

Covington Elementary

STUDENT Handbook



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Mission Statement

Covington Elementary school strives to provide an educational program that inspires and intellectually challenges all students to reach their potential to become self-confident, self directed life-long learners.

EVERY CHILD, EVERY DAY

Covington Community School Corporation Vision Statement

We are a caring, learning community where everyone actively participates and contributes with pride, equipping every student to achieve their aspirations.

School Operational Hours

Mon., Tues., Thur., Fri. 8:05 - 2:55pm

Wed. 8:05 - 2:25 pm

Equal Educational Opportunity

Each individual will be given the opportunity to develop and achieve to the maximum extent possible, being limited only by individual differences. Therefore, the district will foster an educational environment that provides equal education opportunity for all. Educational programs and services will be designed to meet the varying needs of all students and will not discriminate against any individual for the reasons of race, creed, color, sex, gender identification, national origin, economic status, or disability.

Teaching Qualifications

Parents may request information about the professional qualifications of all classroom teachers at any time. This information is also located on the state GPS website. <https://indianagps.doe.in.gov/Summary/School/3762>
You will also find a plethora of data in regards to our schools performance.

School Visitation

We have an open door policy here at CES and enjoy seeing our families whenever possible. We do ask that you make prior arrangements with the classroom teacher prior to your visit. Due to an increase in student enrollment causing limited space in our cafeteria, we are asking that parents not plan on eating lunch with their child. However, you may sign your child out for lunch and then return them without a negative repercussion. We will have several parties, field trips, and special events where families will be able to visit and participate if they so choose.

Getting to School

Walkers: Remember to use the sidewalks when available and cross the street at crosswalks only. We want you to be safe on your travels. You will enter through either door at the south end of the building. (Through the playground) Those doors open at 7:30 am. 2nd - 5th grade students may ride their bike to school but it must be left on the bike rack inside the playground for the duration of the day. The school is not responsible for lost or damaged bicycles. Students who are walking home with an older sibling must wait at the south doors and be picked up by the older sibling. Elementary students will not be allowed to walk to the middle or high school.

Car Riders: All cars should load and unload on the blacktop in the playground. The playground gates will open at 7:30am. Please travel south down 8th street and then enter the lot. Upon entering pull all the way forward filling in any empty space. Children should be ready to exit the vehicle once you have come to a complete stop. If possible, we ask that your child sits on the right side of your car. This will prevent him/her from having to walk in between cars to get to the entry doors. Afternoon pick-up will follow the same process. Your child will be called to your vehicle once you have reached a complete stop on the playground.

Covington Community School Corporation Guidelines for Student School Bus conduct

Riding a school bus is a privilege and must be regarded as such. Rules of school bus conduct and safety are established for the protection of the students. The following guidelines for student school bus conduct are provided. Violation of these guidelines may result in suspension of the riding privilege and / or other discipline authorized by law.

1. School bus transportation is a privilege.
2. The student should arrive at the pick-up location on time and be waiting when the bus arrives. If the bus is on time, the longest they can wait for a student at the location is one minute or until someone from the home notifies the bus driver to go on. If the bus is behind schedule, it is required to stop but if no one is there they may go on without waiting.
3. When boarding, always walk and watch for on-coming traffic.
4. Do not crowd to load and unload.
5. Go immediately to a seat and remain seated. The driver may choose to assign seats.
6. Cooperate with the bus driver.
7. Any object which totally or partially obstructs the aisle, doors, or view of the driver will be prohibited. All other objects which may be held in the student's lap, below

the seat, without visual obstruction, or depriving another student a seat, may be transported. Any items, in reasonable belief of the bus driver, prove potentially hazardous or dangerous to other students, will be prohibited on the bus.

8. Any form of vandalism will be assessed and a fine could be imposed.
9. Children can be dropped off at a babysitter or caretaker's house as long as it's a regular routine and practice.

Messages to Students and Teachers

Students and teachers are only called to the telephone in emergency situations. You may call the main office and leave a message that will be relayed to the student or teacher at the end of the day. Please make all after-school arrangements in the morning if possible. Do not message the teacher because the days are very busy and more than likely that message will not be received until the end of the day. Directly call the office if you need to make a change to your child's end of the day routine.

765-793-2254

Recess/Free Play

We think recess is important! Recess gives your child time to exercise their growing bones, to socialize with their friends, and to get a breath of fresh air. Usually if your child is too sick to go outside for recess, he/she is too sick to be at school. As always, there may be exceptions. If your child must remain inside for more than two days in a row, please bring a note from his/her doctor. Students will be going out on the playground except in the case of inclement weather (Windchill below 20 degrees or raining). Please remember to have your child dress appropriately.

Cafeteria

Our food program is a computerized system in which each student will be given their own lunch number. Students will enter this number when going through the lunch line. Our younger students will have this number entered for them, until they have the four digits memorized.

Our cafeteria offers a balanced and nutritious breakfast and lunch for your child. Breakfast is served between 7:45 - 8:05 am. Students should arrive by 7:45 to eat breakfast to ensure they are not tardy to class.

You may send money for your child's lunch account in two ways. You can either send a check to school with your child in an envelope that has: first and last name, teacher's name, and lunch number or you can electronically add money through the Skyward site on the school webpage. www.covington.k12.in.us

Textbooks

The textbooks will be free of charge to your child. You will only be responsible for a Chromebook Lab fee and an Art Lab fee. If your child damages or misplaces an item however, there may be a fee associated in order to replace it. This will apply to both books/supplies in the classroom and in the library.

Attendance Policy

Regular, on-time attendance is essential for student learning and success. Attending school daily is a shared responsibility between students and their parents or guardians. Consistent attendance helps students benefit fully from instruction, build responsibility, and develop good habits.

This policy defines absence types, documentation requirements, and procedures for addressing excessive absences, in line with Indiana law.

Indiana State Definitions

Absence: Any time a student is not in school when school is in session, regardless of the reason.

Chronically Absent: Missing 10% or more of the school year for any reason (excused or unexcused).

Habitual Truant: More than 10 unexcused absences in one school year.

Categories of Absences

1. Exceptions (Exempt from Being Recorded as Absent)

Indiana law identifies certain absences that **do not count as absences at all**. In these cases, students are marked present, must be authorized by the school, and cannot be penalized in any way.

These absences require **advance notice and/or documentation** as needed:

- **Serving as a Page or Honoree** of the Indiana General Assembly
- **Serving on the Precinct Election Board** or as a helper to a political candidate or party on the day of a municipal, primary, or general election

- **Subpoenaed to Testify in Court**
- **Active Duty Armed Forces or National Guard Service** for at least 15 days in a school year
- **Civil Air Patrol Service** for up to 5 days
- **Approved Educationally Related Non-Classroom Activity**
 - Field Trips or School Sponsored Activities
- **Participation in or Exhibition at the Indiana State Fair** for educational purposes by the student or a household member
- **Participation in Scheduled Competitions, Exhibitions, or Events** offered by:
 - The National FFA Organization
 - The Indiana FFA Association
 - The 4-H Club

2. Excused Absences (*Counted as Absent, but Excused*)

These absences **are recorded as absences** but **do not** count toward the limit that triggers disciplinary referral. (If they are indicating that after 5 absences they are at risk of becoming “chronically absent”.....would this not be considered a disciplinary action? They require **appropriate documentation**.)

Examples include:

- **Medical:**
 - Illness or injury documented by a doctor’s note
 - Sent home by the school nurse.
 - Mental health treatment or school avoidance with provider or parent documentation.
- **Court-Related:** Appearances or probation office appointments.
- **Funeral or Bereavement:** Attendance at funeral services or related family responsibilities for a close family member or loved one.
- **Approved College Visits:** Must be pre-approved by administration (especially for out-of-state visits).
- **Parent/Guardian Verified Absences:** Parents/guardians may keep their child home for the child’s best interest for personal, discretionary purposes with a written note signed by the parent (**limit: 5 per school year**).
- **Vacation (with Prior Approval):** Vacation or travel during the school year is **strongly discouraged**. However, families wishing to request vacation days must follow these guidelines:

- Vacation absences may be approved **only if they fall within the 5 allowable parent-written excuses for the year.**
- Once the 5 parent notes have been used, **additional vacation or travel absences will be considered unexcused.**
- Families must submit a **written request** in advance (at least 1 calendar week before vacation) to the principal or designee for consideration.
- Students must arrange with teachers for assignments before leaving.
- Vacation Approval is at the discretion of school administration, taking into account the student's attendance record and academic standing.

Important: All absences require parent/guardian notification **on the day of the absence.** Please call the appropriate school by noon.

Elementary School 765-793-2254

Middle School 765-793-4451

High School 765-793-2286

3. Unexcused Absences

Unexcused absences occur **without proper authorization or required documentation.**

Indiana law (HEA 1243) limits students to **10 unexcused absences per year** before mandatory referral to the county truancy program or the Department of Child Services.

Examples include (but are not limited to):

- Truancy (skipping school without permission)
- Family vacations without required prior approval
- Illness not documented by a physician or school nurse
- Parent call-ins beyond the 5 allowed Parent/Guardian Verified Absences per semester
- Oversleeping, transportation issues, or other unapproved reasons

Chronically Absent Students

Chronically absent” means **missing ten percent (10%) or more of the school year for any reason**, including both excused and unexcused absences. A student who reaches **five (5) absences (excused or unexcused)** will be identified as *at risk for chronic absenteeism* and monitored closely.

School, Parent, and Student Responsibilities

- Identification: Students who are chronically absent will be designated as such in their school record to ensure appropriate support and monitoring.
- Within **10 instructional days after a student reaches five (5) total absences**, the school will hold a **conference with the student, parent/guardian, and appropriate**

school staff.

- At this meeting, the team will **develop an attendance improvement plan** designed to support the student's success and reduce further absences.
- The plan may include:
 - Counseling or mental health support,
 - Family assistance services,
 - Academic help or tutoring,
 - Strategies to remove barriers to regular attendance.
- Schools will **follow up regularly** to monitor progress and adjust the plan as needed.
- Parents and students are expected to **actively participate** in the conference and plan, communicate challenges, and work together with the school to improve attendance.

Habitually Truant Student

A habitual truant student is defined as a student who is chronically absent by having unexcused absences from school for more than ten (10) days in one (1) school year.

School, Parent, and Student Responsibilities

- **Identification:** Students identified as habitual truants will have this designation in their school records to ensure appropriate monitoring and support .
- The school is required to make reasonable efforts to **address the root causes of truancy** and support the student and family.
- This includes **developing an intervention plan** and offering referrals to services such as counseling, mental health care, family support, or academic help.
- Parents and students are expected to **actively participate** in the conference and plan, communicate challenges, and work together with the school to improve attendance.

Tiered Response to Unexcused Absences (Grades K–5)

- **3rd Unexcused Absence:**
 - Email notification to parent/guardian
- **4th Unexcused Absence:**
 - parent phone call
- **5th Unexcused Absence:**

- Mandatory in-person conference to develop an intervention plan
- **6th Unexcused Absence:**
 - Second email notification
 - Conference with student and counselor or designee not monitor well-being will be conducted
- **7th Unexcused Absence:**
 - Academic Intervention/ Enrichment: The student will stay after school for one hour to make up for lost instructional minutes.
- **8th Unexcused Absence:**
 - Academic Intervention/ Enrichment: The student will stay after school for one hour to make up for lost instructional minutes.
- **9th Unexcused Absence:**
 - Mandatory in-person conference with student, parent/guardian, and staff to review/revise intervention plan
 - Warn that next unexcused absence will result in county referral
- **10th Unexcused Absence:**
 - Mandatory referral to the Fountain County Truancy Program and/or DCS
- Students with **10 or more unexcused absences** in a school year may affect their academic progress or success. This may include, but is not limited to, required participation in summer school or consideration for retention at the current grade level.

All attendance matters will be evaluated individually. Final determination of any resulting actions, interventions, or requirements will remain at the discretion of the building administrator or their designated representative.

Extra Curricular and Co-Curricular Activities

Students are expected to demonstrate regular and responsible attendance to participate in extracurricular and co-curricular activities.

Students who have an **unexcused absence** for the school day, or who miss **three or more class periods considered unexcused** on the day of an event, will **not be permitted to participate in or attend** any extracurricular or co-curricular activities scheduled for that day.

Exceptions may be considered in advance for documented, excused absences at the discretion of school administration.

Please note: Additional requirements and expectations for student-athletes are outlined in the **Athletic Handbook** and must also be followed.

Reporting an Absence

Parents or guardians **must notify the school on the day of the absence.**

- Please call the appropriate school by noon.
Elementary School 765-793-2254
Middle School 765-793-4451
High School 765-793-2286
- **Documentation:** For absences requiring verification (doctor's note, funeral notice, court paperwork), materials **must be submitted within 2 days of returning to school.**

Attendance Board of Appeals (ABA)

Parents/guardians may request a review if **special circumstances** justify absences that exceed limits (e.g., hospitalization, chronic illness requiring extended time away).

The **Attendance Board of Appeals (ABA)** includes school administrators, guidance staff, the school nurse, and at least one teacher.

Families may submit documentation and invite others with relevant information. The ABA may grant additional excused days, modify the attendance plan, or recommend further action.

Questions?

For questions about this policy or to report an absence, please contact the school office.

Tardy Policy:

- Day 7- parents will be contacted and support will be offered to assist in getting the child to school.
- Day 9 - SRO will visit the home and complete a wellness check. If a student is an Out of District student, their enrollment could be revoked if progress is not made.
- Day 11 - students in poor academic standing will stay after school for a 1 hour tutoring / enrichment session.
- Day 13 - DCS report will be filed

Student Dress Code:

1. Necklaces or bracelets will not be worn in physical education class.
2. No torn or tattered clothing with excessive frays or holes that may show a student's body, is to be worn during school hours. This applies all pants, shorts, etc. in the area above the knee or shirts above the waistline. (Patches are acceptable coverings.)
3. Tube-tops, halter-tops, tank-tops should not be worn. Shirts must have at least 2.5 inches (approx. 3 finger widths) width strap in the area between the neck and the arms.
4. The mid-drift should not be visible or exposed under any garment.
5. Students are prohibited from wearing, . . . "messages on clothing, jewelry, and personal belongings that relate to drugs, alcohol, tobacco, weapons, violence, sex, vulgarity, or that reflect adversely upon persons because of their race or ethnic group."
6. No hats or hoods (including bandannas) are to be worn on heads except on special days deemed by administration. Religious and/or health exemptions may apply.
7. All skirts and shorts (including running/cycling shorts) must be fingertip length when the student is standing straight up.

Health Concerns/Medication

Records are kept by the school nurse regarding special health problems. If your child has a special health problem such as asthma, diabetes, allergies, etc., please inform the teacher, bus driver, and school nurse. The school enrollment process also provides a place for you to indicate such information. Please keep the school up to date on any medical changes.

Vision screenings are conducted for students in Kindergarten, 3rd and 5th grades. Parents will be notified if their child may need professional care.

Hearing screenings are conducted for students in 1st and 4th grades. Parents will be notified if their child may need professional care.

Please check your child frequently for any contagious or transmittable conditions such as head lice, impetigo, pink eye, ect. Your child may be excluded from school until the condition is treated and non contagious.

As a school, we are under duty buy State Law to report any suspected child abuse or neglect. Such a report is made directly to the Department of Child Services.

Medication

If your child requires doctor prescribed medication here at school, the following guidelines must be observed.

1. An adult must give all medication directly to the school nurse.
2. Medication must be in a prescribed container from the doctor with the proper labels.

Immunizations

State law requires that all students be immunized against diphtheria, whooping cough, tetanus, measles, rubella, polio, mumps, varicella, and hepatitis B&A. State Law indicates that no child will be permitted to attend school beyond the first day of school without a written immunization statement. A religious or medical exemption is the only exception.

Reporting to Parents

Students will receive marks of:

A (very good), B (good), C (average), D (poor), and F (not passing).

Report cards are sent home each nine weeks. Progress reports will be sent home midway through the 9 weeks. Each student has a username and password for the Skyward computer system, so you can easily access your child's grades anytime. You may schedule a conference with your child's teacher at any time. Formal conferences will be held each year in October.

Grading Scale:

A 93% - 100%	C+ 78% - 79%
A- 90% - 92%	C 73% - 77%
C- 70% - 72%	
B+ 88% - 89%	D+ 68% - 69%
B 83% - 87%	D 63% - 67%
B- 80% - 82%	D- 60% - 62%

HOMEWORK

Homework may be given to help reinforce what is being taught at school. Occasionally, a special project may require extra time. Students are encouraged to get all regular class work done during the school hours so the amount of homework a student has should not be excessive.

A parent/guardian should call the school to make arrangements for picking up or getting any missed assignments if the student has missed more than two days. These assignments may be picked up between 3:15 pm and 3:30pm in the school office.

PROMOTION/RETENTION

Decisions about promotion or retention is a serious responsibility of teachers, parents, and administrators. Parents/guardians will be consulted by and informed at an early date when retention is advisable.

STUDENT AWARDS

There are many awards that students may earn through hard work and effort. Each week, one student from each grade level is chosen for exhibiting a positive attitude and putting forth 100% effort. These students are rewarded with a token for the Book Vending machine. In addition to the book, each student receives a smelly pencil, a book mark, a sucker, and a McDonald's coupon for a free treat.

Various levels of honor rolls, attendance awards, and other recognition are awarded to students throughout the year.

COUNSELING SERVICES

Counseling services are available by request for every student in the school and are provided in a confidential manner. Requests for counseling can be made by the student, the teachers, administrators, and parents/guardian. We also have a Social Emotional Coordinator/Social Worker who can assist students with regulation and expression of emotions.

SCHOOL DISCIPLINE

We approach discipline through a positive manner; and, as much as possible, avoid negativity. School rules will be explained and discussed with students by their teachers on the first day of school. Please discuss the following rules and expectations with your child.

1. I will respect and obey the faculty and other school personnel.
2. I will do nothing that would hurt myself or others, such as:
 - a. calling others names
 - b. throwing objects
 - c. interrupting others
 - d. using equipment incorrectly
 - e. fighting
3. I will use the proper voice, language, and behavior wherever I am.
- 4.. I will respect school property and the property of others, such as:
 - a. using school facilities properly
 - b. keeping the building clean
 - c. keeping other school property clean
 - d. respecting personal property of others

Classroom rules are to be determined by the classroom teacher, with consistency at the grade level. School officials may find it necessary to discipline students when their behavior interferes with school purposes or the educational functions of the school corporation.

In accordance with the provisions of IC 20-8.1-5.1, administrators and staff members may take the following actions:

1. Removal from Class or Activity - Teacher: An elementary teacher may remove a student from the teacher's classroom or activity for a period during a school day if the student is assigned regular or additional work to be completed in another school setting.
2. In-School or Out of School Suspension - Principal: The 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.
3. Expulsion - A student may be expelled from school for a period no longer than the remainder of the current semester plus the following semester. In cases where the student is being expelled for possession of a firearm, a destructive device, or a deadly weapon, the maximum length of the expulsion period is listed under the Grounds for Suspension and Expulsion, Section C and Section D.

GROUND FORS SUSPENSION OR EXPULSION

The grounds for suspension or expulsion listed in Section A below apply when a student is:

1. On school grounds immediately before, during and immediately after school hours and at any other time when the school is being used by a school group (including summer school);
2. Off school grounds at a school activity, function, or event;
3. Traveling to or from school or a school activity, function, or event.
4. Any action that may threaten the safety of another student, regardless of time and location.

STUDENT MISCONDUCT AND/OR SUBSTANTIAL DISOBEDIENCE

Examples of student misconduct and/or substantial disobedience for which a student may be suspended or expelled include, but are not limited to:

1. Using violence, force, noise, coercion, threat, intimidation, fear, passive resistance, or other conduct constituting an interference with school purposes, or urging other students to engage in such conduct.

The following enumeration is only illustrative and not limited to the type of conduct prohibited by this rule:

- a. Occupying any school building, school grounds, or part thereof with intent to deprive others of its use.
 - b. Blocking the entrance or 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, corridor, or room.
 - c. Setting fire to or damaging any school building or property.
 - d. Prevention of or attempting to prevent by physical act the convening or continued functioning of any school or education function, or any meeting or assembly on school property.
 - e. Intentionally acting in any manner so as to interfere with the ability of any teacher or any other person to conduct or participate in the educational process.
2. Engaging in any kind of aggressive behavior that does physical or psychological harm to another person or urging other students to engage in such conduct. Prohibited conduct includes coercion, harassment, bullying, hazing, or other comparable conduct.
 3. Engaging in violence and/or threat of violence against any student, staff member, and/or other persons. Prohibited violent or threatening conduct includes threatening, planning, or conspiring with others to engage in a violent activity.

4. Causing or attempting to cause damage to school property, stealing or attempting to steal school property.
5. Causing or attempting to cause damage to private property, stealing or attempting to steal private property.
6. Causing or attempting to cause physical injury or behaving in such a way as could reasonably cause physical injury to any person. Self-defense or reasonable action undertaken on the reasonable belief that it was necessary to protect some other person is not a violation of this rule.
7. Threatening or intimidating any person for any purpose, including obtaining money or anything of value.
8. Threatening (whether specific or general in nature) damage or injury to persons or property, regardless of whether there is a present ability to commit the act.
9. Failing to report the actions or plans 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.
10. Possessing, handling, or transmitting a knife or any object that can reasonably be considered a weapon, is represented to be a weapon, or looks like a weapon.
11. Possessing, using, transmitting, or being affected by any controlled substance, prescription drug, narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage, intoxicant, or depressant of any kind, or any paraphernalia used in connection with the listed substances. Also prohibited is the consumption of any of the stated substances immediately before attending school or a school function or event.
 - a. Exception to Rule 11: A student with a chronic disease or medical condition may possess and self-administer prescribed medication for the disease or condition if the student's parent has filed a written authorization with the building principal and nurse. The written authorization must be filed annually. The written authorization must be done by a physician and must include the following information:
 - i. That the student has an acute or chronic disease or medical condition for which the physician has prescribed medication.
 - ii. The nature of the disease or medical condition requires emergency administration of the prescribed medication.
 - iii. The student has been instructed in how to self-administer the prescribed medication.
 - iv. The student is authorized to possess and self-administer the prescribed medication.
12. Possessing, using, or transmitting any substance which is represented to be or looks like a narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage, tobacco, stimulant, depressant, or intoxicant of any kind.

13. Possessing, using, transmitting, or being affected by caffeine-based substances other than beverages, substances containing phenylpropanolamine (PPA), stimulants of any kind, or any other similar over-the-counter products.
14. Possessing, using, distributing, purchasing, or selling tobacco products of any kind or in any form including e-cigarettes.
15. Offering to sell or agreeing to purchase a controlled substance or alcoholic beverages.
16. Failing to comply with directions of teachers or other school personnel during any period of time when the student is properly under their supervision, where the failure constitutes an interference with school purposes or an educational function.
17. Failing to completely and truthfully respond to questions from a staff member regarding school-related matters including potential violations of the student conduct rules or state or federal law.
18. Falsely accusing any person of sexual harassment, or of violating a school rule, and/or a state or federal law.
19. Engaging in any activity forbidden by the laws of Indiana that constitutes an interference with school purposes or an educational function.
20. Aiding, assisting, or conspiring with another person to violate these student conduct rules or state or federal law.
21. Engaging in academic dishonesty, including cheating, intentionally plagiarizing, wrongfully giving or receiving help during an academic examination, and wrongfully obtaining test copies or scores.
22. Taking or displaying pictures (digital or otherwise) without the consent of the student or staff member in a situation not related to a school purpose or educational function.
23. Engaging in pranks that could result in harm to another person.
24. Use or possession of gunpowder, ammunition, or an inflammable substance.
25. Violating any rules that are reasonably necessary in carrying out school purposes or an educational function, including, but not limited to:
 - a. engaging in sexual behavior on school property;
 - b. engaging in sexual harassment of a student or staff member;
 - c. disobedience of administrative authority;
 - d. willful absence or tardiness of students;
 - e. engaging in speech or conduct, including clothing, jewelry, or hair style, that is profane, indecent, lewd, vulgar, or refers to drugs, tobacco, alcohol, sex, or illegal activity, or is plainly offensive to school purposes;
 - f. violation of the school corporation's acceptable use of technology policy or rules;
 - g. violation of the school corporation's administration of medication policy or rules;

26. Possessing or using on school grounds during school hours an electronic device, a cellular telephone, or any other telecommunication device in a situation not related to a school purpose or educational function.

27. Habitual misconduct gives publication of it to all students and parents in the principal's school building.

Definition of Bullying. - an imbalance of power in which a student repeatedly intends to harass, ridicule, humiliate, intimidate, or harm another

1. This rule applies when a student is:

- a. On school grounds immediately before or during school hours, immediately after school hours or at any other time when the school is being used by a school group (including summer school);
- b. Off school grounds at a school activity, function, or event;
- c. Traveling to or from school or a school activity, function, or event; or
- d. Using property or equipment provided by the school.

2. Bullying by a student or groups of students against another student with the intent to harass, ridicule, humiliate, intimidate, or harm the other student through overt, repeated acts or gestures, including verbal or written communications transmitted, and/or physical acts committed, or any other similar behavior is prohibited.

3. Parents or students who suspect that repeated acts of bullying are taking place should report the matter to the school principal or designee. School personnel will investigate all reports of bullying.

4. Parents of the reported victim and the accused will be notified of the report within 5 days of the time of the report being made.

5. 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 violation.

6. Educational outreach and training will be provided to school personnel, parents, and students concerning the identification, prevention, and intervention in bullying. Upon request, parents may review any materials used in any bullying and/or suicide prevention programs.

7. All schools in the corporation are encouraged to engage students, staff and parents in meaningful discussions about the negative aspects of bullying. The parent involvement may be through parent organizations already in place in each school.

8. All substantiated reports of bullying will be recorded through our student management system.

POSSESSING A FIREARM OR A DESTRUCTIVE DEVICE

1. No student shall possess, handle or transmit any deadly weapon on school property.

2. The following devices are considered to be a firearm under this rule:
 - any weapon which will or is designed to or may readily be converted to expel a projectile by the action of an explosive
 - the frame or receiver of any weapon described above
 - any firearm muffler or firearm silencer
 - any destructive device which is an explosive, incendiary, or a poison gas bomb, grenade, rocket having a propellant charge of more than four ounces, missiles having an explosive or incendiary charge of more than $\frac{1}{4}$ ounce, mine, or any similar device
 - any weapon which will, or which may be readily converted to expel a projectile by the action of an explosive or other propellant, and which has any barrel with a bore of more than 2 inch in diameter
 - any combination of parts either designed or intended for use in converting any device into any destructive device described in the two immediately preceding examples, and from which a destructive device may be readily assembled
 - an antique firearm
 - a rifle or a shotgun that the owner intends to use solely for sporting, recreational, or cultural purposes
3. For purposes of this rule, a destructive device is:
 - an explosive, incendiary, or over pressure device that is configured as a bomb, a grenade, a rocket with a propellant charge of more than four ounces, a missile having an explosive or incendiary charge of more than $\frac{1}{4}$ ounce, a mine, a Molotov cocktail or a device that is substantially similar to an item described above,
 - a type of weapon that may be readily converted to expel a projectile by the action of an explosive or other propellant through a barrel that has a bore diameter of more than 2 inch, or
 - A combination of parts designed or intended for use in the conversion of a device into a destructive device. A destructive device is NOT a device that although originally designed for use as a weapon, is redesigned for use as a signaling, pyrotechnic, line throwing, safety, or similar device.
4. The penalty for possession of a firearm or a destructive device: suspension 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 reduction.
5. The superintendent shall immediately notify the appropriate law enforcement agency when a student engages in behavior described in this rule.

POSSESSING A DEADLY WEAPON

1. No student shall possess, handle, or transmit any deadly weapon on school property.
2. The following devices are considered to be deadly weapons as defined in IC 35-41-1-8:
 - a weapon, taser or electronic stun weapon, equipment, chemical substance, or other material that in the manner it is used, or could ordinarily be used, or is intended to be used, is readily capable of causing serious bodily injury.
 - an animal readily capable of causing serious bodily injury and used in the commission or attempted commission of a crime.
3. The penalty for possession of a deadly weapon: up to 10 days suspension and expulsion from school for a period of one calendar year.
4. The superintendent shall immediately notify the appropriate local law enforcement agency when a student engages in behavior described in this rule.

UNLAWFUL ACTIVITY

A student may be suspended or expelled for engaging in unlawful activity on or off school grounds if the unlawful activity may reasonably be considered to be an interference with school purposes or an educational function, or the student's removal is necessary to restore order or protect persons on school property. This includes any unlawful activity meeting the above criteria that takes place during weekends, holidays, other school breaks, and the summer period when a student may not be attending classes or other school functions.

LEGAL SETTLEMENT

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.

RIGHT TO APPEAL

The student or parent has the right to appeal an expulsion decision to the school board within 10 days of the receipt of notice of the action taken. The student or parent's appeal to the school board must be in writing. If an appeal is properly made, the board will consider the appeal unless it votes not to hear the appeal. If the board hears the appeal, it will consider the written summary of the expulsion meeting and the arguments of both the school administration and the student and/or the student's parents. The board will then take any action deemed appropriate.

SUSPENSION PROCEDURE

When a principal (or designee) determines that a student should be suspended, the following procedures will be followed:

1. A meeting either in person or on the phone will be held prior to an OUT of school the suspension of any student. During this conversation the student will be entitled to:
 - a. a written or oral statement of the charges:
 - b. if the student denies the charges, a summary of the evidence against the student will be presented; and,
 - c. the student will be provided an opportunity to explain his or her conduct.
2. The meeting shall precede an OUT of school suspension of the student except where the nature of the misconduct requires immediate removal. In such situations, the meeting will follow the suspension as soon as reasonably possible following the date of the suspension.
3. Following the OUT of school suspension, the parent or guardian of the suspended student will be notified in writing. The notification will include the dates of the suspension, describe the student's misconduct, and the action taken by the Principal.

EXPULSION PROCEDURE

When a principal (or designee) recommends to the superintendent (or designee) that a student be expelled from school, the following procedures will be followed:

1. The superintendent (or designee) may conduct an expulsion meeting, or may appoint one of the following persons to conduct the expulsion meeting:
 - a. legal counsel,
 - b. a member of the administrative staff who did not expel the student during the current school year and was not involved in the events giving rise to the expulsion.
2. An expulsion will not take place until the student and the student's parents are given notice of their right to appear at an expulsion meeting conducted by the superintendent or the person designated above. Failure to request and to appear at this meeting will be deemed a waiver of rights administratively to contest the expulsion or to appeal it to the school board.
3. The notice of the right to an expulsion meeting will be in writing, delivered by certified mail or by personal delivery, and contain the reasons for the expulsion and the procedure for requesting the meeting.
4. At the expulsion meeting, the principal (or designee), will present evidence to support the charges against the student.

The student or parent will have the opportunity to answer the charges against the student, and to present evidence to support the student's position. An attorney may not represent the student at the expulsion meeting, but the attorney may be available for consultation outside the meeting room during the course of the meeting.

5. If an expulsion meeting is held, the person conducting the expulsion meeting will make a written summary of the evidence heard at the meeting, take any action found to be appropriate, and give notice of the action taken to the student and the student's parents. The student or parent has the right to appeal the decision of the person conducting the expulsion meeting to the school board within 10 days of the receipt of notice of the action taken. The student or parent appeal to the school board must be in writing. If an appeal is properly made, the board must consider the appeal unless the board votes not to hear the appeal. If the board hears the appeal, it will consider the written summary of the expulsion meeting and the arguments of both the school administration and the student and/or the student's parent. The board will then take any action deemed appropriate.

HARASSMENT

The school corporation is committed to a policy that harassment of school personnel and/or students by agents, employees, or students of the Covington School Corporation is unacceptable. You should report any incident(s) to the building principal.

If you have any questions about the consequences for such actions, see the building principal.

CELL / SMARTWATCH PHONE POLICY

1. Cell phones are to remain turned off and remain in backpacks.
2. Out-going calls, in-coming calls, text messages, camera use, game or music playing, or any other use of cell phones in the school building between 7:45 a.m. and 3:00 p.m. is strictly prohibited. This includes lunch periods, recess, restroom breaks, as well as school sponsored trips unless prior authorize is given by the teacher.
3. The school will not be responsible for loss, damage, or theft of any electronic devices brought to school.
4. Parents or guardians should contact the office to communicate with their child from 7:30 a.m. to 3:00 p.m. Students will have access to phone use in the classroom or office as permitted by the teacher or office staff.
5. Smartwatches may remain on a student's wrist unless participating in state testing. Watches may not be used for out-going calls, in-coming calls, text messages, camera use, game or music playing between 7:30 a.m. and 3:00 p.m.

Any cell phone or smart watch will be confiscated if school rules are violated, by an adult, turned into the building administrator and returned in the manner described below. Failure to forfeit the cell phone to an adult will be an act of insubordination and will result in an automatic 1 day out of school suspension in addition to the consequence as prescribed according to the following numbered offense.

- 1st offense: phone returned to student after 3:10 p.m., parent contacted
- 2nd offense: phone returned to parent/guardian, 1 day In-school suspension
- 3rd offense: phone returned to parent/guardian, 3 day In-school detention
- 4th offense: phone returned to parent/guardian, 3 days OSS
- 5th offense: phone returned to parent/guardian, 5 days OSS pending expulsion

For offenses 2 through 5, returning the phone to parent can include a relative or other adult as specified by parent/guardian. This does not include a sibling, relative, or family friend in high school. Any student who allows another student to use his/her cell phone will be subjected to the same consequences as the person using the phone. The reason for a cell phone policy is to deter classroom disruptions, cheating, bullying, “sexting” and other acts that violate child exploitation and child pornography laws. The reason for a cell phone policy is to deter classroom disruptions, cheating, bullying, “sexting” and other acts that violate child exploitation and child pornography laws. Cell phones will be searched if administrators have reasonable suspicion that a student has violated a school rule or the law. Law enforcement will be contacted if the student violates a law such as but not limited to, harassment, bullying, or child pornography. Covington Elementary School strives to provide a variety of opportunities and activities to promote and enhance learning. There are a variety of types of learning styles and we strive to find what a student responds well to and provide appropriate instruction. We all care deeply about our students and want each one to be successful.

TITLE I

The Title I program is a federally funded program that allows for any student in the elementary school to receive additional assistance with necessary reading and math skills. Covington Elementary School is a school-wide Title I School. The grant is written each year by June and submitted to the Department of Education. The school receives notification of funds awarded to the school by the beginning of school each year. These funds are used to hire staff and purchase materials designed to reinforce critical reading and math skills. K-2 students are tested three times a year using a selected formative assessment. These tests provide teachers and administrators with important data to show what skills have been mastered and what skills are in need of reinforcement activities, and for monitoring growth. Tier Time is a 40 minute block of time that allows teachers the opportunity to reinforce necessary skills with small groups of students. Tier time is in addition to and does not take place during the 90 minute reading block. A Data Team reviews the results of the testing and puts students with others needing reinforcement of the same skill.

Covington Elementary School strives to provide a variety of opportunities and activities to promote and enhance learning. There are a variety of types of learning styles and we strive to find what a student responds well to and provide appropriate instruction. We all

care deeply about our students and want each one to be successful. We always welcome parent input and discussion about student progress.