

**ELEMENTARY  
STUDENT – PARENT  
HANDBOOK  
2021-2022**



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

## **AVON COMMUNITY SCHOOL CORPORATION**

### **MISSION STATEMENT**

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

### **PHILOSOPHY**

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

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

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

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

### **STRATEGIC PLAN**

Improve student achievement district-wide through individual student growth.

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

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

Support strategic initiatives through district-wide professional development.

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

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## **ANTI-HARASSMENT – Board Policy 5517**

### General Policy Statement

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

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

### **ATTENDANCE**

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

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

**Note: For the safety of our students, if the school does not receive a phone call prior to 9:00 AM (10:00 AM for Hickory, Pine Tree and River Birch), an automated call from ParentSquare will call the child’s home.**

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

If your child is seen by a medical professional causing the child to be tardy or absent, submit documentation upon return to school. In case of illness and/or injury, if the absence lasts beyond five (5) days, a doctor’s statement will be required for verification. A student with a serious medical condition should have a medical report on file. Medically documented absences may not count towards the accumulated excessive absences. For more detailed attendance information, please see Board Policy related to attendance: <http://go.boarddocs.com/in/avoncom/Board.nsf/goto?open&id=BAQ2RJ6CA822>.

**Unexcused Absence:** Unexcused absences are recorded for students who are absent from school without phone or written notice the day of the absence and for reasons other than illness, attending a funeral, or

prearranged absence. Students will be required to make up work they have missed due to an unexcused absence, but may receive a grade reduction for each assignment. The student has one day for every day missed to make up the work. **If a call or note is not received on the day of the absence, the absence will be unexcused.**

**General Procedures:**

1. After the fifth (5) absence, an attendance letter will be sent home to inform parents that absences are beginning to accumulate.
  - After five (5) ***unexcused*** absences, the school may have the Parent/Guardian sign a Parent Attendance Contract.
2. After the tenth (10) absence, a second attendance letter will be sent home stating that an excessive number of absences have occurred.
  - After ten (10) ***unexcused*** absences, a referral is made to Project Attend.
3. Upon the twelfth (12) absence, excused or unexcused, a letter may be sent home to arrange a mandatory parent/guardian conference with an administrator. At this conference, an Attendance Contract will be initiated. Failure to attend this conference may result in an immediate referral to Project Attend.

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

**Perfect Attendance:** Student may receive recognition for perfect attendance during each grading period. Please note that arriving late and/or leaving early will disqualify a student from perfect attendance status.

**Prearranged Absence Policy:** Avon’s educational community expects students to maximize their potential in high quality schools. Student attendance is one of the criteria upon which schools are evaluated in the state of Indiana. It is our belief that students can best achieve academic success by being in school every day. We also understand that a student may occasionally have an opportunity to experience extraordinary opportunities that may result in a missed day of school.

The principal or designee may grant a pre-arranged absence, if the absence provides an extraordinary opportunity for the student and/or family. The request must be submitted to the principal or designee at least **five school days in advance** of the requested absence. The student will be required to complete all missed work upon his/her return to school, no later than the number of days of his/her pre-arranged absences, or the student will receive no credit for the missed assignments or tests. Students relinquish eligibility for outstanding attendance awards and recognition when pre-arranged absences are used.

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

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

**Tardies:** Parents have the primary role in setting standards for their children regarding attendance. Regular attendance is a crucial component in students receiving a consistent education. When children arrive late to school, it is disruptive not only to their routine but also to the routine of other children in the classroom. Children who are tardy to school miss important instructional time and often spend the rest of the day trying to catch up with the other students. **Excessive tardies will result in an attendance conference with the school administration.**

**When dropping your child off after the tardy bell, parents/guardians must come into the building and sign in the student.**

**Project Attend**

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

**GENERAL PROCEDURES:**

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

**Student Attendance at School Events**

In order to ensure that students attending as non-participants are properly safeguarded, the Board recommends that all elementary and pre-high school students be accompanied by a parent or adult chaperone when they arrive at the event and throughout its duration. The Board will not be responsible for students if they attend without an adult chaperone.

**BIRTHDAY RECOGNITION**

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

**BULLYING**

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

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

Secondly, we carefully and thoughtfully work with students who are disciplined for bullying behavior. We convey the message that no child consciously chooses this behavior. We teach children alternatives for making and keeping friends who do not hurt others.

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

We believe that by promoting a climate of respect, equipping potential bullies with pro-social skills and empowering victims to stand up for themselves, we can create a safe and peaceful environment for all of our students. <http://www.avon-schools.org/Page/10727>.

**CAFETERIA PROCEDURES – Breakfast and Lunch**

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

Extra Milk	\$0.50	100% Fruit Juice 4 oz.	\$0.35
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**All fees are subject to change without advance notice.**

**WINSNAP**, a computerized student accounting system, is used to process student meal payments. Each student has an individual account and may have a picture ID card that will track prepayments and items purchased daily. The ID cards are NOT to go home. The cashier in the dining room collects these after lunch and puts the cards on a rack in the dining room for use at the next meal.

The dining room will accept cash or checks made out to your child’s school (i.e. Cedar Elementary, Hickory Elementary, Maple Elementary, Pine Tree Elementary, River Birch Elementary and Sycamore Elementary.) **We also accept debit and credit card payments online at <https://family.titank12.com/>. Parents can go online and follow directions on the web site to put money into their student’s account and check on the balance in the student’s account.** Should parents/guardians have more than one child enrolled in a building one check may be written for breakfast and lunch payments. Send meal money in a sealed envelope with the student and teacher names written on it with the cash or check enclosed. **Parents/guardians must also indicate on the envelope what amount of the deposit is for breakfast payments, lunch payments and the amount of the deposit that is for ala carte items, such as ice cream, chips, cookies and others.**

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

When no instructions are provided on the envelope, the money will be deposited as breakfast and lunch payments in the student's account. **Avon Community Schools may not be held liable for money lost or credited to an incorrect account when a student's name is not provided on the envelope.**

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

Delinquent notices are frequently sent home with students. Please pay your overdue amount promptly or contact the cashier with questions upon receipt of the delinquent notice. The student's ala carte portion of his/her account may show a negative balance, while a positive balance may exist in the breakfast and lunch portion of their account. **Be cautious of the aforementioned financial situation occurring to your students.** Parents/guardians must contact the cafeteria manager immediately to correct this financial dilemma. Four weeks prior to the end of the school year lunch charges will not be permitted.

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

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

When a positive balance exists in a student's lunch account at the end of the school year, this balance will be carried over to his/her account for the next school year. A student's balance will be refunded when he/she moves from Avon Community School Corporation. **A claim form must be signed by the parent/guardian before the refund check can be issued.** The parent/guardian is responsible for payment of delinquent lunch amounts when his/her child transfers to another school system. Appropriate legal action will occur as needed.

#### **CELL PHONE USE AT SCHOOL**

Students are not permitted to use or activate electronic devices or cellular telephones during school hours. This includes i-Watches, smart watches, and video watches.

#### **CRIMINAL ORGANIZATIONS AND CRIMINAL ORGANIZATION ACTIVITY IN SCHOOLS – Board Policy 5840**

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



## CURRICULUM GUIDELINES

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

### Grading Practices and Reporting of School Progress

A student's grade is based on many factors. Such factors may include: formative and summative assessments, class participation, classroom assignments, homework, projects, and teacher observation. Not everything a child does in class will be graded, as some things are done simply to give the child practice prior to evaluation of the learning that has taken place. It should be remembered that the primary objective is for students to learn and to master essential skills. Report cards are sent home the week following each grading period.

Kindergarten progress is reported quarterly using skills based report card.

Grades one through four use a combination of letter grades and other reporting methods.

A+ = 100	O = Outstanding
A = 93-99	S = Satisfactory
A- = 90-92	N = Needs Improvement
B+ = 87-89	U = Unsatisfactory
B = 83-86	
B- = 80-83	
C+ = 77-79	
C = 73-76	
C- = 70-72	
D+ = 67-69	
D = 63-66	
D- = 60-62	
F = 0-59	

Midterm progress reports will be sent home with students in grades one through four beginning the second grading period. Midterm reports may include narratives and/or letter grades. If your child is not progressing satisfactorily in a subject area, we suggest you arrange a conference with the teacher and work with him/her to determine the best possible help that can be given the student. Parents wishing a conference with their child's teacher should call the teacher to arrange a mutually convenient time.

### Homework – Board Policy 2330

<http://go.boarddocs.com/in/avoncom/Board.nsf./goto?open&id=BAQ2M76CA711>.

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

## **Honor Roll**

In order to be included on the Honor Roll, third and fourth grade students must achieve grades of B- or above in all subjects and have no N or U grades in related arts as well as be proficient in all Unit Post Assessments in Math during the quarter.

## **Promotion, Placement, and Retention – Board Policy 5410**

<http://go.boarddocs.com/in/avoncom/Board.nsf/goto?open&id=BAQ2RV6CA833>.

## **Standardized Achievement Tests**

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

## **DRESS**

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

1. On days when your child has PE, he/she must wear athletic style shoes.
2. Even though your child may wear shorts, these may not be short-shorts nor tight bicycle shorts.
3. Midriff and halter-tops are not allowed. Tank tops or sleeveless t-shirts are not allowed unless another T-shirt is worn underneath.
4. T-shirts with writing or pictures must be appropriate for school. No tobacco or alcoholic references, profanity, or suggestive materials are permitted.
5. Students should come dressed appropriately for changeable weather.
6. Boys and girls may not wear hats in the building except on designated days or for medical and/or religious reasons.
7. Shoes must fit securely on feet. No backless shoes or shoes with wheels are allowed due to safety concerns. Children wearing open, loose fitting, or unsafe shoes will not be permitted to use the playground equipment.
8. Appearance should not be disruptive to the educational environment.

## **DRUG TESTING**

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

## **EMERGENCIES**

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

## **Emergency Closing/Delays**

Situations such as inclement weather may make it necessary for school to be closed early. In the event this should happen, please have a plan in place that is understood by you, the school, and your child. Please visit the ACSC Parent Resource page to learn how parents can remain informed in all types of delays or closures.

<http://www.avon-schools.org/Page/12067>.

Your child's teacher will refer to the Early Dismissal Form and follow the instructions you have provided. Please refrain from telephoning the school. **We must keep phone lines open for emergencies; therefore, we cannot take requests to call parents if school is dismissed early.**

### **Emergency Contact Information**

All families are strongly encouraged to provide the schools with current telephone numbers in case of an emergency. The ParentSquare App utilizes the numbers parents provide to the school. If changes need to be made, parents are able to make these changes on their own.

### **Emergency Procedures**

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

### **HAZING – Board Policy 5516**

For more information about Hazing, please see Board Policy at the following link:  
<http://go.boarddocs.com/in/avoncom/Board.nsf/goto?open&id=BAQ2SC6CA846>.

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

### **HEALTH SERVICES**

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

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

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

### **Illness**

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

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

1. Fever of 100 F or greater. Children who are ill should be fever-free for 24 hours without the use of fever reducing medication before attending school.
2. Witnessed vomiting or diarrhea (defined as 2 or more liquid stools in a 24-hour period) Children should be free from vomiting or diarrhea for 24 hours before attending school.

3. Suspicion of untreated conjunctivitis, or pink eye. If pink eye is diagnosed, drops need to be used for 24 hours before attending school.
4. Suspicious rashes that may be contagious.
5. Injury that may require further evaluation and treatment.
6. Untreated head lice – presence of live lice.
7. Suspicion of an untreated contagious condition. If an infection has been diagnosed, children need to be on antibiotics for 24 hours before attending school.
8. A condition or illness that is causing such severe symptoms that the student is unable to function in class.

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

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

#### **Head Lice**

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

#### **Bed Bugs**

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

#### **Prescription Medication**

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

Pursuant to Indiana Code 20-33-8-13, a student with an acute or chronic disease or medical condition may possess and self-administer medication on an emergency basis while on school grounds or off school grounds at a school activity, function, or event. In order for the student to self-carry medication, primary care provider authorization on the Prescription Medication and Hold Harmless Release Form is required annually.

#### **Over the Counter Medications**

Acetaminophen, Ibuprofen, and Tums are available in the clinic. These can be given at the discretion of the school nurse to any student who has permission. Any additional over-the-counter medications (including cough drops) will be kept in the clinic and need to be supplied by the parent. All over-the-counter permission is provided via CareDox or written request from parent/guardian. All medication must be in the original unopened container and will be given according to the directions on the bottle and dosage needs that are

appropriate for the age and weight of the student. If the dosage exceeds recommendations, permission must be granted from a primary care provider. All medications administered at school must be approved by the FDA, no homeopathic or herbal medications will be administered. Over-the-counter medications sent in to school will be kept until the end of the school year unless directed otherwise.

### **Transporting Medications**

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

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

### **Immunizations**

ACSC requires the parent of a student who has enrolled in the school to furnish not later than the first day of school, a written statement of the student's immunization record. Students with incomplete immunization records or who do not meet immunization requirements set forth by the Indiana State Department of Health will be subject to exclusion 20 days from the start of school pursuant to Indiana Code 20-34-4-5. Questions regarding immunizations should be directed to the School Nurse.

### **Health Screenings**

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

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

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

### **Live Animal Policy**

For more information on animals in the classroom, please see the following Board Policy:  
<http://go.boarddocs.com/in/avoncom/Board.nsf/goto?open&id=BAQ2VN6CA917>.

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

For more information on idling school busses and personal vehicles on school property, please see the following Board Policies: <http://go.boarddocs.com/in/avoncom/Board.nsf/goto?open&id=BAQ2VN6CA917> and <http://go.boarddocs.com/in/avoncom/Board.nsf/goto?open&id=BAQ2WA6CA933>.

## **NONDISCRIMINATION**

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

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

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

## **PARENT RESOURCE**

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

## **PERSONAL COMMUNICATION DEVICE**

For purposes of this policy, "personal communication device" (PCD) includes computers, tablets (e.g., iPads and similar devices), electronic readers ("e-readers"; e.g., Kindles and similar devices), cell phones (e.g., mobile/cellular telephones, smartphones (e.g., BlackBerry, iPhone, Android devices, Windows Mobile devices, etc.)), telephone paging devices (e.g., beepers or pagers), smartwatches (e.g., Apple Watch, Android Wear, or other watches that can call, text, or email, etc.), and/or other web-enabled devices of any type. Students may not use PCDs on school property or at a school-sponsored activity to access and/or view internet web sites that are otherwise blocked to students at school. Students may use PCDs while riding to and from school on a school bus or other Corporation-provided vehicles or on a school bus or Corporation-provided vehicle during school-sponsored activities, at the discretion of the bus driver, classroom teacher, or sponsor/advisor/coach. Distracting behavior that creates an unsafe environment will not be tolerated.

Also, during after school activities, PCDs shall be powered completely off (not just placed into vibrate or silent mode) and stored out of sight when directed by the administrator or sponsor.

PCDs, including but not limited to those with cameras, may not be activated or utilized at any time in any school situation where a reasonable expectation of personal privacy exists. These locations and circumstances include, but are not limited to, classrooms, gymnasiums, locker rooms, shower facilities, rest/bathrooms, and any other areas where students or others may change clothes or be in any stage or degree of disrobing or changing clothes. The Superintendent and building principals are authorized to determine other specific locations and situations where use of a PCD is absolutely prohibited.

Students shall have no expectation of confidentiality with respect to their use of PCDs on school premises/property.

For more information on personal communication devices and technology acceptable use/safety by students, please see the following Board Policies:

<http://go.boarddocs.com/in/avoncom/Board.nsf/goto?open&id=BAQ2RH6CA821> and  
<http://go.boarddocs.com/in/avoncom/Board.nsf/goto?open&id=BAQ2UZ6CA8F9>.

## **PESTICIDE APPLICATION**

Periodically throughout the year, it may be necessary that a pesticide be applied to external or internal areas of the school building and grounds. If you wish to be given notice of such pesticide application, please

complete the form in the back of this handbook. You will be notified of any pesticide application within two days prior to the application. Pesticide applications will not be done when children, staff members or any other people are present in the area that is to be treated.

### **PHILOSOPHY FOR PARENT COMMUNICATION**

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

### **RECESS AND PHYSICAL EDUCATION**

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

### **SCHOOL CORPORATION POLICIES**

While the Avon Elementary Parent-Student Handbook covers most procedures for our school, the Board Policy Handbook includes policies which govern the entire Avon Community School Corporation. Should you desire to review these policies, a copy of the Board Policy Handbook is available on the school district website <http://www.avon-schools.org/Page/7655>.

### **SECLUSION AND RESTRAINT - Board Policy 5630.01**

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

For more information on Seclusion and Restraint, please see the following Board Policy: <http://go.boarddocs.com/in/avoncom/Board.nsf/goto?open&id=BAQ2SV6CA872>.

### **SPECIAL SERVICES**

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

- Counseling
- Emotional Disabilities
- Higher Academic Ability
- Developmental Delay
- Learning Disabilities
- Mild Disabilities
- Moderate Disabilities
- Developmental Preschool
- Health Services
- Speech/Hearing/Language Therapy
- Response to Intervention Plan (RTI)

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

### **STUDENT CONDUCT – Board Policy 5500**

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

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

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

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

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

- All threats will be taken seriously with possible consequences of suspension, expulsion and/or referral to law enforcement officials.
- Electronic games, toys, cell phones, and Smart Watches are to remain in backpacks during the school day. **The school is not responsible for lost, broken or stolen items.**
- Unsanctioned trading or selling of items is not permitted.
- Possession of alcohol or narcotics will result in a recommendation for expulsion from school and a referral to Hendricks County law enforcement.
- Possession of an item that can be conceived to be a weapon will result in out-of-school suspension or expulsion.
- Indiana law establishes schools as “gun free zones” and prohibits the possession of firearms, ammunition, or certain dangerous weapons in or on school property. (Board Policy 7217)

For more information on Student Conduct and Student Discipline, please see the following Board Policies:

<http://go.boarddocs.com/in/avoncom/Board.nsf/goto?open&id=BAQ2S66CA83F> and  
<http://go.boarddocs.com/in/avoncom/Board.nsf/goto?open&id=BAQ2SL6CA850>.

### **SUSPENSION OR EXPULSION – Board Policy 5610**

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

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



- 1) Student misconduct
- 2) Substantial disobedience

For more information on suspension and expulsion, please see the following Board Policies:

<http://go.boarddocs.com/in/avoncom/Board.nsf/goto?open&id=BAQ2SN6CA853> and  
<http://go.boarddocs.com/in/avoncom/Board.nsf/goto?open&id=BAQ2SM6CA851>.

### **TEXTBOOK RENTAL AND FEES**

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

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

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

### **Textbook Rental Non-Payment**

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

### **Purchasing By Checks**

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

### **Insufficient Funds**

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

### **TRANSPORTATION**

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

All buses are equipped with video cameras. Parents/Guardians may request to review a video(s) by contacting the Avon transportation department.

Students should conduct themselves in a proper manner to insure a safe, pleasant trip to and from school. The bus driver has the same position of authority on the bus as a teacher in the classroom. The following consequences may be employed:

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

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

## **Bus Passes**

Students who need to ride a bus after school other than their regular bus **MUST** bring a note (provided at the back of this handbook). A bus pass will be issued to the student to notify the driver. Any student who does not bring a note must go home on his/her regular bus. Any change in transportation **MUST** be communicated to the office **in writing** before 2:00 PM (3:00 PM for Hickory, Pine Tree and River Birch). One note at the beginning of the year will be sufficient for students attending Brownies, Scouts, etc. on a regular basis.

## **VISITOR GUIDELINES – Board Policy 9150**

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

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

For the full Board Policy on Visitor Guidelines in Avon Schools, please visit the following link:

<http://go.boarddocs.com/in/avoncom/Board.nsf/goto?open&id=BAQ2WL6CA940>.

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

**Dropping Off and Picking up Students:** When picking up a child for an early dismissal or at the end of the day, please follow the procedures in place for each individual school. We ask that you do not go directly to the classrooms at the end of the day. Any student who does not bring a note must go home on his/her regular bus. Any change in transportation **MUST** be communicated to the office in writing before 2:00 PM (3:00 PM for Hickory, Pine Tree and River Birch).

**Observing in Classrooms:** If you would like to visit your child's classroom, please contact your child's teacher to schedule a date and time. It is suggested that you speak with your child's teacher about what your goals are for the visit. Remember, an observation period is not the time to discuss your child with the teacher. Schedule a time during the teacher's preparation period to do this.

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

**Visiting for Lunch:** Please call the office the morning you would like to have lunch with your child so we can add your name to the school lunch count. Upon arrival, please sign in at the main office, obtain a visitor's badge, and wait for your child outside the cafeteria. You may join your child as his/her classroom is entering the cafeteria for lunch. Sign out in the main office upon leaving the building.

## **VOLUNTEER OPPORTUNITY**

Board Policy: <http://go.boarddocs.com/in/avoncom/Board.nsf/goto?open&id=BAQ2V76CA901>.

The Board recognizes that certain programs and activities can be enhanced through the use of volunteers who have particular knowledge or skills that will be helpful to members of the staff responsible for the conduct of those programs and activities.

The Superintendent's designee shall be responsible for recruiting community volunteers, reviewing their capabilities, and making appropriate placements. The Superintendent shall not be obligated to make use of volunteers whose abilities are not compatible with Corporation needs.

Each school volunteer will be required to submit a Limited Criminal History Record Check.

Each volunteer who is in unsupervised or extended direct contact with students will be required to submit to an Expanded Criminal History Record Check which shall include:

- A. an expanded criminal history check (as defined by I.C. 20-26-2-1.5) of the criminal history record system maintained by the Federal Bureau of Investigation based on fingerprint identification or another method of positive identification.
- B. an expanded child protection index check as defined by I.C. 20-26-2-1.3;
- C. search of the national sex offender registry maintained by the United States Department of Justice;
- D. beginning July 1, 2017, a search of the State child abuse registry.

The procedures shall ensure that information and records obtained from criminal history inquiries under this policy are confidential and shall not be released except as necessary to implement this policy or to defend a decision made pursuant to this policy.

The Superintendent is to inform each volunteer that s/he:

- A. shall agree to abide by all Board policies and Corporation guidelines while on duty as a volunteer;
- B. will be covered under the Corporation's liability policy but the Corporation shall not provide any type of health insurance to cover illness or accident incurred while serving as a volunteer, nor is the volunteer eligible for workers' compensation;
- C. will be asked to sign a form releasing the Corporation of any obligation should the volunteer become ill or receive an injury as a result of his/her volunteer services;
- D. will be required to report any arrests, the filing of criminal charges against him/her, or convictions for a crime while serving as a volunteer;
- E. will be required to report any report of child abuse or neglect of which s/he is the subject.

In addition, in order that volunteers may stay focused on the task at hand, younger siblings must remain at home when volunteering in the classroom.

**Serving as a Fieldtrip Chaperone:** Plans to chaperone a field trip should be made in advance with the classroom teacher. Field trips require an accurate count of students and adults to determine cost, number of buses, and sack lunches for each trip. Teachers will have information about upcoming fieldtrips in their

newsletters. This will allow you to plan in advance to serve as a chaperone when your schedule permits. Upon arrival, please sign in at the main office, obtain a visitor's badge, and proceed to the classroom. Sign out in the main office upon leaving the building. A voluntary background check is required. **Siblings are not permitted on field trips.**

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

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

#### **WITHDRAWAL FROM SCHOOL**

If you will be withdrawing your child(ren) from school, please report this to the office at least one full day before you intend to leave.

# FORMS

**NOTE FOR ABSENCE**

Date \_\_\_\_\_

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

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

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

\_\_\_\_\_ illness

\_\_\_\_\_ attendance at funeral

\_\_\_\_\_ doctor/dentist appointment

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

\_\_\_\_\_

\_\_\_\_\_

Parent's Signature

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**NOTE FOR ABSENCE**

Date \_\_\_\_\_

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

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

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

\_\_\_\_\_ illness

\_\_\_\_\_ attendance at funeral

\_\_\_\_\_ doctor/dentist appointment

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

\_\_\_\_\_

\_\_\_\_\_

Parent's Signature

**NOTE FOR CHANGE OF BUS**

Date \_\_\_\_\_

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

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

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

To the following home or business address:

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

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

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

---

**NOTE FOR CHANGE OF BUS**

Date \_\_\_\_\_

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

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

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

To the following home or business address:

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

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

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

**NOTE FOR PICK-UP OF STUDENT**

Date \_\_\_\_\_

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

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

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

by: (provide full name and relationship to student)

\_\_\_\_\_.

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

**NOTE FOR PICK-UP OF STUDENT**

Date \_\_\_\_\_

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

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

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

by: (provide full name and relationship to student)

\_\_\_\_\_.

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



Office Use Only  
Date Received \_\_\_\_\_

### PRE-ARRANGED ABSENCE REQUEST

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

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

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

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

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

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

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

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

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

#### **OFFICE USE ONLY**

\_\_\_\_\_ Approved

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

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

**PARENT/GUARDIAN AND STAFF**

**PESTICIDE REGISTRATION FORM**

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

\_\_\_\_\_  
Signature of Parent/Guardian

\_\_\_\_\_  
Signature of Staff Member

\_\_\_\_\_  
Parent Name (please print)

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

\_\_\_\_\_  
Address

\_\_\_\_\_  
City, State, Zip