

**ELEMENTARY  
STUDENT – PARENT  
HANDBOOK  
2009-2010**



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

**PHILOSOPHY**  
Avon Elementary Schools

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.

**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.

**Cedar Elementary**

**School Hours: 8:45 AM – 3:25 PM**

685 S. State Road 267, Avon Indiana 46123

317-544-6200 Fax 317-544-6201

Principal – Mr. Kevin Gray

**Hickory Elementary**

**School Hours: 9:05 AM – 3:45 PM**

907 S. State Road 267, Avon Indiana 46123

317-544-6300 Fax 317-544-6301

Principal – Mr. Scott Collins

**Maple Elementary**

**School Hours: 8:45 AM - 3:25 PM**

7237 East US Highway 36, Avon Indiana 46123

317-544-6400 Fax 317-544-6401

Principal – Mrs. Nikki Harrison

**Pine Tree Elementary**

**School Hours: 9:00 AM – 3:40 PM**

7866 East 100 South, Avon Indiana 46123

317-544-6500 Fax 317-544-6501

Principal – Mrs. Karie Mize

**Sycamore Elementary**

**School Hours: 9:00 AM – 3:40 PM**

7878 East 100 North, Avon Indiana 46123

317-544-6600 Fax 317-544-6601

Principal – Mr. Mike Springer

**White Oak Elementary**

**School Hours: 9:00 AM – 3:40 PM**

7221 East US Highway 36, Avon Indiana 46123

317-544-6700 Fax 317-544-6701

Principal – Dr. Michael Whitman

## TABLE OF CONTENTS

Attendance/PROJECT ATTEND	5
Birthday Recognition	8
Bullying	8
Bus Passes	8
Cafeteria Procedures	9
Cell Phone Content and Display	10
Curriculum Guidelines	11
Dress	11
Drug Testing	11
Emergencies	12
Emergency Closings/Delays	12
Emergency Procedures	12
Gang Related Activities	12
Grading Practices and Reporting of School Progress	13
Hazing	14
Health Services	14
Health Screening	15
Illness	15
Immunizations	16
Homework	17
Honor Roll	18
Internet – Electronic Information, Services, and Networks	18
Medication	23
Nondiscrimination	23
Parent Resource Library	24
Parent-Teacher Conferences	24
Parent-Teacher Organization	24
Pesticide Application	25
Pre-Arranged Absences	25
Promotion, Placement, and Retention Policy	26
Purchasing By Checks	26
Recess and Physical Education	26
Rules	26
Saturday School	27
School Corporation Policies	28
School Hours	28
Sexual Harassment	28
Special Services	29
Standardized Achievement Tests	29
Student Attendance at School Events	29
Suspension or Expulsion	29
Telephone Usage by Students	30
Textbook Rental and Fees	30
Textbook Rental Non-Payment	30
Transportation	30
Visitor Guidelines	30
Withdrawal From School	32

## **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 9:30 a.m., the school secretary will call the home or parent's workplace to confirm the absence.**

If your child is seen by a medical professional while absent, submit documentation upon return to school. In case of illness and or injury, if the absence lasts beyond five (5) days, a doctor's statement will be required for verification. A student with a serious medical condition should have a medical report on file. Medically documented absences may not count towards the accumulated excessive absences.

**Unexcused Absence:** Unexcused absences are recorded for students who are absent from school without phone or written notice 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, the absence will be unexcused.**

### **General Procedures:**

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

**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.

**Perfect Attendance:** Students may receive recognition for perfect attendance during each grading period.

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

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

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

- NWEA and ISTEP+ testing
- Parent Teacher Conferences (K-6 Schools)
- Final exams
- Last three days of a semester/trimester
- When the requested absence would push the student's attendance record into excessive absence status or if the student has surpassed the allowable number of absences.

**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.

**Three (3) unexcused tardies will be equal to one (1) unexcused absence. In accordance with the unexcused absence policy, children will be required to make up any work they missed for any portion of the day(s) in which they were tardy. Each additional three (3) tardies will count for another unexcused absence. If a student accumulates the equivalent of five (5) unexcused days, the same procedure for five (5) absences will be followed. When dropping your student off after the tardy bell, parents/guardians must come into the building and sign in the student. Students who are not signed in by a parent will be considered an unexcused tardy. The accumulation of excessive tardies will be monitored and parents will be contacted.**

#### **ATTENDANCE/PROJECT ATTEND**

GOAL: PROJECT ATTEND (Aiming Toward Truancy Elimination and Non-Attendance Decrease) is a cooperative effort between the Schools, Probation Department, Prosecutor and Child and Family Services in Hendricks County, Indiana. This project will provide a partnership between the above agencies and families and other community resources to assist in increasing attendance in our schools.

#### **GENERAL PROCEDURES FOR THIS SCHOOL YEAR:**

1. When a child has accumulated five (5) unexcused absences, the school may have the parent or guardian of that child 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 five (5) school days, it should contact the Hendricks County Probation Department.

2. When a child has accumulated ten (10) unexcused absences, the school representative may send a letter to the parents/guardian of the child. The school representative may then contact the Hendricks County Probation Department representative by phone or e-mail, followed by written notification, including copies of the letter sent to the parents and the Parent Attendance Contract.
3. The designated probation officer will contact the parents of the unexcused child, and notify them that there has been a referral made to the Probation Department. They will be informed that this is the first referral, and the next one will result in their case being referred to PROJECT ATTEND.
4. When a child has accumulated 12 total excused or unexcused absences, the school may send a letter to the parents informing them that they have been referred to PROJECT ATTEND. If so, a second written referral is then made to the Probation Department. This referral will include: dates of all of the absences, copies of all written correspondence with the parents, documentation of all phone calls to parents, and copies of all doctor's notes.
5. A team will then meet to determine if this case should be brought before the full PROJECT ATTEND working group. The screening team will consist of at least one authorized representative from the appropriate school, and the designated probation officer. This team will also include other interested parties from the school, child and family services, health department, etc. The purpose of this initial meeting will be to determine if this family should be brought before the entire working group or if other action will be taken. If it is determined that it will be brought before the full working group, the screening session will then be used to develop suggestions for appropriate provisions to be included in a contract to be made with the child and his/her parents.
6. If the case is referred to the full PROJECT ATTEND working group, the group will consist of at least the following people: authorized school representatives, designated probation officer, a prosecuting attorney, the parents and child involved. Other representatives may participate from child and family services, the health department and any other agency that may be necessary. The Probation Officer will be responsible for organizing and running the meeting. A subpoena may be issued if it is believed that the parents and child will not attend voluntarily.
7. The Juvenile Prosecuting Attorney will address the legal consequences of failing to comply with the compulsory school attendance law to the parents and child. The school representative will again provide the conference information sheet which will include: written documentation of the days missed, letters sent to parents, phone calls made, and doctor's excuses. They will also provide other necessary school records such as academic progress, behavior reports and any other pertinent information. The Probation Officer will run the meeting, and keep and disseminate the records of the meeting. This meeting will be held in the Hendricks County Courthouse.
8. The disposition possibilities will include: A) An attendance agreement contract with specific actions to be taken by the parents, child and school, will be entered into by all

parties. B) Referral to the Hendricks County Prosecutor for a delinquency petition to be filed against the juvenile. C) Charges filed against the parents for educational neglect.

9. If an attendance contract is made, the school, parents and child will work together to ensure compliance to the contract. The Probation Officer will help those parties in finding appropriate services if necessary, and will assist the school in monitoring child and parent compliance with the contract.
10. If there is a violation of the contract the school will provide written notification to the Probation Officer. The Probation Department (along with a recommendation from the school), will then decide what action will be taken. This could include the filing of an informal delinquency petition against the child or the filing of educational neglect charges against the parents.

### **BIRTHDAY RECOGNITION**

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.

### **BULLYING**

The Avon Community School Corporation, in compliance with Indiana's Prohibition of Bullying Code, will investigate and resolve bullying incidents reported to the principal or designee by a teacher, student, or parent.

As act of bullying is defined as "overt", repeated acts or gestures, including verbal or written communications transmitted; physical acts committed; or any other behaviors committed by a student or group of students against another with intent to harass, ridicule, humiliate, intimidate, or harm the other student. These acts include those that may occur on school grounds before, during, or after school hours; at a school sponsored activity or event; traveling to or from school or a school activity; or when using school property such as a computer.

If a student demonstrates a pattern of bullying behavior, school personnel are directed to refer that student to the school counselor, assistant principal, or principal for participation in the Buddies. Not Bullies prevention program. Program components include individual and small group sessions targeting bullying behaviors.

### **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 before 2:00 PM. One note at the beginning of the year will be sufficient for students attending Brownies, Scouts, etc. on a regular basis. (see **TRANSPORTATION for bus procedures and policies**)

## **CAFETERIA PROCEDURES – BREAKFAST AND LUNCH**

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

Student Lunch	\$1.90	Student Breakfast	\$1.15
Extra Entrée	\$1.50	Cereal	\$0.75
Milk	\$0.50	Cinnamon Roll	\$0.75
Ice Cream	\$0.50 to \$0.75	100% Fruit Juice 4 oz	\$0.30
Baked Snack Items	\$0.60 to \$0.75	Milk	\$0.50
Peanut Butter and Jelly	\$1.00		
Extra Canned Vegetable	\$0.65		
Extra Canned Fruit	\$0.65		
Fresh Fruit or Vegetables	\$0.65		

**WINSNAP**, a computerized student accounting system, is used to process student meal payments. Each student has an individual account and picture ID card that will track prepayments and items purchased daily. The ID cards are NOT to go home. 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, Sycamore Elementary and White Oak Elementary.) **This year we are also taking debit and credit card payments on line at [www.mylunchmoney.com](http://www.mylunchmoney.com) . Parents can go online and follow directions on the web site to put money into their students account and check on the balance in the students account.** Should parents/guardians have more than one child enrolled in a building one check may be written for breakfast and lunch payments. Send meal money in a sealed envelope with the student and teacher names written on it with the cash or check enclosed. **Parents/guardians must also indicate on the envelope 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 & lunch payments in the student's account. **Avon Community Schools may not be held liable for money lost or credited to an incorrect account when a student's name is not provided on the envelope.**

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

Delinquent notices are sent home with students daily. Pay your overdue amount immediately or contact the cashier within five (5) school days upon receipt of the delinquent notice, if you have questions concerning your student's account. **The student's ala carte portion of his/her account may show a negative balance, while a positive balance may exist in the breakfast and lunch**

portion of their account. **Be cautious of the aforementioned financial situation occurring to your student.** Parents/Guardians must contact the cafeteria manager immediately to correct this financial dilemma. Four weeks prior to the end of the school year lunch charges will not be permitted.

Parents/Guardians are welcome to join their student for breakfast or lunch occasionally. Please send a note with your child that morning or call the school prior to 9:30 am, when you plan to have lunch with your child. An adult breakfast is \$1.50, and an adult lunch is \$2.65.

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

Federal regulations do **not** permit carbonated beverages in school cafeterias during lunch. Fast food lunches are not permitted in the cafeteria as well. 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 CONTENT AND DISPLAY**

The Child Abuse/Neglect Law requires school personnel to report to law enforcement or child protective services whenever there is reason to believe that any person/student is involved with "child exploitation" or "child pornography" as defined by Indiana Criminal Statutes.

It is "child exploitation," a Class C felony under I.C. 35-42-4-4(b), for any person/student (1) to exhibit, photograph or create a digitalized image of any incident that includes "sexual conduct" by a child under the age of 18; or (2) to disseminate, exhibit to another person, or offer to so disseminate or exhibit, matter that depicts or describes "sexual conduct" by a child under the age of 18.

It is "child pornography," a Class D felony under I.C. 35-42-4-4(c), for any person/student to *possess* a photograph, motion picture, digitalized image, or any pictorial representation that depicts or describes "sexual conduct" by a child who the person knows is less than 16 years of age or who appears less than age 16.

"Sexual conduct" is defined by I.C. 35-42-4-4(a) to include sexual intercourse, exhibition of the uncovered genitals intended to satisfy or arouse the sexual desires of any person, or any fondling or touching of a child by another person or of another person by a child intended to arouse or satisfy the sexual desires of the child or other person.

The Indiana Sex Offender Registration Statute at I.C. 11-8-8-7 and the Sex Offender Registry

Offense Statute at I.C. 35-42-4-11, as of May 2009, require persons convicted of or adjudicated as a juvenile delinquent for violating the Child Exploitation Statute at I.C. 35-42-4-4(b) to register as a sex offender.

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

### **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 for review in the Media Centers.

### **DRESS**

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

1. On days when your child has PE, he/she must wear athletic style shoes. Girls need to wear shorts or slacks.
2. Even though your child may wear shorts, these may not be short-shorts nor tight bicycle shorts.
3. Midriff and halter-tops are not allowed. Spaghetti straps and tank tops with large armholes are not allowed unless another T-shirt is worn underneath.
4. T-shirts with writing or pictures must be appropriate for school (no tobacco or alcoholic references, profanity, or suggestive material including South Park, WWF/NWO/WCW, etc.).
5. Students should come dressed appropriately for changeable weather.
6. Boys and girls may not wear hats in the building except on designated days or for medical reasons.
7. Shoes must fit securely on feet. No backless shoes or shoes with wheels are allowed due to safety concerns. Children wearing open, loose fitting, or unsafe shoes will not be permitted to use the playground equipment.
8. Appearance should not be disruptive to the educational environment, i.e., temporary tattoos, make-up, or far out hair colors.

### **DRUG TESTING**

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

## **EMERGENCIES**

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

## **EMERGENCY CLOSING/DELAYS**

Situations such as inclement weather may make it necessary for school to be closed early. In the event this should happen, please have a plan in place that is understood by you, the school, and your child. When weather conditions are threatening, please listen to local radio and TV stations for information concerning early closings WIBC-FM 93.1, WKLU-FM 101.9, WCBK-FM 102.3, WRTV TV-6, WISH TV-8, WTHR TV-13, and WXIN TV-59. Your child's teacher will refer to the Early Dismissal Form and follow the instructions you have provided. Please refrain from telephoning the school. **We must keep phone lines open for emergencies; therefore, we cannot take requests to call parents if school is dismissed early.** The developmental preschool follows the kindergarten schedule.

## **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.

## **GANG RELATED ACTIVITIES**

The Avon Community School Board recognizes that the harm done by the presence and activities of gangs in the public schools exceeds the immediate consequences of activities such as violence and destruction of property. Gang activities also create an atmosphere of intimidation in the entire school community. Both the immediate consequences of gang activity and the secondary effects are disruptive and obstructive to the educational process and school activities. School officials will work closely with local law enforcement officials in controlling gang-related activities. The principal will report instances of gang-related criminal acts or acts of serious disruption to local law-enforcement authorities for further action. No student on or about school property or at any school activity shall:

Wear, possess, use, distribute, display, or sell any jewelry, emblem, badge, symbol, sign or other items that evidence or reflect membership in, or affiliation with any gang;

Engage in any act, either verbal or nonverbal, including gestures or handshakes, showing membership or affiliation in any gang;

Engage in any act in furtherance of the interests of any gang or gang activity, including, but not limited to:

Soliciting membership in, or affiliation with any gang; soliciting any person to pay for "protection," or threatening any person, explicitly or implicitly, with violence or with any other illegal or prohibited act; painting, writing, or otherwise inscribing gang-related graffiti, messages, symbols, or signs, on school property; engaging in violence, extortion, or any other

illegal act or other violation of school policy; soliciting any person to engage in physical violence against any other person.

Violations of Policy: Students who violate this policy shall be subject to the full range of school disciplinary measures.

### **GRADING PRACTICES AND REPORTING OF SCHOOL PROGRESS**

A student's grade is based on many factors. Such factors may include: objective tests, subjective tests, class participation, classroom assignments, homework, projects, teacher observation, and effort.

Not everything a child does in class will be graded, as some things are done simply to give the child practice prior to evaluation of the learning that has taken place.

It should be remembered that the primary objective is for students to learn and to master essential skills.

Report cards are sent home with students in grades kindergarten through four the Friday following the end of each nine-week grading period.

Avon Elementary Schools use a report card designed for all grade levels except kindergarten.

Grade 1 uses A, B, C, D, F for Reading, Spelling, and Math; O, S, N, and U for all other areas.

Grades 2 and 3 use A, B, C, D, and F for English/Language Arts, Reading, Spelling, and Math; O, S, N, and U for all other areas.

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

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

A+	= 100	O = Outstanding
A	= 93-99	S = Satisfactory
A-	= 90-92	N = Needs Improvement
B+	= 87-89	U = Unsatisfactory
B	= 83-86	F = Failing
B-	= 80-82	
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. 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.

### **HAZING**

The School Board believes that hazing activities of any type are inconsistent with the educational process and prohibits all such activities at any time in school facilities, on school property, and at any Corporation-sponsored event.

Hazing shall be defined for purposes of this policy as performing any act or coercing another, including the victim, to perform any act of initiation into any class, group, or organization that causes or creates a risk of causing mental, emotional, or physical harm. Permission, consent, or assumption of risk by an individual subjected to hazing shall not lessen the prohibitions contained in this policy.

Administrators, faculty members, and other employees of the Corporation shall be alert particularly to possible situations, circumstances, or events which might include hazing. If hazing or planned hazing is discovered, the students involved shall be informed by the discoverer of the prohibitions contained in this policy and shall be ordered to end all hazing activities or planned activities immediately. All hazing incidents shall be reported immediately to the Superintendent. Students, administrators, faculty members, and other employees who fail to abide by this policy may be subject to disciplinary action and may be held personally liable for civil and criminal penalties in accordance with law.

### **HEALTH SERVICES**

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

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

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

5. Only those medications that are medically necessary during school hours for a student's attendance or written in an IEP should be sent to school. The parent/guardian must give a written request. Medication forms are available in the school office. The very first dose of any medication may not be given at school. If your child needs to take medication at school, you must do the following:

### **HEALTH SCREENING**

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

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

**Vision Screening:** Based on Indiana Code, all school corporations shall conduct an annual screening test of the visual accuracy of all children in grades K, 3, and 8 and other children suspected of having a visual defect. School nurses do this screening each year. Local eye care professionals, school nurses, and parent volunteers will screen kindergarten students. The results are then communicated to the parents in writing.

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

### **ILLNESS**

Students should not attend school if they have a temperature of 100 degrees or above, or if they have vomited or have had diarrhea in the past 12 hours. They must be fever-free, without the aid of medication, for 24 hours before returning to school. Please remember to call the school and report students' absences if they are ill, or send a note defining the illness upon their return.

**Parents requesting homework due to illness:** Parents may request homework for your child on the second day of his/her absence. This request must be made before 10:00 am. The child will have as many days to make-up the homework as he/she was absent. Homework may be sent home with another student or picked up after 3:00 p.m.

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

Infections (Lyme Disease, Rocky Mountain Spotted Fever), Tuberculosis. The child may return to school after receiving proper treatment.

## **IMMUNIZATIONS**

**When a student enrolls in a school corporation for the first time or any subsequent time and at any level, the parents must show either that the student has been immunized or that a current religious or medical objection is on file. Parents must provide the School Corporation with complete immunization records prior to the beginning of the school year.**

### **Minimum immunization recommendations for students enrolled for students enrolled at pre-kindergarten:**

4 Doses of diphtheria-tetanus-acellular pertussis (DTaP), Diphtheria-tetanus-pertussis (DPT), pediatric diphtheria-tetanus vaccine (DT) or any combination of the three are required  
3 doses of either oral polio (OPV) or inactivated polio (IPV) vaccine in any combination;  
1 dose of measles (rubeola) vaccine **on or after the first birthday**;  
1 dose of rubella (German Measles) vaccine **on or after the first birthday**;  
1 dose of mumps vaccine **on or after the first birthday**  
3 doses of Hepatitis B  
1 dose of Varicella (Chicken pox) on or after the first birthday or record of disease. Parental history of chicken pox disease is acceptable as proof of immunity (no vaccine needed). A written statement from the parent/guardian indicating dates of disease and signed is all the documentation needed. Documentation by a physician is not necessary.

### **Minimum immunization requirements for students enrolled at kindergarten and grade one:**

5 doses of diphtheria-tetanus-acellular pertussis (DTaP), diphtheria-tetanus-pertussis (DPT), or pediatric diphtheria-tetanus vaccine (DT), or 4 doses are acceptable if the 4<sup>th</sup> dose was administered on or after the 4<sup>th</sup> birthday;  
4 doses of any combination of IPV or OPV by age 4-6, or 3 doses of all OPV or IPV are acceptable if the 3<sup>rd</sup> dose was administered on or after the 4<sup>th</sup> birthday;  
2 doses of measles (rubeola) vaccine **on or after the first birthday**;  
1 dose of rubella (German Measles) vaccine **on or after the first birthday**;  
2 doses of mumps vaccine **on or after the first birthday**;  
3 doses of hepatitis B vaccine.

**“...The second dose should be given at least 4 weeks after the first dose, except for combination vaccines which cannot be administered before age 6 weeks. The third dose should be given at least 16 weeks after the first dose and at least eight weeks after the second dose. The last doses in the vaccination series (third or fourth dose) should not be administered before age 6 months.”** From *Recommended Childhood and Adolescent Immunization Schedule-United States, 2003*, The American Academy of Pediatrics, The American Academy of Family Physicians

1 dose of Varicella (Chicken pox) on or after the first birthday or record of disease. Parental history of chickenpox disease is acceptable as proof of immunity (no vaccine needed). A written statement from the parent/guardian indicating dates of disease and signed is all the documentation needed. Documentation by a physician is not necessary.

## **MINIMUM IMMUNIZATION REQUIREMENTS FOR CHILDREN ENROLLED AT GRADE TWO OR ABOVE:**

**3** Doses of diphtheria-tetanus-acellular pertussis (DTaP), diphtheria-tetanus-pertussis (DTP), pediatric diphtheria-tetanus vaccine (DT) or Tetanus-diphtheria (Td); (grades listed above and/or 7 Years of Age or Older)

4 doses of any combination of IPV or OPV by age 4-6, or **3 doses of all OPV or IPV are acceptable if the 3<sup>rd</sup> dose was administered on or after the 4<sup>th</sup> birthday;**

2 doses of measles (rubeola) vaccine **on or after the first birthday;**

1 dose of rebecca (German Measles) vaccine **on or after the first birthday;**

2 doses of mumps vaccine **on or after the first birthday.**

3 doses of Hepatitis B Vaccine

1 dose of Varicella (Chicken pox) on or after the first birthday or record of disease. Parental history of chicken pox disease is acceptable as proof of immunity (no vaccine needed). A written statement from the parent/guardian indicating dates of disease and signed is all the documentation needed. Documentation by a physician is not necessary.

## **HOMEWORK – CORPORATION POLICY**

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

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

### **Kindergarten**

1. Students will be read to daily at home for a minimum of 15 minutes.
2. Beginning second semester students will be responsible for transferring papers and homework between home and school.
3. Parents will help their children reinforce skills learned at school and transfer them to the world around them (i.e. identifying letters in their environment).
4. Teacher discretion will be used should emergency circumstances occur regarding completion of homework.

### **Grade One**

1. Beginning second grading period, students will have assigned daily homework.
2. Parents will be responsible for signing a daily/weekly homework record.
3. The homework assignments will be short, reinforcement lessons in basic reading, spelling, math, or an activity that relates to a specific unit of study.
4. Students should spend approximately 30 minutes per night on homework, including 15 minutes of reading.
5. Teacher discretion will be used should emergency circumstances occur regarding completion of homework.

### **Grade Two**

1. Students will have assigned daily homework.
2. Parents will be responsible for signing a daily/weekly homework record.
3. The homework assignments will be short, reinforcement lessons in basic reading, spelling math, or an activity that relates to a specific unit of study.

4. Students should spend approximately 30 minutes per night on homework, including 15 minutes of reading.
5. Teacher discretion will be used should emergency circumstances occur regarding completion of homework.

### **Grade Three**

1. All students will maintain an assignment notebook.
2. Students should spend a **minimum** of 30 minutes per night on homework, including 15 minutes of recreational reading.
3. Students may also be requested to complete unfinished assignments or redo assignments that were completed in a careless manner.
4. Students may also be requested to complete occasional activities or projects at home that reinforce a specific unit of study.
5. Teacher discretion will be used should emergency circumstances occur regarding completion of homework.

### **Grade Four**

1. All students will maintain an assignment notebook.
2. Students should spend a **minimum** of 30 minutes per night on homework, including 15 minutes of recreational reading.
3. Students may also be requested to complete unfinished assignments or redo assignments that were completed in a careless manner.
4. Students may also be requested to complete occasional activities or projects at home that reinforce a specific unit of study.
5. Teacher discretion will be used should emergency circumstances occur regarding completion of homework.

**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.

**Returning to school after hours:** In an effort to foster responsibility, students are expected to take home their assignment book and all homework materials at the end of the school day.

### **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 S-, N, or U grades in any area including Conduct.

### **INTERNET – ACCESS TO ELECTRONIC INFORMATION, SERVICES, AND NETWORKS (200-29)**

Students and staff in Avon Community School Corporation have access to information through electronic networks. These services offer vast, diverse and unique resources to students and staff. The goal in providing technical resources to students and staff is to promote educational excellence in our schools, to support research, resource access, innovation and communication. The school district expects the staff to blend thoughtful use of the Internet throughout the curriculum and to provide guidance and instruction to students in its use.

#### **I. Statement of Policy**

It is the policy of the Board of School Trustees of A.C.S.C. to provide technical resources to students and employees for the purpose of promoting the efficient operation of the

school district and promoting student achievement. To promote this policy, the Board expects staff and students to utilize the technical resource opportunities and facilities provided in a manner consistent with this objective.

II. **Scope**

This policy applies to all technical resources provided by the Board including, but not limited to, telephone, cell phone, direct radio communication, pager, Internet access, voice mail, e-mail, facsimile transmission and receipt, and computer based research and communication (collectively, “Technical Resources”). Technical Resources are provided by the Board for use by employees and students (collectively, “Users”).

III. **Definition of Terms Used in this Policy**

1. **“Communication resources”** as used in this Policy means “technical resources” as defined below. The term does not include “live” telephone use not recorded on storage media.
2. **“Confidential information”** as used in this Policy means information that is declared confidential by state or federal law or Board Policy on access to public records.
3. **“Proprietary information”** as used in this Policy means information in which a person or entity has a recognized property interest such as a registered copyright.
4. **“Technical resources”** as used in this Policy means voice systems, e-mail, network access, Internet access, facsimile transmission and receipt, and other computer resources provided by the School District, accessed through the School District, or accessed on School District property or at a School District event or activity.
5. **“User”** as used in this Policy means a person using School District communications or computer resources.
6. **“User’s Supervisor”** as used in this Policy means the principal of the building a teacher or student reports to, and the administrator or director to whom any other employee or volunteer reports.

IV. **Violation of this Policy**

Intentional, knowing, and negligent violations of this Policy may result in the suspension or expulsion of students.

V. **Ownership of School District Technical Resources & Information Stored on Them**

The technical resources provided by the Board and all information contained in or on them is at all times the property of the Board, subject to the registered copyright interest of an author. In no case are these resources or the information stored on or in them owned or rented or leased by users to the exclusion of authorized School District administrators. Documents and other works created or stored on technical resources are the property of the Board and are not the private property of the User.

Works created by School District employees within the scope of their employment shall belong to the School District unless a different ownership is consented to by resolution of the Board of Education.

Since the hardware and software are owned by the school corporation, no user has an expectation of privacy in any information created, received, or stored on the School District's technical resources. If a User transmits or receives messages on the School District's technical resources such as e-mail, voice mail, or facsimile, those messages and other electronically stored communications are subject to investigations, search, retrieval, and review in accordance with this policy or the legitimate interests and obligations of A.C.S.C. Messages and other information transmitted, stored, or received on the School District's technical resources may become public records under the Indiana Access to Public Records Act, Indiana 5-14-3 (APRA). Messages and information are subject to disclosure by the School District pursuant to an APRA request without further notice to the user.

A user of the School District's technical resources who makes use of a password, code or encryption device to restrict or inhibit access to electronic mail or files must provide access to such communications when requested to do so. A User's supervisor (if an employee) or principal or teacher (if a student) may override any code password or encryption device to access the technical resource. When the School District provides passwords, codes or encryption devices, these must be used.

VI. **Procedures for Accessing Technical Resources**

In cases where electronic messages, documents, files or other technical resources are accessed or read, the person who desires access to such materials shall notify the employee's immediate supervisor (or student's teacher and principal) explaining the reason. The supervisor or principal shall have the authority to grant or deny access.

VII. **Appropriate Use of Technical Resources**

Any use of the School District's technical resources must be consistent with the educational mission and objectives of the School District. Misuse of technical resources may result in denial of access to those technical resources. The administration shall monitor the use of all School District technical resources and shall immediately suspend any user's access to a technical resource pending review of any alleged misuse by the appropriate supervisor. "Appropriate Supervisor" for purposes of this section means the principal of the building to which an employee or student is assigned, a director, or the appropriate assistant superintendent in the case of an administrator.

Students will be permitted access to the Internet through School District electronic resources unless a parent/guardian has signed and returned a "Student Electronic Resources Restriction Form" within the preceding twelve (12) months. All student access to the Internet will be subject to a filtering program that filters out Internet sites and information that promotes inappropriate or dangerous behavior or contain obscene, pornographic, sexually explicit, or otherwise harmful content. The operation of the filtering software will be monitored for effectiveness by the Superintendent or designee, and its use shall not be disabled or circumvented without the written authorization of the Superintendent or designee. Monitoring of student Internet use by school personnel is expected.

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

1. Personal communication unrelated to the School District that interferes with educational activities or purposes.
2. A threat communicated with the intent that a person engage in conduct against the other person's will, refrain from lawful conduct against the other person's will, or be in fear of retaliation for a lawful conduct against the other person's will, or be in fear of retaliation for a lawful act or inaction. Threats or attempts to coerce a person to take an action or refrain from a lawful action.
3. Communications that constitute harassment as defined in Board Policy Sexual Harassment (200-24).
4. Obscene, pornographic, or sexually explicit materials.
5. Information that enable or support the commission of a crime or an act that would endanger the user or others or damage property.
6. Copyrighted information in violation of the rights of the copyright holder.
7. A message for a person not authorized to use School District communication resources.
8. Jokes, comments, or messages that contain content that is demeaning to a person or group of people, defamatory, harassing, threatening, objectively offensive, or disruptive to the intended recipient including sexual comments or images, pornography, and racial, ethnic, disability, or religious slurs.
9. Information that would enable a user to obtain access to the files or e-mail of others without authorization.
10. A computer virus or other message that is known by the sender to have the capability to damage or impair the operations of a School District electronic resource or another person or organization's communications resource.
11. Solicitations, offers to buy or sell goods or services, and other personal messages or the use of technical resources for outside personal or business purposes. This type of information will be placed on a wide area network employee bulletin board.
12. Information that hides or attempts to hide the identity of the sender, or represent the sender as someone else or from another user.
13. Sending large numbers of messages, which are not related to School District business to all users or a large number of users (Spamming or Chain Letters).
14. It shall not be a violation of this Policy for an employee to use School District technical resources to communicate concerning an organization consisting solely of employees of the School District, except for the purpose of campaigning in a representation election conducted pursuant to Indiana Code. Notification of the time and place of polling or any other notice approved by the Indiana Education Employment Relations Board shall not be a violation of this Policy.
15. Services or databases that charge a fee for services such as long distance telephone charges or database access charges except as authorized in accord with Section 10 of this policy.

**The Superintendent is authorized to develop administrative guidelines further refining what communications are related to School District business.**

**VIII. Protection of Proprietary and Confidential Information Communicated or Stored on School District Computer or Communications Resources.**

Users of the School District's technical resources are expected to protect the integrity of proprietary and confidential information maintained by the School District.

“Confidential information” as used in this policy is information declared confidential by the Boards policy Access to Public Records (200-11). Confidential information should never be transmitted or forwarded to a person not authorized to receive the information.

The practice of using distribution lists to send information shall not excuse the disclosure of confidential information. Users shall determine that distribution lists are current and review each name on any list before sending confidential information including but not limited to personally identifiable student records protected by the Family Educational Rights and Privacy Act.

Users should not access e-mail messages in the present of others. Messages containing confidential information should not be left visible on the monitor when a User is away from his or her computer. E-mail passwords should be routinely changed.

Users should not copy and distribute through the e-mail system and copyrighted material of the third party (such as software, database files, documentations, articles, graphic files and downloaded information) unless the User has confirmed in advance that A.C.S.C. has the right to copy or distribute such material. Violation of the right of a copyright owner will result in a discipline of a student or employee.

**IX. Security of School District Technical Resources**

Security on any technical resource is a high priority when the resource involves many users and contains proprietary and confidential information. A user shall notify the administration if a security problem is identified on the Internet. The problem shall not be demonstrated to other users. Another user’s password, sign-on, or account is not to be used without written permission from that user and a system administrator.

An unauthorized attempt to log onto any technical resource as a system administrator will result in cancellation of user privileges and may result in more severe discipline including termination for employees and expulsion for students.

A user identified as a security risk based upon one or more violations of this policy may be denied access to all School District technical resources. A decision denying or restricting a user’s access may be appealed in writing to the Superintendent or designee. The decision of the Superintendent can be appealed to the Board of School Trustees.

**X. Incurring Fees for Services**

No user shall allow long distance telephone charges or other charges or fees for services or access to a database to be charged to the School District except as specifically authorized by the appropriate supervisor. Charges for personal use shall not be approved or permitted. A fee or charge mistakenly incurred shall be immediately reported to the appropriate supervisor. Incurring fees or charges for services to be paid by the School District for personal use or without prior authorization of the appropriate supervisor may result in discipline including suspension or expulsion of a student, or suspension without pay or termination of an employee.

**Please locate the Denial of Internet Access Form in the back of this handbook. Return this form to the Principal of your child’s school ONLY if you do NOT want Internet access for your child.**

**MEDICATION** - Only those medications that are medically necessary during school hours should be sent to school. The parent/guardian must send a signed medication form with the medication. Medication forms are available in each school office or online. *The very first dose of any medication may not be given at school.* If a child needs to take medication at school the following must be completed:

**Prescription Medication:** Prescription medication MUST be sent in the ORIGINAL CONTAINER with the original prescription label intact, and be accompanied by a Physician Authorization Form for Administration of Prescription Medication by School Personnel signed by the doctor and the parent/guardian. Have the pharmacist prepare two labeled containers, one for school and one for home. For prescription samples, the bottle must be labeled with the student's first and last name. It must be accompanied by a note from the doctor stating the name of the medication, the strength, how much of the medication is to be given to the student, at what time and how taken, i.e. "by mouth."

If your child *needs* to carry medication for a *life-threatening* situation, there is a form to authorize self-carry/administer medication. This form must be signed by the doctor and parent/guardian.

**Over the counter medication:** Over-the-counter medication, including cough drops MUST be sent in the ORIGINAL CONTAINER with the original label and directions intact, and be accompanied by a Parent Request Form for Administration of Over the Counter Medication by School Personnel signed by the *parent*. All medicine sent to school is to be labeled with the student's first and last name.

ALL MEDICATION IS KEPT IN THE CLINIC. The student is to bring the medication to the clinic at the start of the school day and the nurse or her designee will administer the medication at the appropriate time. Per Indiana State Law, IC 20-8.1-5.1-7.5 Medication cannot be sent home with students.

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

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

### **NONDISCRIMINATION**

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

Inquiries regarding compliance with the Title IX, Section 504 or the Americans with Disabilities Act should be directed to the Assistant Superintendent for Instruction of the Avon Community

School Corporation, 7203 East U.S. Highway 36, Avon, IN 46123 or to the office for Civil Rights, U.S. Department of Education, Washington, D.C.

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

### **PARENT RESOURCE LIBRARY**

A parent resource library has been established in the Media Center. Parents are encouraged to make use of these resources. Parents may also check out books and other resources from the student sections. Additional resources for parents may be found on the district and school websites ([www.avon-schools.org](http://www.avon-schools.org)).

### **PARENT - TEACHER CONFERENCES**

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

Conferences are welcomed, either over the phone or in person, any time during the year. Should you wish to confer with your child's teacher, please send a note or call the school to arrange a mutually convenient time, either before or after school, or when the teacher does not have students in the classroom. You may also leave a message on the teacher's voice mail, and he/she will return your call as soon as possible.

### **PARENT - TEACHER ORGANIZATIONS**

All parents are encouraged to participate in the many activities sponsored by the Avon Elementary PTO. The Avon PTO, plans and directs a Winter Carnival, sponsors movie parties for children, provides Market Day shopping experiences, and presents informative meetings for parents throughout the school year. The Avon Elementary PTO works together as one unified organization with a central governing body and individual school representatives. The purpose of the PTO is to serve and benefit the students in the six elementary schools.

**Helping Hands:** Helping Hands is a program directed by the Avon Elementary PTO, whereby adults volunteer their time to assist in meeting the needs of students. Some activities may include: assisting the teacher with clerical tasks, tutoring students, making learning centers, or helping in the clinic or Media Center on a weekly basis. Assistance may also be in the form of accompanying classes on field trips, contributing treats for parties, speaking to a class about your occupation or avocation, etc. Other opportunities include serving on the School Improvement Team (NCA), reviewing textbook and curriculum for adoption, or serving on various other committees. All of these activities provide the opportunity to form a working partnership between volunteers and the professional staff which enriches each student's educational experience.

**In order that volunteers may stay focused on the task at hand, younger siblings must remain at home.**

We hope many of you will decide to participate.

### **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 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.

### **PRE-ARRANGED ABSENCES** (See ATTENDANCE)

### **PROMOTION, PLACEMENT, AND RETENTION POLICY**

The School Board recognizes that the personal, social, physical, and educational growth of children will vary and that they should be placed in the educational setting most appropriate to their needs at the various stages of their growth.

It shall be the policy of the Board that each student be moved forward in a continuous pattern of achievement and growth that is in harmony with his/her own development.

Such pattern should coincide with the system of grade levels established by this Board and the instructional objectives established for each.

A student will be promoted to the succeeding grade level when s/he has:

- A. completed the course requirements at the presently assigned grade;
- B. in the opinion of the professional staff, achieved the instructional objectives set for the present grade;
- C. demonstrated sufficient proficiency to permit him/her to move ahead in the educational program of the next grade;
- D. demonstrated the degree of social, emotional, and physical maturation necessary for a successful learning experience in the next grade.

A student enrolled in special education shall be promoted or retained based on the opinion of the Case Conference and the student's I.E.P.

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

Following sound principles of child guidance, the Board discourages the skipping of grades.

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

- A. require the recommendation of the professional staff for any promotion, placement, or retention;
- B. require that parents are informed in advance of the possibility of retention of a student at a grade level;
- C. assure that reasonable efforts be made to remediate the student's difficulties before

s/he is retained;

- D. assign to the principal the final responsibility for determining the promotion, placement, or retention of each student.

### **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.

### **RECESS AND PHYSICAL EDUCATION**

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

### **RULES**

The Avon Elementary Schools are committed to implementing methods and strategies to help children learn and to develop attitudes of respect and responsibility toward themselves, others, and their world. We strive for children to recognize, understand, and internalize the traditional ideals of honesty, self-control, responsibility, cooperation, self-motivation, and independent thinking.

The following rules are established to ensure our children's safety and a school atmosphere in which learning can take place:

1. Demonstrate respect for yourself and others;
2. Follow directions given by adults;
3. Keep hands and feet to yourself;
4. Use a quiet voice and walk inside the building;
5. Use materials, furniture, and equipment appropriately;
6. Take responsibility for your actions and the completion of all school assignments.

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

1. Student-teacher conferences;
2. Loss of privileges;
3. Removal from classroom;
4. Disciplinary assignment;
5. Principal referral;
6. Parent notification;
7. Before or after-school detention;
8. In-school suspension;
9. Out-of-school suspension;
10. Saturday School;

11. Expulsion;
12. School work detail;
13. Other appropriate measures.

**You also need to be aware of the following rules and regulations:**

- All threats will be taken seriously with possible consequences of suspension, expulsion, and/or referral to law enforcement officials.
- Children must receive permission from school personnel to bring personal items from home. This includes electronic games and listening devices. The school is not responsible for lost, broken or stolen items.
- No trading or selling of items is allowed.
- Possession of tobacco will result in Saturday School. Use of tobacco will result in out-of-school suspension.
- Possession of alcohol or narcotics will result in a recommendation for expulsion from school and a referral to Hendricks County law enforcement.
- Possession of an item that can be conceived to be a weapon will result in out-of-school suspension or expulsion.
- Possession of any firearm on school property or on a school bus, as well as possession of a handgun within 1,000 feet of school property is a felony. A violation of this law will be reported to Hendricks County law enforcement.
- **According to Indiana Code, “Students are not permitted to use or activate electronic paging devices or cellular telephones during school hours.”**

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

**SATURDAY SCHOOL**

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

Saturday School rules will be posted in the dining room and will be enforced by the supervisor. The Saturday School supervisor has the authority to call the parent of a child who refuses to obey Saturday School rules. Students who are disruptive, fail to keep busy on appropriate tasks, disobey the supervisor, sleep or give the appearance of sleeping may be reassigned another Saturday School and/or be recommended for out-of-school suspension by the supervisor. Should this occur, the principal will determine whether the child will be re-assigned to Saturday School, or recommend that the child be suspended from school.

No talking or conversation will be allowed without the consent of the supervisor. Students may not leave their assigned seat without permission from the supervisor. Students will not be allowed to leave the cafeteria except for supervised restroom breaks.

Each student is expected to bring schoolwork and/or appropriate study and reading materials to keep him/her busy the entire session. The child's teacher may assign certain homework to be completed during Saturday School.

**Tardies and absences from Saturday School will be dealt with in the following manner:**

- **Excused absences** include illness, attendance at a funeral, serious illness of another family member, or emergency circumstances totally beyond the control of the student and/or parent. A parent’s call to the student’s home school by 8:30 AM Monday morning is required. The missed Saturday School session will be reassigned with no added penalty. **All other absences will be unexcused.**
- **Unexcused absences** from Saturday School result in reassignment to another Saturday School or one day out of school suspension.
- **Tardies to Saturday School** – Students are expected to be in the Maple dining room by 8:00 AM. Doors to the school will be opened at 7:50 AM and will be locked at 8:00 AM. Children who report late will not be admitted and will be charged with failure to attend Saturday School.

**SCHOOL CORPORATION POLICIES**

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

**SCHOOL HOURS**

Cedar Elementary	8:45 AM – 3:25 PM
Hickory Elementary	9:05 AM – 3:45 PM
Maple Elementary	8:45 AM – 3:25 PM
Pine Tree Elementary	9:00 AM – 3:40 PM
Sycamore Elementary	9:00 AM – 3:40 PM
White Oak Elementary	9:00 AM – 3:40 PM

**SEXUAL HARASSMENT**

In compliance with federal and state law, it is the practice of Avon Community School Corporation to investigate promptly and resolve equitably all complaints of sexual harassment and discrimination on the basis of sex. All incidents of sexual harassment should be reported immediately to the principal.

Sexual harassment includes unwelcome sexual advances, requests for sexual behavior, communications of sexual nature, and any other gender-based harassment. Sexual harassment can occur adult to student, student to adult, student to student, male to female, female to male, male to male, or female to female.

Examples of school-related conduct that are considered unacceptable include, but are not limited to, the following: sexual assault, unwelcome sexual invitations, unwelcome and offensive public sexual display of affection, unwelcome communication that is sexually suggestive, remarks or innuendoes about clothing or appearance, sexual jokes, sexual gestures, sexual rumors, name-calling or profanity that is sexually suggestive, unwelcome physical contact, unwelcome and sexually offensive pranks, unwelcome and sexually offensive touching of individual’s clothing, unwelcome written or pictorial displays, or any other unwelcome gender-based behavior that is offensive, degrading, intimidating, demeaning, or that is based on sexual stereotypes and attitudes. Harassment of any kind is grounds for suspension or expulsion from school.

## **SPECIAL SERVICES**

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

- Counseling;
- Emotionally Disabilities;
- Higher Academic Ability  $\frac{3}{4}$  Multiage Class;
- Learning Disabilities;
- Mild Disabilities;
- Moderate Disabilities;
- Developmental Preschool;
- Health Services;
- Psychometric 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.

## **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.

## **STUDENT ATTENDANCE AT SCHOOL EVENTS**

The School Board encourages students to attend as many school events held after school as possible, without interfering with their school work and home activities. Enthusiastic spectators help to build school spirit and encourage those students who are participating in the event.

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

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

## **SUSPENSION OR EXPULSION**

The following are the grounds for student suspension or expulsion, subject to the procedural requirements of this chapter and as stated by school corporation rules:

- (1) student misconduct;
- (2) substantial disobedience

The grounds for suspension or expulsion listed above apply when a student is:

- (1) on school grounds immediately before, during, and immediately after school hours and at any other time when the school is being used by a school group;
- (2) off school grounds at a school activity, function, or event; or

(3) traveling to or from school or a school activity, function, or event

### **TELEPHONE USAGE BY STUDENTS**

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

### **TEXTBOOK RENTAL AND FEES**

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

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

The application for textbook assistance, which is the same as the application for free/reduced lunch, will be sent home with every student on the first day of school. Applications are also available throughout the school year from the office.

### **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.**

### **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 a building administrator for an appointment and completing appropriate consent forms.

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
2 <sup>nd</sup> Notice	Written Warning
3 <sup>rd</sup> Notice	One School Day Bus Suspension
4 <sup>th</sup> Notice	Referral to Building Administrator

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

### **VISITOR GUIDELINES**

Each elementary school has an open door policy for parents coming to visit during the school day. The school does ask, however, for parents to use the following guidelines to keep academic

disruptions to a minimum in our classrooms and to maintain a safe environment for our students and staff.

**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. Please remember that fast food is not permitted in our school cafeteria. Sign out in the main office upon leaving the building.

**Volunteering During the School Day:** Please schedule to work in your child's classroom or in the building with a staff member. Upon your arrival, please sign-in at the main office and obtain a volunteer badge. Report to the person you are assisting for instructions. Please sign-out at the main office when you leave.

**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.

Volunteers who agree to chaperone overnight field trips must have a criminal history and sex offender's check. Adequate information needs to be given to the building principal so the checks can occur. Each overnight trip must be specifically approved by the principal, assistant superintendent for curriculum and instruction, director of transportation (if school bus transportation is necessary), and the Board of School Trustees.

**Observing in Classrooms:** If you would like to observe the routine of your child's day, please contact your child's teacher to set up a day and time. It is suggested that you speak with your child's teacher about what your goals are for the visit. Let your child's teacher know ahead of time if you are willing to help out in the classroom during your 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. Extra assistance is always appreciated in our classrooms. 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.

**Classroom Deliveries:** When your child forgets an item from home that you are dropping off during the day, the item can be brought to the main office. The office staff will deliver the item to the classroom.

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

**We ask that at no time during the school day should a visitor to the building go directly to a classroom without signing in at the main office.** In order to avoid distraction from teaching and learning, pre-school aged children are not permitted in the classrooms during the school day or on field trips. During an all school convocation where visitors are invited, a separate sign-in table may be in the hallways. For events that take place in the evening such as Parent Get Acquainted Night, Winter Choir Program, etc. no sign-in is required. The purposes of these guidelines are to assure our students' safety and to keep our classrooms on task during the instructional time. Your cooperation is appreciated.

**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.



**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
- \_\_\_\_\_ serving as a Page in the General Assembly

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

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Parent's Signature

\_\_\_\_\_

**NOTE FOR ABSENCE**

Date \_\_\_\_\_

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

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

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

- \_\_\_\_\_ illness
- \_\_\_\_\_ attendance at funeral
- \_\_\_\_\_ doctor/dentist appointment
- \_\_\_\_\_ serving as a Page in the General Assembly

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

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Parent's Signature

**NOTE FOR CHANGE OF BUS**

Date \_\_\_\_\_

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

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

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

to the following home or business address:

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

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

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

\_\_\_\_\_

**NOTE FOR CHANGE OF BUS**

Date \_\_\_\_\_

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

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

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

to the following home or business address:

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

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

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

**NOTE FOR PICK-UP OF STUDENT**

Date \_\_\_\_\_

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

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

My child will be picked up from school on the following

date(s): \_\_\_\_\_/time: \_\_\_\_\_ (if before the dismissal time of students)

by: (provide full name and relationship to student)

\_\_\_\_\_.

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

**NOTE FOR PICK-UP OF STUDENT**

Date \_\_\_\_\_

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

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

My child will be picked up from school on the following

date(s): \_\_\_\_\_/time: \_\_\_\_\_ (if before the dismissal time of students)

by: (provide full name and relationship to student)

\_\_\_\_\_.

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

**NOTE FOR EXCUSE FROM RECESS AND PHYSICAL EDUCATION**

Date \_\_\_\_\_

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

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

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

due to the following reason:

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

\_\_\_\_\_  
Parent's signature

**NOTE FOR EXCUSE FROM RECESS AND PHYSICAL EDUCATION**

Date \_\_\_\_\_

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

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

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

due to the following reason:

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

\_\_\_\_\_  
Parent's signature

**PRE-ARRANGED ABSENCE REQUEST**

TODAY'S DATE: \_\_\_\_\_

STUDENT'S NAME: \_\_\_\_\_

TEACHER: \_\_\_\_\_

I am requesting that my child be allowed a pre-arranged absence on the following date(s): \_\_\_\_\_ for the purpose of \_\_\_\_\_

\_\_\_\_\_.

I am making this request at least five (5) school days in advance of the absence. I understand that no more than three (3) school days may be pre-arranged per school year.

\_\_\_\_\_  
Parent's signature

**OFFICE USE ONLY**

\_\_\_\_\_ Approved

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

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

**Note: Absences which occur that do not meet the guidelines of the corporation's attendance or pre-arranged absence policies are considered unexcused and may result in a deduction of one letter grade for any work completed during that period.**

**PARENT REQUEST FORM  
FOR ADMINISTRATION OF OVER-THE-COUNTER MEDICATION BY SCHOOL  
PERSONNEL  
(USE BLACK INK)**

**Only those medications that are medically necessary during school hours for a student's attendance or written in an IEP should be sent to school. Persons who may assist your child with medications include the school nurse (RN) and trained school staff. The parent/guardian must give a written request. The medication must be in the original container and properly labeled with student's first and last name. This form is good for one school year and must be renewed yearly.**

THE VERY FIRST DOSE OF THIS MEDICATION FOR CURRENT CONDITION/ILLNESS MAY NOT BE GIVEN AT SCHOOL.

NOTE: A physician authorization form must accompany all prescription medication brought to school.

**OVER-THE-COUNTER MEDICATIONS NEEDED LONGER THAN TWO WEEKS MUST HAVE REVIEW AND APPROVAL OF THE SCHOOL NURSE AND MAY REQUIRE A PHYSICIAN'S ORDER.**  
**I am the parent/guardian of the child named below and I am acting on my own behalf and on behalf of this minor child. We hereby authorize and agree to hold the Avon Community School Corporation and its officers and employees harmless for the administration of the following medication.**

NAME OF STUDENT: \_\_\_\_\_ DATE OF BIRTH: \_\_\_\_\_  
(Hand written on a non-prescription container.)  
TEACHER: \_\_\_\_\_ GRADE: \_\_\_\_\_  
NAME OF MEDICATION & STRENGTH: \_\_\_\_\_  
DOSAGE (amount): \_\_\_\_\_  
TIME TO BE GIVEN AT SCHOOL: \_\_\_\_\_  
REASON OR HEALTH PROBLEM: \_\_\_\_\_  
MEDICATION TO BE GIVEN FROM: \_\_\_\_\_ TO: \_\_\_\_\_  
(Date) (Date)

HOW IT IS TAKEN: \_\_\_\_\_  
(Example: by mouth, by inhaler, with food or after meals)  
WHEN WAS THE FIRST DOSE OF THIS MEDICATION GIVEN? \_\_\_\_\_

I understand that by operation of law, specifically Indiana Code 34-30-14-2, an Avon Community School Corporation employee or staff member administering medication in accord with the permission statement and the Avon Community School Corporation shall be immune from all liability for acts arising out of the administration of medication in accord with the terms of this document, except in the case of gross negligence or willful and wanton misconduct.

In addition to the immunity described above, in exchange for Avon Community School Corporation's agreement to assume responsibility for the administration of medication as described in this permission statement, we hereby release any and all claims that we may lawfully release at this time for acts or omission arising out of the administration in accord with this grant of permission.

\_\_\_\_\_  
PARENT'S/GUARDIAN'S SIGNATURE DAYTIME PHONE  
DATE \_\_\_\_\_

Reviewed by RN: _____ (Date)	Staff _____ may/_____ may not administer
_____ RN (Print Name)	_____ RN SIGNATURE

**PHYSICIAN AUTHORIZATION FORM**  
**FOR ADMINISTRATION OF PRESCRIPTION MEDICATION BY SCHOOL**  
**PERSONNEL**  
(USE BLACK INK)

School personnel may not administer prescription medication brought to school without the physician's written order and the parent/guardian's authorization for a nurse to administer medications or, in her absence, the designated staff to administer medication. Medications must be in pharmacy-prepared containers and labeled with the name of student, name of drug, strength, dosage, frequency, name of physician, and date of original prescription. Ask your pharmacist to prepare two labeled containers, one for school and one for home. **THE VERY FIRST DOSE OF THIS MEDICATION FOR CURRENT CONDITION/ILLNESS MAY NOT BE GIVEN AT SCHOOL.**

Name of Student \_\_\_\_\_ Date \_\_\_\_\_  
Address \_\_\_\_\_ Teacher \_\_\_\_\_ Date of Birth \_\_\_\_\_  
Condition for which the medication is needed to be administered during school hours \_\_\_\_\_

Medication (name, strength, dose, and method of administration) \_\_\_\_\_

Time of administration \_\_\_\_\_

Medication shall be administered from \_\_\_\_\_ to \_\_\_\_\_  
(Date) (Date)

Relevant side effects to be observed, if any \_\_\_\_\_

If there are side effects, plan for management \_\_\_\_\_

(Signature of Physician) \_\_\_\_\_ M.D.

Physician's printed name \_\_\_\_\_

This form is good for one school year and must be renewed yearly.

**Authorization by Parent/Guardian for the administration of the above medication by school personnel:**

To School Personnel:

I request that the above medication, ordered by the physician for my child \_\_\_\_\_, be administered by school personnel. I am the parent/guardian of this child and I am acting on my own behalf and on behalf of the minor child. I hereby authorize and agree to hold the Avon Community School Corporation and its officers and employees harmless for the administration of the above medication. I understand that I must supply the school with prescribed medication in the original container dispensed and properly labeled by a physician or pharmacist and will provide no more than 45 school day supply. I understand that this medication will be destroyed if it is not picked up within one week following termination of the order or one week beyond the close of school.

I understand that by operation of law, specifically Indiana Code 34-30-14-2, an Avon Community School Corporation employee or staff member administering medication in accord with the permission statement and the Avon Community School Corporation shall be immune from all liability for acts arising out of the administration of medication in accord with the terms of this document, except in the case of gross negligence or willful and wanton misconduct.

In addition to the immunity described above, in exchange for Avon Community School Corporation's agreement to assume responsibility for the administration of medication as described in this permission statement, we hereby release any and all claims that we may lawfully release at this time for acts or omission arising out of the administration in accord with this grant of permission.

Parent/Guardian Printed Name: \_\_\_\_\_ Signature: \_\_\_\_\_

Relationship to Child \_\_\_\_\_ Date: \_\_\_\_\_

Daytime Phone: \_\_\_\_\_ WHEN WAS THE FIRST DOSE OF THIS MEDICATION GIVEN? \_\_\_\_\_

**AUTHORIZATION FOR SELF-CARRY/ADMINISTRATION OF MEDICINE  
AT SCHOOL AND AFTER-SCHOOL ACTIVITIES**

Board of Education policy permits a responsible, trained student to carry and/or self-administer medication for asthma, severe allergic (anaphylactic) reaction, or diabetes on his/her person for immediate use in a life-threatening situation with written order of physician, parent request, school nurse and principal approvals.

**PHYSICIAN/PRESCRIBING HEALTH CARE PROVIDER ORDER**

Name of Student \_\_\_\_\_ Date of Birth \_\_\_\_\_  
Address \_\_\_\_\_ Grade \_\_\_\_\_  
Condition for which the medication is administered \_\_\_\_\_  
Name of medication, dose and method administered \_\_\_\_\_  
Time or indication for administration \_\_\_\_\_  
Is this a controlled drug? \_\_\_\_ Yes \_\_\_\_ No  
Side effects to be noted/reported \_\_\_\_\_  
Other recommendations \_\_\_\_\_  
Duration (dates) of administration: From \_\_\_\_\_ To \_\_\_\_\_ (Limit of one school year.)

**IN MY OPINION, THIS STUDENT SHOWS CAPABILITY TO CARRY AND SELF-ADMINISTER THE ABOVE MEDICATION.**

\_\_\_\_\_  
Physician Signature                      Print Name                      Telephone                      Date

**PARENT/GUARDIAN AUTHORIZATION**

I request that my child, named above, be permitted to: \_\_\_\_ carry \_\_\_\_ self-administer the above ordered medication. I take responsibility for this permission. I understand that the medication must be in the original pharmacy container, labeled with name of student, prescribing health care provider, and medication name, date of original prescription, strength and dose of medication, and directions for use. I will also provide extra medication with a Physician Authorization Form to be kept in the school clinic for emergencies. No more than a 45 school day supply of medication will be kept at school.

I am the parent/guardian of the child named above and I am acting on my own behalf and on behalf of this minor child. We hereby authorize and agree to hold the Avon Community School Corporation and its officers and employees harmless for the administration of this medication.

I understand that by operation of law, specifically Indiana Code 34-30-14-2, an Avon Community School Corporation employee or staff member administering medication in accord with the permission statement and the Avon Community School Corporation shall be immune from all liability for acts arising out of the administration of medication in accord with the terms of this document, except in the case of gross negligence or willful and wanton misconduct.

In addition to the immunity described above, in exchange for Avon Community School Corporation's agreement to assume responsibility for the administration of medication as described in this permission statement, we hereby release any and all claims that we may lawfully release at this time for acts or omission arising out of the administration in accord with this grant of permission.

\_\_\_\_\_  
Parent Signature                      Date                      Student Signature                      Date

\_\_\_\_\_  
Parent Phone Numbers

We accept the parent request and physician statement. We will permit and assist the student to be responsible, but reserve the right to withdraw the privilege if the student shows signs of irresponsible behavior or there is a safety risk. We will contact the parent as soon as possible in this event.

\_\_\_\_\_  
School Nurse Signature                      Date                      Principal 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