corporation, or social or economic background.
The Superintendent shall appoint compliance officer whose responsibility it will be to ensure that Federal and State regulations are complied with and that any complaints are dealt with promptly in accordance with law. All questions regarding compliance should be referred to **Mrs. Jill Miller at 855-5132.**
Compliance:

ADA	Americans With Disabilities Act 1990
IDEA	Individuals with Disabilities Education Act
504	Rehabilitation Act of 1973
Article 7	Indiana Code 511-3.7

Centerville-Abington school officials are aware that the above listed federal and state statutes and regulations

impact the education of students with disabilities in the public school setting. Centerville-Abington Schools recognize students who are identified, as individuals with exceptional needs will receive the required free appropriate education in the least restrictive environment. All concerns regarding compliance with the above listed federal-state statutes and regulations should contact Mr. Mike McCoy at 855-3475.

TOBACCO (USE OF)/SMOKE FREE ENVIRONMENT

The School Board recognizes that the use of tobacco presents a health hazard which can have serious consequences both for the user and the nonuser and is, therefore, of concern to the Board. Centerville-Abington Community Schools is a tobacco-free environment.

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

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

Tobacco may be used at noncorporation special events held during nonschool hours with no students present and with the permission of the Superintendent. The special-events supervisor shall submit a written request and justification to permit smoking at the event. The Superintendent may deny permission.

STUDENT USE, POSSESSION, TRANSMITTING OF TOBACCO

In order to protect students who choose not to use tobacco from an environment that might be harmful to them, the School Board prohibits the use and/or possession of tobacco by students in school buildings, on school grounds, on school buses, or participating in any school-related event. **Centerville-Abington Community Schools is a tobacco-free environment.**

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

The administration of each school building will take appropriate action in cases involving students who use tobacco in violation of this policy.

TRANSCRIPTS

Permanent records are maintained in the school office. The privacy act gives you and your parents certainly the right to review these records.
Transcripts may be obtained if:

1. A transcript release is signed by the parent of the student not eighteen years old.
2. Parents request the records in writing and ask for a copy of the permanent record.

Note: Please refer to "School Records" in this handbook for more information.

Non-custodial Access

The Family Educational Rights and Privacy Act (FERPA) regulations (34CFR Part 99.4) require school corporations to give "full rights under the Act to either parent, unless the school corporation has been provided with evidence that there is a court order, State statute, or legally binding document relating to such matters as divorce,

separation, or custody that specifically revokes these rights."

Additionally, Indiana law (I.C. 20-10.1-22.4-2) requires a public school to allow a custodial parent and non-custodial parent the same access to their child's educational records, unless a court has issued an order that limits the non-custodial parent's access to the child's educational records and the school has received a copy of the court order or has actual knowledge of the court order.

TRUANCY

In the event a student is truant from school, make up work will not be provided.

TRUANCY and HABITUAL TRUANCY

Truancy is defined as being willfully absent from school or class without knowledge or consent of the parent or school, or absent from school where there is an attempt to evade the School Attendance Law. A student who is truant will receive unexcused absences for each absence. Absence from school under any of the following conditions are considered truancy.

1. Absence without the consent or knowledge of the parents or guardian.
2. Leaving school for a portion of a school period or more without the proper permission through the school office.
3. Absence from a class or part of a class without proper permission.
4. Absence not approved by the school with or without the consent or knowledge of parents or guardian.

A student will receive in- school suspension for the first one day of truancy. Upon the second one-day truancy, the student's attendance irregularities will be reported to the Wayne County Child Protection Agency for investigation. Also, the student between the ages of 13-15 will be designated as a "habitual Truant" and will not be issued a driver's license until attendance problems are corrected or the person reaches the age of 18. These truancy rules and regulations apply to the entire school year. Students who are labeled habitual truants will be reported to the Department of Child Services who will deal with the parent/guardian of habitual truants.

Under I.C. 20-33-2-25, the "Superintendent or an attendance officer having jurisdiction **shall** report a child who is habitually absent from school in violation of this chapter to an intake officer of the juvenile court **or the department of child services**. The intake officer or the department of child services shall proceed in accordance with IC 31-30- through IC 31-40."

VIDEO TAPING ON SCHOOL PREMISES

The Board is aware of the increasing desire of many parents and other members of an audience to use "camcorders" and other audio/visual devices at school events. The Board authorized the use of such devices providing their use does not interfere with the conduct of the particular activity, impinge on the enjoyment of the event by other members of the audience, or violate copyright or contract provisions related to a performance. The Superintendent shall establish rules and procedures governing the use of non-corporation audio/visual devices and equipment at any Corporation sponsored event or activity, particularly athletic events, dramatic presentations, and graduation ceremonies.

Such rules are to be posted or distributed in such a manner that best ensures cooperation and compliance in obtaining recordings that do not delay or disrupt the activity. Any person or organization that wishes to film students or school activities, which are not public events, must receive prior permission from the Superintendent.

VISION TESTS

Indiana State law requires vision-screening tests on all students in grades 1, 3, and 8. Indiana Code 20-8. 1-7-16

requires an annual vision test, using the modified clinical technique, of all children upon their enrollment in kindergarten or first grade and an annual screening test of the visual acuity of all children enrolled in or transferred to the third and eighth grade other students suspected of having a visual defect.

VISITATIONS

Any parent and/or guest visiting the school between the hours of 7:50 a.m.-3:30 p.m. must sign-in at the Centerville-Abington Elementary front office before visiting classrooms or visiting with students/staff.

CLASSROOM VISITATIONS

Parents are encouraged to visit and observe classroom activities. However, visitation in a classroom must be set up in advance with the classroom teacher, and visiting parents must enter the CAE office and sign in before going into the classroom.

SCHOOL VISITORS & VOLUNTEERS (including field trip chaperones)

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.

Anyone who is not a school employee wishing to go beyond the front office will need a background check on file and must provide a driver's license or state I.D. card to be entered into the Raptor Visitor Management System before they will be issued a visitor's badge. Parents attending field trips will need to have their driver's license or state I.D. scanned to be approved to go on field trips as well, in addition to having a background check on file.

Lunch Visitors:

- If someone would like to eat with a student, please call or send a note to the office before 9 AM to get on our lunch count. **Lunches from outside vendors (i.e. McDonald's, Subway) will not be allowed to be brought to the students at lunchtime in the cafeteria nor may parents bring food from outside vendors to eat with their students.** Parents/guardians must have a background check on file and must present a driver's license or state I.D. for the Raptor Visitor Management System in order to eat lunch with their child in the cafeteria with other students. Parents/guardians without a background check may choose to eat in the office or conference room with only their student. Any parents/guardians who choose to eat outside the cafeteria may not bring other students with them to eat.

WEBSITE

The website, established by the Centerville-Abington Community Schools, Centerville Senior High School, Centerville Junior High School, Centerville-Abington Elementary School and Rose Hamilton Elementary School, is considered a non-public forum. All materials posted on the website must be pre-approved by the Director of Educational Technology, the Building Principal, or their designee. Violation of this requirement may result in expulsion from school or termination of employment.

WITHDRAWALS

When a student is withdrawing from school, the following procedures will be taken.

1. See the building principal or his/her designee for the proper forms.
2. Each teacher and the librarian will sign the form.
3. All books will be turned in to the teachers and librarian.
4. Notification of payment for book fees or return book fees will be made.

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