Centerville-Abington Community Schools



STUDENT HANDBOOK

Centerville-Abington Junior High School

2026-2027

I N D E X

MISSION & GUIDING PRINCIPLES
ACADEMICS
- Curriculum
- Character Education
- Grade Scale Criteria
- Honor Roll
- Testing
- Promotion, Placement, Retention
- Homework
- Student Evaluation
- Class Changes

ATTENDANCE
- Excused Absences
- Unexcused Absences
- Attendance Policy
- Attendance Intervention Meeting
- Habitual Truant
- Exempt Absences
- Tardiness
- School Closings
- E-Learning Framework

BUILDING VISITATION
- Trespass

CAFETERIA
- School Lunch
- Cafeteria Procedures

DISCIPLINE POLICY
- Misconduct Behaviors
- Misconduct Disciplinary Measures
- Referral Behaviors
- Referral Disciplinary Measures
- Dress Guidelines
- Wireless Device Prohibition
- Drug Free School Zone
- Hallway Behavior
- Restraint and Seclusion
- Student Harassment/Bullying
- Care of School Property
  - Lockers
  - Lost and Found
- Bicycles
- Bus Rules
- Corporal Punishment
- Search and Seizure

ENROLLMENT
EMERGENCY DRILLS
EQUAL EDUCATION OPPORTUNITY
- Section 504
- Special Education
- General Education Intervention
- Student Service Programs

EXTRACURRICULAR POLICY
- Extracurricular Activity Council
- Extracurricular Activities
- Extracurricular Participation Standards
- CJHS Code of Conduct
- Conduct at Athletic Events
- Recording Policy

FAMILY EDUCATIONAL RIGHTS and PRIVACY ACT
- Pupil Records
- Protection of Pupil Rights
- Directory Information

HEALTH SERVICES
- School Nurse
- Illness
- Homebound Instruction
- Medication
- Emergency Medication
- State of Immunization
- AIDS/HIV Infection
- Insurance Coverage

LIBRARY
NON-CERTIFIED STAFF
ONE TO ONE LEARNING
ORGANIZED CRIMINAL ACTIVITY
PESTICIDE USE
PROCEDURES FOR COMMENTS, COMPLAINTS, AND CONCERNS
SCHOOL SPONSORED PUBLICATIONS AND PRODUCTIONS
STUDENT SURVEYS

CENTERVILLE-ABINGTON JUNIOR HIGH SCHOOL
HANDBOOK – 2025-2026

MISSION STATEMENT

Centerville-Abington Junior High School in partnership with families and community prepare students to develop appropriate skills necessary for transition to high school, lifelong learning, and responsible citizenship.

GUIDING PRINCIPLES

- All students are unique individuals who are capable of learning.
- All staff members and students are committed to continuous improvement through a strong work ethic.
- The school is student-centered and is supported by parents, staff, and the community.
- The school provides a safe, caring and non-threatening learning environment that promotes self-respect and self-discipline.
- Diversity of talents, ideas, and individuals are valued and encouraged.
- The school provides a variety of educational experiences and resources to foster inquiry, reflection, research, and problem solving.
- Education is best served when students experience real-world applications of learning.
- The school uses the Indiana State Standards as a basis for assessment and accountability with defined benchmarks that surpass these minimums.
- The staff encourages and facilitates lifetime wellness for all students, staff, and the community

Our School

Centerville-Abington Junior High School is one of four schools which comprise the Centerville-Abington Community School Corporation. We serve the town of Centerville, the rural community of Abington, and that part of Center Township incorporated by the City of Richmond. Our school serves primarily middle income families. The school corporation is the largest employer in the district.

Our Community

Centerville's town boundaries have a population of approximately 2,500. The major economic base comes from farming and a sizable community of antique dealerships throughout the town center. The expanded local community offers Indiana University East, Indiana Vocational Technical College, and Earlham College, as well as museums, art galleries, a civic theater, an opera company, a symphony orchestra, an arboretum, a large Civic Hall for the Performing Arts,

historic districts and two libraries.

Our Program and Staff

The Centerville-Abington Junior High has an enrollment of 300 students in grades 7/8 and is staffed by 13 full time teachers and seven rotation instructors. The instructional staff is divided into two teams. Each grade level team is comprised of six teachers assigned to provide integrated experiences in math, science, humanities, business, health, and physical education. A related arts and science team of seven staff provide exploratory experiences in career information and exploration, world languages, art, computer science, band, choir, and general music. Additional programs include mentoring tutorial, classes for integrating mildly and moderately handicapped students, and services for learning disabled. Each of these programs has a certified instructor and a full complement of paraprofessional staff. Support staff include one principal, one clinical social worker/counselor, a media specialist, a corporation computer coordinator, one secretary, two custodians, one cafeteria manager, and three food service staff. The school is large enough to offer a variety of instructional programs and extracurricular opportunities yet small enough to act as an extended family working together and caring about each other.

ACADEMICS

Curriculum

The Junior High School is a two-year program consisting of grades 7 and 8. During these two years, the student will have been exposed to the following curricular program.

7th Grade

A. Geography	1 yr.
B. Language Arts/Honors Language Arts	1 yr.
C. Science	1 yr.
D. Course 2 Math/Algebra IA	1 yr.
E. Band	1 yr.
F. Choir	1 yr.
G. Physical Education	1 sem.
H. Health	1 sem.
I. Computer Science	1 sem.
J. Digital Applications	1 sem.
K. SRT	
L. Art - Grade 7	Rotation
M. General Music	Rotation
N. Writing	Rotation
O. Math Lab	Rotation

8th Grade

A. U.S. History	1 yr.
B. Language Arts/Honors Language Arts	1 yr.
C. Science	1 yr.
D. Course 3 Math /Algebra I	1 yr.
E. Band	1 yr.
F. Choir	1 yr.
G. Physical Education	1 sem.
H. Health	1 sem.
I. Preparing for College and Careers	1 sem.
J. Computer Foundations	1 sem.
K. SRT	
L. Art - Grade 8	Rotation
M. General Music	Rotation
N. Writing	Rotation
O. Math Lab	Rotation
P. World Language	Rotation

7th grade students in Honors English/Language Arts (Honors 7) and/or Honors Math class (Algebra 1A) must achieve a grade of B- (80%) or higher at the end of the 1st semester in order to continue in that honors class the following semester. Also, 7th grade honors students must achieve a grade of B- (80%) or higher for the 2nd semester in order to be placed into the corresponding 8th grade honors class.

8th grade students in Honors English/Language Arts (Honors 8) and/or Honors Math class (Algebra 1) must achieve a grade of B- (80%) or higher at the end of the 1st semester in order to continue in that honors class the following semester. High school scheduling procedures will take precedence for student placement after the 2nd semester of their 8th grade year.

The rotation curricular studies develop awareness within students during this inquisitive age level. These classes are scheduled on a rotational basis. The rotational classes will have grades averaged and placed on the student's cumulative record and report card. These grades will be figured for honor roll and academic purposes; therefore, it is important to take them seriously.

1. Centerville-Abington Junior High School provides honor classes in Math and Language Arts. Each parent is contacted relative to the student's eligibility to participate in one or more of these honor classes. In the event you are not contacted and feel that your son/daughter should be enrolled, contact the building principal for further program eligibility review.

Character Education

Centerville-Abington Community Schools work to develop a school of character, and create an environment in which students take responsibility for themselves and their actions. It is important that students learn to treat others with respect, because a more humanistic environment is essential for student's academic success. Character education training can increase a student's self-worth, increase a positive learning environment, provide student safety and well-being, as well as, improve student's academic achievements. The program has been compiled after much research from multiple sources. The following are character skills incorporated into the curriculum of the Centerville-Abington Junior High. Over the school year, concentrating on one trait per month, the students experience three activities per month. The specific traits addressed are as follows:

Responsibility Confidence Effort Caring(Respect) Teamwork
Perseverance Problem-Solving Common-Sense Motivation

The administration, faculty, students, and parents of Centerville-Abington Schools continue to work and share our vision to provide opportunities for students to realize their potential, and become positive and productive citizens of character. **"Take It To The Wall"** incorporating the Nine Fundamental Traits of Good Character, wall plaques are hung in every hallway and classroom, listing these traits. As students demonstrate, or fail to demonstrate these qualities, they are recognized for their successes, and areas needing improvement. All staff are familiar with these traits and this program, and can take any student "to the wall" at any time. Students may be submitted for RAK (Random Acts of Kindness) awards for setting positive examples of good character.

Grade Scale/Grade Criteria

The following guidelines provide criteria which describe the characteristics of a student who is functioning at different levels of proficiency according to the Corporation's grading system.

A student who receives an "A" grade should be one who consistently:

A. demonstrates outstanding scholarship and a high level of achievement of specific knowledge and skills;
B. evidences understanding and proper application of fundamental concepts of the subject area;
C. goes beyond the goals established for the class in achievement and contribution;

independently applies knowledge and skills to new situations;
D. completes assignments thoroughly, accurately, and promptly;
E. frequently demonstrates originality and initiative;
F. expresses himself/herself, both orally and in writing, clearly and effectively;
G. evidences unique perception and depth of study in the field.

A student who receives a "B" grade should be one who frequently:

A. demonstrates above average scholarship and achievement in the designated subject area and in mastery of specific knowledge and skills;
B. does his/her assignments less thoroughly and accurately than the "A" student but with above average quality; occasionally contributes creatively, usually applies knowledge and skills independently;
C. demonstrates some originality and initiative
D. expresses himself/herself, both orally and in writing, clearly and effectively;
E. shows the capability to do advanced work in the field.

A student who receives a "C" grade should be one who:

A. demonstrates average scholarship and achievement of specific knowledge and skills;
B. is responsible and participates in class activities;
C. evidences normal growth in relation to his/her capabilities and skills;
D. with help, applies knowledge and skills to new situations;
E. frequently requires individual direction and supervision in order to complete his/her work;
F. achieves sufficient subject matter mastery to enable him/her to proceed to some advanced work in the subject; but is not capable of extensive advanced work.

A student who receives a "D" grade should be one who:

A. is below average in mastery of the knowledge and skills established by the course of study;
B. seldom completes an undertaking without teacher direction and encouragement;
C. seldom applies knowledge and skills to new situations;
D. evidences little growth other than that developed through class association; rarely demonstrates originality and initiative;
E. has difficulty expressing self adequately, either orally or in writing;
F. generally fails to make up work he/she missed if absent;
G. is unlikely to be successful in advanced work in the field.

A student who receives an "F" grade should be one who:

A. does not fulfill the course requirements as established by this course of study;
B. infrequently completes assignments and generally fails to make up work he/she has missed, if absent;
C. does not or cannot apply knowledge and skills to new situations;
D. rejects teacher assistance and leadership; does not demonstrate originality and initiative;
E. generally does not take part in class activities;
F. does not express himself/herself adequately.

honor roll

Honor Roll

Students' grades will be figured on a 12-point nine-week honor roll system. All grades will be included. A student attaining a 9.0 average with no grade below a "C" will be deemed to have achieved the honor roll. The honor roll will be the basis for judging a student's eligibility for the Principal's Honor Club which is recognized at the Teacher's Honors Recognition program held

at the close of the school year. Principal's Honor Club "Wall of Fame" is achieved when a student averages 11.0 for all four semesters of the junior high experience.

Grade Scale:	97-100	= A+	80-82	= B-	63-66 = D
	93-96	= A	77-79	= C+	60-62 = D-
	90-92	= A-	73-76	= C	59 and below = F
	87-89	= B+	70-72	= C-	
	83-86	= B	67-69	= D+	

Testing

A parent seeking further information regarding standardized tests should contact the Centerville Junior High Guidance Department at 855-5113.

Promotion, Placement, and Retention

Centerville-Abington Junior High School recognizes that the personal, social, physical, and educational growth of students will vary and that they should be placed in the setting most appropriate to their needs at the various stages of growth. Centerville-Abington Junior High School prohibits retaining a student in a grade level for the sole purpose of improving the student's ability to participate in extracurricular athletic programs.

It shall be the policy of Centerville-Abington Junior High School 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 will coincide with the system of grade levels established by the School Board of Trustees and the instructional objectives established for each. A student will be promoted to the succeeding level when he/she has:

A. completed the course requirements at the presently assigned grade;
B. in the opinion of the professional staff, achieved the instructional objectives set forth 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.

Promotion or non-promotion is made at the junior high on the basis of placement that promises to serve best the welfare of the individual child after consideration of all factors. Parent admission to retain is not necessary but parental understanding will increase the possibility or a successful student placement experience. Parents will be advised of retention considerations. Their input is desired and conferences may be arranged for retention discussions.

Homework

- Please see www.centerville.k12.in.us (See Appendix "A" for staff e-mail addresses.

HOMEWORK HOTLINE – Rose-Hulman's Homework Hotline
Free math and science help available – 7 p.m. to 10 p.m. – Sunday through Thursday (Eastern Standard Time) Toll Free 1-877-Ask-Rose (www.AskRose.org)
Parents Can Help - The home plays a significant role in the student's attitude and interest in homework. Parents are encouraged to become interested in and aware of the child's daily school experience. Parents should follow these guidelines. Homework is an out-of-school assignment that contributes to the educational process of the students.

- Cooperate with the school in making homework effective.
- Provide students with suitable study conditions. (desk, light, books, supplies, etc.); they should reserve time for homework; silence the telephone, turn away visitors, turn off the television.
- Be available to answer or ask questions and to make suggestions, but you should not do the work for the child.
- Periodically check the child's class papers and assignment booklet.
- Assume a cheerful and business-like attitude toward homework.
- Encourage their children, but avoid undue pressure.
- Seek tutoring outside home through assistance of the teacher or counselor.

Assist the student in setting priorities with his/her time (i.e. homework, social events, athletics, extracurricular events, etc.) When students fail to comply with a teacher's homework policy (which may vary from teacher to teacher), the teacher may exercise any of the following actions to correct the situation:

- Issue a **"Misconduct/Detention"** to the student.
- Issue a **"Social Probation Notice"** to the student.
- Have a conference with the student's parent/guardian.
- Issue a failing grade to that student in that particular class.
- Any other action agreed upon by the teacher and parent/guardian.

Student Evaluation Procedure

The Centerville-Abington Junior High School uses four means of communicating with parents concerning their sons'/daughters' progress in school. These are described below.

A. Parent-Teacher Conference - The Centerville-Abington School Corporation believes that both the school and the home benefit from Parent-Teacher conferences. Conferences may be scheduled by calling 855-5113. At this time you should indicate which staff member(s) you wish to talk with. We will then attempt to schedule a conference time convenient to all concerned.

B. Grade Reports – Grade reports will be issued at the end of each nine weeks. Remember, you earned the grades you receive. The reports are to be signed by the parents and returned. Students should make every effort to return the signed reports on the first Monday following the issuing of grade reports.

C. Power School – Parents and students can access current grades and assignments using the internet .Each student will have a password that can be retrieved from the office.

D. E-mail – Parents can e-mail teachers with questions and concerns. Addresses are available on the corporation website and on previous page.

Class Changes

Any schedule change requests must be made in coordination with the principal and the

parent(s)/guardian(s). A time window for schedule change requests will be made available before and after both semesters begin. After the time window closes, schedule change requests will no longer be accepted for that semester.

ATTENDANCE

EXCUSED ABSENCES

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

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

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

C. Recovery from accident

D. Professional appointments ***

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

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

G. Maternity

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

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

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

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

1. *The student shall have a statement to that effect from his/her parents;*

2. *The student shall bring a signed statement from the doctor, dentist, lawyer, counselor, probation officer, etc. to the effect that she/he reported promptly for the appointment;*

3. *The student shall report back to school immediately after his/her appointment if school is still in session. A student will be counted unexcused for any classes missed when not returning after a reasonable time.*

UNEXCUSED ABSENCES

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

B. Inexcusable Personal Reasons:
Students leaving early for vacation or students who take vacation with parents on school days will not be granted an excused absence.

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

EXEMPT ABSENCES

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

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

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

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

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

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

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

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

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

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

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

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

CACS ATTENDANCE POLICY

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

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

EXCESSIVE ABSENCES

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

ATTENDANCE INTERVERTIONS

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

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

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

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

an attendance contract.

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

Attendance Intervention Meeting - (AIM)

IC 20-33-2

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

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

Parents will be notified of an Attendance Intervention Meeting via written notification. The parent is required to attend the attendance conference. The school will work with the Juvenile Probation Department when parents do not attend.

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

HABITUAL TRUANT

IC 20-33-8-12

By definition a child is designated a **"habitual truant"** when that student is chronically absent, having unexcused absences from school for more than ten (10) days of school in one (1) school year.

A **habitual truant** may not be issued an operator's license or a learner's permit to drive a motor vehicle under IC 9-24 until the individual is at least eighteen (18) years of age. An individual described as **habitual truant** who is at least thirteen (13) years of age and less than eighteen (18) years of age is entitled to a periodic review of the individual's attendance record in school to determine whether the prohibition shall continue. The periodic reviews may not be conducted less than one (1) time.

6. Students will only be excused for the time of the appointment and reasonable travel time. Students returning from an appointment will need to sign in at the main office and submit a signed appointment document from doctor/etc. **If a signed appointment document is not turned in, the student will be counted absent or tardy for the time out of school.**

7. The skipping of school and unexcused absences will be reported to the Wayne County Welfare & Probation Dept. and could result in a visitation and/or legal proceedings by these agencies. The student skipping school will receive a disciplinary referral and will be ineligible for school activities.

Tardiness

1. As a minimum standard, a student will be considered tardy if he or she is not in the classroom or instructional area when the bell rings. Individual teachers have the right to enact the rule for their individual classrooms that students must be in their seats when the bell rings. Students will be informed on the first two days of school by each teacher what standard for tardiness will be used in each class.

2. The office will write the student a pass into class after signing in. The pass will state if it is excused or unexcused. The classroom teacher will keep track of the number of tardies. The following policy will be used to address tardies in a classroom on a semester basis:

1st = Warning
2nd = Warning
3rd and 4th = Misconduct
5th = Referral

3. If a student is out half or more of a class, that student will be counted absent for the entire period.

4. Students arriving after 8:15 am will be counted unexcused for the current period.

SCHOOL CLOSINGS

The following radio and television stations will be contacted by the school to broadcast any school closing due to bad weather. WKBV 1490 AM; WFMG 101.3 FM; WHON 93 AM; KICKS 96 FM; WTV 6 Indianapolis; WISH 8 Indianapolis; WTTV 4/Fox 59 TV Indianapolis; WHIO 7 TV Dayton; WDTV 2 TV Dayton. Our schools also use a service called "One Call" that allows the school to call parents/guardians and employees to alert them about delays, cancellations, and/or school emergencies

E-learning Framework

Goal: The Centerville-Abington Community Schools promotes an e-learning experience that is beneficial for the students and meets the rigor of a typical classroom experience.

E-Learning Day: When CACS misses a school day to any unforeseen circumstances, the buildings will use the built-in calendar days to make those days up. When those days are all used, the e-learning framework will be used to make up any additional missed days.

1. At the start of the school year, your child's teachers will work with them to explain how they will access the daily work and communicate with the teacher if needed. Staff will post their daily assignments no later than 9:00 am on the day designated as an e-learning day. Staff will then remain available for students and parents to contact as needed from 9:00 am until 3:00pm. This may look different in different classrooms, so it is important to contact the teacher if you have any questions or concerns.
2. Teachers can use a variety of methods to deliver student work and communicate with students and parents. This may include Schoology, Google Classroom, email, etc. This information will be provided by your child's teacher at the start of each semester.
3. Regular class time should not be used to complete e-learning day work. Students should work to complete their assignments on the missed days. All students will be given two school days to get any materials they may need if they were unable to get on-line or ask questions they may have had while working on their assignments. Assignments are due no later than midnight on the second school day after school was missed.
4. Late and missing e-learning work will follow the same requirements and penalties as normal assignments based on the school's student handbook. All teachers will assess e-learning work as though work was completed in the normal classroom setting.
5. For students with disabilities who do not use an online platform for learning or for whom an online platform is not appropriate, teachers will provide parents/caregivers with appropriate educational materials and learning activities for student use.
6. Attendance will be taken for each block for the day that the E-Learning day is replacing. For example, if students are out for E-Learning on a White day, they are to complete the work for all White day blocks. Not completing e-learning work will result in an unexcused absence.

Back-to-Back Missed Days: If we were to close schools on back-to-back days, the format for e-learning would not change. Teachers will adjust due dates and communicate with their students when work will be due.

Technology Questions: Please direct questions to:

Jordan Bentlage jbentlage@centerville.k12.in.us'

Holly Stiggleman hstiggleman@centerville.k12.in.us

All other questions can be directed to the classroom teachers or building administrators. Their email addresses can be found at our corporation website: www.centerville.k12.in.us.

Synchronous Learning Guidelines

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

What is synchronous learning:

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

What is the schedule for a synchronous instructional day?

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

Schedules will vary depending on the grade level of your student. All classes will begin at 9:00 and end at 12:25 for grades 7 through 12. Teachers will be available via e-mail for questions until 3:00 PM. The schedules for CJHS is as follows:

Grades 7-12 Schedule

Block 1	9:00-9:45
Block 2	9:50-10:35
Break	10:40-10:50
Block 4	10:50-11:35

Block 5	11:40-12:25
Lunch	12:30-1:00
Teachers available via email for questions	1:00-3:00

When are assignments due?

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

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

Google Meet links will be posted in Schoology.

Google Meet Expectations

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

How much time should students spend on assignments?

Students should expect to spend 20-30 minutes per subject completing their assignments during the work time. Exceptions may be made for high school advanced coursework such as honors or dual credit courses.

How may I contact my child's teacher?

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

How will attendance be recorded on synchronous instructional days?

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

What if my child does not know their login credentials?

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

What if I do not have internet connectivity?

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

What if my student received special education services?

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

PRE-ARRANGED ABSENCES

Absences that are anticipated absences require a pre-arranged absence form, which may be obtained in the main office. It **must** be completed and returned two (2) days prior to absence to be counted unexcused.

Examples of some anticipated absences are:

A. School activity
B. Medical Procedure
C. Religious Activity or Religious Holiday

**Completing a pre-arranged absence form does not guarantee the absence will be excused. Absences will be excused based on the attendance policy.*

BUILDING VISITATION

Visitors wishing to see teachers may do so after prior arrangements have been made with the teacher and the principal's office. Teachers may be visited during their preparation period. Anyone wishing to visit classrooms or other students must have clearance from the office. Anyone who comes onto the school grounds without lawful business, and remains after being asked to leave is guilty of a misdemeanor.

TRESPASS

It cannot be argued that individual members of the public enjoy a limited right of access to school facilities while conducting legitimate school-related business. However, a person's conduct while so engaged cannot be such as to constitute a disruption or interference with the accomplish
meant of regular school functions. When such occurs, the building principal or other administrative official in charge of the particular facility can, and should, request that the person leave the premises. Failure to do so can result in prosecution and criminal trespass.

> "I.C. 35-19-4-3. It shall be a misdemeanor for any person to refuse to leave the premises of any institution established for the purpose of education of students enrolled therein when so requested, regardless of the reason, by the duly constituted officials of any such institution."

FOOD, DRINKS & CAFETERIA

CLASSROOMS

Students will be permitted to bring water in a clear plastic container only into a classroom. Drinks and food purchased at lunch or at vending machines should not be in classrooms. Teachers may give permission for students to bring snacks to class, but teachers are not required to allow this and students cannot expect a teacher to allow them to have a snack in class.

Teachers may also arrange for lunch in their classrooms either provided as a pitch in or from outside vendors. This should be prearranged with the administration.

OUTSIDE VENDORS

Food from outside vendors are not permitted in the school building. Students will not be permitted to take food brought in by a parent from an outside vendor to the cafeteria. They will be given someplace else to eat lunch.

Students returning or arriving late to the building will not be permitted to leave the office with food or drink for themselves or others.

CAFETERIA CONDUCT

In order to keep the cafeteria clean and attractive, the following rules must be observed by all that use it:

1. Deposit all litter in the wastebaskets.
2. Return all trays and utensils to the dishwashing area.
3. Leave tables, chairs, and floor in clean condition ready for others to use.
4. No shouting or horseplay is allowed.
5. Students may not break cafeteria lines.
6. All food must be eaten in the cafeteria at tables. Open food or drink containers are not permitted to be taken out of the cafeteria.
7. Pick up or clean up any food or mess that you make.
8. Food vendors are not permitted to make deliveries to the school.

9. Students are to remain in areas designated during lunch and not disturb classes that are in session. Must get permission to leave the cafeteria from a staff member.
10. Students are not permitted to bring in food from outside eating establishments or have it brought to them by friends, family members, etc.
11. Lunch payments can be made directly to the cashier at breakfast or lunch.
12. Laptops and books are not permitted in the cafeteria during lunch.

-

DISCIPLINE POLICY

At the beginning of each school year each student shall receive a student handbook outlining the Centerville-Abington Junior High School behavioral expectations. The expectations are divided into two categories with a disciplinary procedure for each category. The first category includes misconduct behaviors and are characterized as behaviors that fail to meet teacher expectations or other less serious infractions of school rules. The second category includes infractions of a more serious nature and result in the students' referral to the principal.

At the beginning of each school year each staff member will review their class expectations including homework policy with their classes. In the event that a student fails to meet these expectations the staff member may issue a misconduct report.

Centerville-Abington Junior High School reserves the authority to suspend or expel a student engaged in any activity forbidden by the laws of Indiana or the United States that constitute an interference with school purposes or an educational function

RESPONSIBILITY - Junior High is a time of great change in the life of a child. New friends, new surroundings, new and different teachers, more freedom, and the beginning of adolescence all combine to make junior high school an exciting and challenging time. The staff at CJHS is dedicated to making the junior high experience productive, rewarding, interesting, and fun for each of our students. With the large number of students in our school population, certain behavior guidelines are necessary for the educational process to succeed. Centerville Junior High, in a continuing effort to promote student self-discipline, mutual respect, trust, and responsibility, emphasizes the following list of Life Skills for building character. Centerville-Abington Junior High School students are expected to demonstrate:

Citizenship Skills

- ★ Teamwork
- ★ Responsibility
- ★ Effort
- ★ Caring/Respect
- ★ Organization
- ★ Motivation
- ★ Problem Solving
- ★ Confidence
- ★ Perseverance

MISCONDUCT BEHAVIORS

- Class disruption: including talking, annoying classmates, unauthorized movement, toys and trading cards (also see fidgets), possession and/or use of gum, candy, or other types of food or drink not approved by the instructor.
- Use of profanity.
- Destruction of school or private property.
- Tardiness.
- Failure to complete assigned work.
- Dishonesty/Untruthfulness.
- Lack of class materials.

MISCONDUCT DISCIPLINARY MEASURES

- Detention (Detention is to be held in the classroom of the teacher who issued the detention or in the office.)
- Detention may be assigned during lunch or after school.
- Issue a **Social Probation Notice** to the student. A social probation notice restricts the student's social activities.
- Schedule a conference with the parent/guardian.
- Dismiss the student from class for that period.
- Electronic cigarettes will be treated as a form of tobacco.

A student receiving a fourth **Misconduct Notice** shall receive a **Disciplinary Referral** for repetitive misconduct. The following list of behaviors are viewed as serious rules infractions and require immediate disciplinary action.

Fidgets

Fidgets are small, handheld, or wearable tools to improve focus, regulate emotions, and reduce anxiety by providing tactile sensory input. They can help manage nervous energy, increase attention to tasks, and soothe stress.

However, a student that does not need a fidget to regulate will be distracted by the same object that helps another student. Thus, the fidget becomes a toy in the classroom and a disruption to the educational purpose of the school.

Fidgets will be permitted for single student use, but they may not make noise, emit light, or be filled with a liquid or gel type substance. Fidgets may not be a distraction to the student using the fidget as well as to other students. If the teacher deems that a student is creating a distraction (playing with fidget rather than paying attention, participating in class, doing classwork, etc..) they will ask them once not to bring a fidget to class. A misconduct could be issued for repeated offenses.

REFERRAL BEHAVIORS

- Failure to comply with the directive of a school employee or supervising adult.

- Unsafe physical activity; for example (pushing, horseplay, shoving, kicking, spitting, slapping or fighting).
- Open display of affection (holding hands, kissing, leaning on each other, etc.)
- Student presence in unauthorized areas; for example, high school and elementary hallways or classrooms.
- Harassing behavior; or other verbal comments recognized as inflammatory, obscene and vulgar language and gestures.
- Truancy from school.
- Violence against staff or students.
- Any act that could be interpreted as threatening of and/or violent behavior toward any school employee.
- Theft or vandalizing of personal or school property.
- Setting fire to or damaging any school building or property, or attempting to set fire or cause damage.
- Possession and/or distribution of pornography.
- Possession, use, or distribution of tobacco, alcohol, drugs, and/or items reported to be drugs.
- Repetitive misconduct.
- Possession and/or use of any object that can be used as a weapon. Indiana Law IC 35-31.5-2-86 states a weapon includes, but is not limited to, "a weapon, taser electronic stun gun, equipment, chemical substance, or other material that in the manner is used or could ordinarily be used, or is intended to be used, is readily capable of causing serious bodily injury
- Engaging in academic dishonesty, including cheating, intentionally plagiarizing, wrongfully giving or receiving help during any academic assignment or examination or wrongfully obtaining test copies or scores. "0" on the assignment
- Electronic readers are allowed during SSR.
- Breaking the Wireless Device Prohibition Policy
- Unauthorized entry into a locker
- Any comparable conduct interfering with the school's education purpose or function

  (LEGAL REFERENCE: IC 20-26-5-40.7)

  Possessing and/or using a wireless electronic device which is portable and is capable of providing voice, messaging, or other data communications between two or more persons and includes cellular phones, tablet computers, laptop computers, digital cameras, and/or gaming devices in a manner which constitutes an interference with a school purpose or educational function, an invasion of privacy, or an act of academic dishonesty, or is profane, indecent, or obscene is prohibited.

  This rule is not violated when the student has a) been given permission from a teacher to use a wireless device for educational purposes during instructional time; b) to use a wireless device in an emergency or to manage the student's health care; c) to use a wireless device as part of the student's Individual Education Plan (IEP) or 504 Plan.

- IN THE EVENT OF AN EMERGENCY, PARENTS/GUARDIANS AND STUDENTS ARE TO CALL THE SCHOOL DIRECTLY AT (765) 855-5113. PARENTS/GUARDIANS MAY CALL THE OFFICE TO RELAY EMERGENCY INFORMATION. STUDENTS ARE NOT TO CALL OR TEXT THEIR PARENTS/GUARDIANS DIRECTLY TO PICK THEM UP FROM SCHOOL. IF A STUDENT FEELS SICK, THEY MUST REPORT TO THE NURSE'S OFFICE AND THE NURSE WILL CONTACT THEIR PARENTS/GUARDIANS.
- ANY DEVICE THAT CAN ACCESS THE INTERNET AND/OR RECEIVE OR SEND TEXT

MESSAGES IS SUBJECT TO CONFISCATION IF IT IS BEING A DISRUPTION TO THE EDUCATIONAL ENVIRONMENT. THIS CAN INCLUDE **SMART WATCHES.**

- Students are reminded that the office telephones are for business purposes only. Private phone calls or phone calls that relate to school work or activities that were previously announced will not be permitted.
- Not serving assigned detentions
- "Sexting" is prohibited at any time on school property or at school functions. Sexting is the electronic transmission of sexual messages or pictures, usually through WCD text messaging. Such conduct not only is potentially dangerous for the involved students, but can lead to unwanted exposure of the messages and images to others, and could result in criminal violations related to the transmission or possession of child pornography. Such conduct will be subject to discipline and possible confiscation of the WCD.
- Falsely accusing any person of sexual harassment, or of violating a school rule, and/or a state of federal law.
- Failing to report the actions of another person to a teacher or administrator where those actions of plans, if carried out, could result in harm to another person or persons or damage property when the student has information about such actions or plans. Failing to completely comply and respond to questions from a staff member regarding school related matters including potential violations of school rules or state or federal laws.
- Aiding, assisting, agreeing or conspiring with another person to violate any school rule and/or state or federal law.
- Taking, recording, displaying and/or distributing pictures, video or audio without the consent of the student or staff member in a situation not related to a school purpose or educational function.

.

REFERRAL DISCIPLINARY MEASURES

- Class Suspension: Centerville-Abington Junior High School acknowledges and will follow the change in IC 20-33-8-9. Centerville-Abington Junior High School will recognize partial class suspensions as "cooling off" periods for the students. Students may be dismissed from class to the hallway or office if their behavior is determined to be an interference with an educational function. Classroom work should always be made available to the student. If a student is sent to the office the teacher should fill out the new temporary removal from class form (H-1) If a class suspension is for a full period then this becomes a removal from class. During the period of time the student is removed the following will take place;
    1. Homework will be provided.
    2. Teacher and administrator must contact the parents.
    3. A behavior plan will be developed.

  All steps must be completed before the student returns to that class. These removals will be documented on the new form also, but using all of the lines. It will include suggested behavior modifications and a line to document parent contact. Parent contact can take place in any of the following ways.
    1. A conference at school with parents.
    2. Conference phone call from the office.
    3. Individual phone calls by teacher and administrator.
- Conference with parents.
- Referral to appropriate social agency.
- Detention.
- Extended restriction of social activities.
- In-school isolated study.

- Out-of-school suspension. (Automatic one day may be issued with receipt of the third referral; three days may be issued with the fourth referral; and five days may be issued with the fifth referral). For any assignment and/or school work completed by the student during the student's suspension period, credit will be given to the student to the same extent and in the same manner as students who are not suspended receive.
- In-School Suspension. Students will be assigned to spend the entire day(s) in the office time out room. Students will receive credit for work completed.
- Expulsion (recommended with the receipt of the sixth referral or for extremely serious rules infractions.)

PARENTS AND STUDENTS MUST BE AWARE THAT EVERY DISCIPLINE SITUATION IS UNIQUE AND WILL BE REGARDED ON THE MERITS OF THAT INCIDENT IN LIGHT OF PAST BEHAVIOR.

In the event the regularly accepted disciplinary procedures fail to realize acceptable behavior patterns, the following Education Intervention Procedures may be used.

Dress Guidelines

The Centerville/Abington Community Schools recognize that appearance and grooming is an important aspect in the training and education of young people. Common sense is the best guide for deciding on appropriateness of appearance but there are a few specific guidelines which need special clarification.

In the Centerville-Abington Junior High, the administration will be emphasizing and enforcing the following dress code values:

1. Hair should be neat and clean.

2. Blouses and shirts should be worn that adequately cover the body and undergarments. This includes shirts/crop tops that expose the stomach or lower back. All shirts are to have sleeves and should not be excessively low cut in the front. Shirts that are cut below an imaginary line from top of the armpit to top of the opposite armpit are not permitted.

3. Shorts, skirts, and holes in pants should be mid-thigh length or lower.

4. Leggings or yoga pants are permissible when worn with a fingertip-length shirt, sweater, dress, or skirt that covers the leggings or yoga pants at all times.

5. The feet are to be covered with some form of safe footwear.

6. Students are not to wear apparel that displays or advertises drugs, alcohol or tobacco. Students are not to wear apparel that is sexually suggestive, racially biased, displays inappropriate innuendos or double-meanings, etc.

7. No sagging pants--pants must be belted up around the waist so that undergarments are not showing and cannot be so long they are walked on.

8. Special dress and appearance guidelines will be recognized for special activities.

9. Students are not to wear hats, head coverings, sweatshirts with the head covered,

sunglasses, bandannas, gloves, distracting clothing or costumes in the building or classroom.

If in the judgment of teachers and administrators, reasonable discretion has not been exercised to avoid undue distraction, to provide proper cleanliness or to maintain proper levels of common decency, the school will intervene.

Students who violate the dress guidelines will be asked to change for the first offense and parents contacted. They will receive disciplinary misconduct and will be counted unexcused for the period or any part of the period in which they are absent. The second offense will also result in a disciplinary misconduct; any other offenses will result in a disciplinary referral

WIRELESS DEVICES PROHIBITION

LEGAL REFERENCE: IC 20-26-5-40.7

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

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

This policy is not violated in the following circumstances:

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

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

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

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

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

f) the student uses an unobtrusive audio recording device for notetaking or personal learning assistance as long as the device captures only spoken word audio, does not capture, store, or transmit images or video, is visible to the teacher when in use, is provided for inspection by school officials, and is used in a manner consistent with recording audio provisions of state and federal laws. A recording made by such a device will not be used for a disciplinary, evaluative, or supervisory purpose against a student or employee.

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

> **1st offense** - Item will be confiscated and student may pick up item at the end of the day. A student will be assigned an after school detention.

2nd offense - Item will be confiscated, student will be assigned an after school detention, and parent must come in to pick up item.

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

** A long detention will be assigned for grades 7-12.

ACADEMIC MISREPRESENTATION-CHEATING

Student's assigned projects, reports, and research papers are expected to bring forth products of their own minds. These assignments are not exercises in creative copying but rather exercises in research, logic, and writing. Students are to analyze material being studied and to synthesize the information into an original work. To this end, students are expected to acknowledge sources of ideas, opinions, statistics, and/or quotations, which have contributed to the final product.

A project or paper is expected to be the original work of the student, not collaboration with others unless so assigned, and free from fabrication or plagiarism. Students who misrepresent their work unintentionally will be required to do additional work so that they will understand how to avoid academic misrepresentation, have the skills to do so, and demonstrate those skills. Intentional academic misrepresentation will result in a grade of zero for the assignment.

Intentional plagiarism includes the following, but is not limited to these examples:

1. Turning in another student's work as one's own.
2. A student submits published work, portions of published work, or work created by artificial intelligence as if they had written it.
3. Fabrication of research information and/or sources.
4. Student use of computer language translators to produce foreign language texts for assigned work will be understood as copying/cheating and therefore an unacceptable practice, punishable under school rules.
5. A student uses an app or other such program to generate an answer when the expectation is for them to have solved or researched the answer themselves.

Cheating will not be tolerated at Centerville Junior High School. Those cheating or assisting cheating on any written work will automatically receive a zero (0). Students who establish a pattern of cheating in class(es) will be subject to a disciplinary referral.

DRUG FREE SCHOOL ZONE

Schools in the state of Indiana have been declared Drug-Free-Zones. Indiana Code 35-48-4-4 states that it is illegal to possess, use or sell a controlled substance or alcoholic beverages on school property, within 1000 feet of school property, or on a school bus. All individuals (including students) in violation of this law must be reported to law enforcement authorities. Violation of this law is a Class B or D offense depending on the circumstances.12A
Possessing a knife on school property or on a school bus will be a Class B misdemeanor. The offense is a Class A misdemeanor if the offender has a previous unrelated conviction and a Class D felony if the offense results in bodily injury or serious bodily injury to another person. Battery against, and the harassment of, a school employee are also offenses that must be reported to a local law enforcement agency. PL 72-2006

Regulations Pertaining to Controlled Substances

I.C. 20-8.1-5-4(1): The following applies to all students attending school or school sponsored events (i.e. field trips, athletic events, etc.) It is a violation of the Disciplinary Code of the Centerville Junior High to:

1. Possess, provide to another, or be under the influence of any substance which is or contains tobacco, alcohol, marijuana, stimulant, a depressant, an intoxicant, an anabolic steroid, a narcotic or a hallucinogen substance represented by the provider to be any of the listed substance. This includes "look alike" drugs such as synthetic marijuana, bath salts, spice, E-cigarettes, etc. Use of medication by a student prescribed by a medical doctor, dentist, or other health care provider authorized by law to prescribe medication for that student does not violate the Disciplinary Code. Any student who is unsure if possession, use, or providing another person with any particular medicine or substance would violate the Disciplinary Code should contact the Centerville Junior High School principal before possession, using, or providing the medication or substance.
2. Possess or provide to any person anything used or designed to be used primarily for the storage, processing, delivery, or consumption of alcohol, smoking tobacco, marijuana, stimulants, intoxicants, narcotics, depressants, anabolic steroids, or hallucinogens. Examples of things which are not to be possessed or provided to another person are: pipes, rolling papers, clips, bowls, lighters, matches, etc.

   Disposition procedures: Due process will be followed. The disposition of each offense listed may be imposed at the discretion of the building principal. Proper authorities will be notified.

I. Under the influence and/or possession:

Under the influence of alcohol, or other unauthorized drug or narcotic
Disposition: 1st offense

A. The principal will complete a request for expulsion. However, if the parent(s) and student agree to the conditions outlined in the **(Probationary Continued Education Agreement (form 16A)** the school may agree to withdraw its request for expulsion until he/she completes the following requirements for the program.

1. The student will be suspended from school for a minimum of five to ten days.
2. The student cannot return to school until he/she meets with an approved counselor for counseling through Youth Intervention Program for a preliminary assessment of chemical use. The student must be in compliance with the conditions outlined in form 16A (Probationary Continued Education Agreement.)
3. The recovering student, upon returning to school, must participate in an appropriate education/recovery program. The exact nature of the program will be decided by a Counselor, staff involved, and the Principal.

B. Proper legal authorities shall be notified as mandated by law.

2nd offense:

A. The school officials will recommend expulsion to the superintendent.

B. Proper legal authorities shall be notified as mandated by law.

NOTE: A student will be covered by these rules concerning a first and second incident for a period of two years from the first incident.

Students who sell or transmit substances prohibited in schools are not eligible for Probationary Continued Enrollment (form 16A) and will face immediate expulsion.

Disposition: 1st offense

A. Recommendation of expulsion to the superintendent.

B. Proper legal authorities will be notified as mandated by law.

ACADEMIC PROBATION

A student must be enrolled and passing all courses. Students that do not meet the school's academic standards will be placed on academic probation for nine (9) weeks. When determining academic probation the grades from the previous report card will be used:

- During the first nine weeks, the Semester 2 grades of the previous school year will be used.
- During the second nine weeks, the first nine weeks grades will be used.
- During the third nine weeks, the first semester grades will be used.
- During the fourth nine weeks, the third nine weeks grades will be used.

Any student that receives a failing grade "F" on a report card will be placed on academic probation. Students will not be permitted to try out for a team while on academic probation.

Academic Probation prohibits a student from participating in sports or attending extra-curricular school events such as school dances, activity meetings, etc. They may attend high school or junior high athletic events as a spectator as long as they are accompanied by a parent.

A student can be removed from academic probation in the middle of the nine weeks by passing all classes. Students must bring mid-term grades to the Principal within one week of midterms being distributed to be removed from academic probation.

NOTE: A student who violates academic or social probation by attending unaccompanied or participating in an activity will be assigned a long detention.

SOCIAL PROBATION

Social probation prohibits a student from participating in sports or attending school extra-curricular events such as school dances, activity meetings, etc. Students can attend high school or junior high athletic events as spectators as long as they are accompanied and supervised by a parent or guardian.

The length of time a student is placed on social probation will be determined by administration.

Students may be placed on social probation for the following:

1. Receiving 5 misconduct detentions (including lunch and after school).
2. Receiving three Office Referrals in a semester.
3. Receiving two suspensions (in-school or out of school)
4. Breaking any rule the administration feels warrants social probation.
5. First offense of Breaking the Drug Free School Zone policy.

NOTE: A student who violates academic or social probation by attending unaccompanied or participating in an activity will be assigned a long detention.

HALLWAY BEHAVIOR

Passing periods are designed to enable the student to pick up the materials for each class, visit the restroom, and get a drink of water.

The hallways are considered extensions of the classroom with the same behavior expected. Students are directed to cooperate fully with the direction of **ALL** school employees when in the hallway. Students are reminded to stay to the right when walking in the hallways. Courtesy is always expected. Students are not to carry backpacks or shoe bags in the hallways during the school day.

RESTRAINT & SECLUSION

Seclusion/Isolated Time Out is defined as confinement in a time-out room, within or outside the classroom.

Centerville-Abington students may be placed in this area if:

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

Other stipulations regarding Seclusion/Isolated Time Out:

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

Physical Restraint is defined as holding or otherwise restricting student movements.

Centerville-Abington students may be placed in this hold if:

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

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

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

Training

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

STUDENT HARASSMENT/BULLYING

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

behavior of the perpetrator. This includes appropriate intervention (s), restoration of a positive climate, and support for victims and others impacted by the bullying.

11. Educational outreach and training will be provided to school personnel, parents, and students concerning the identification, prevention, and intervention in bullying.

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

13. The Superintendent or designee will be responsible for developing detailed administrative procedures consistent with the Indiana Department of Education guidelines for the implementation of the provisions of this rule.

LEGAL REFERENCE: I.C. 20-33-8-0.2
I.C. 20-33-8-13.5

14. An anonymous online reporting link is available on the corporation website in order to report bullying/harassing behavior, safety concerns and/or suspicious activity confidentially.

SEXUAL HARASSMENT

A. verbal harassment or abuse;
B. pressure for sexual activity;
C. remarks with sexual or demeaning implications;
D. unwelcome touching;
E. sexual jokes, posters, cartoons, etc.;
F. suggesting or demanding sexual involvement, accompanied by implied or explicit threats concerning one's grades or safety;
G. a pattern of conduct, which can be subtle in nature, that has sexual overtones; and is intended to create or has the effect of creating discomfort and/or humiliation to another;
H. remarks speculating about a person's sexual activities or sexual history, or remarks about one's own sexual activities or sexual history.

CARE of SCHOOL PROPERTY AND SCHOOL MATERIALS

Each student is responsible for respecting all school property and all school materials issued to him or her. If a student damages school property, he/she may be held accountable for compensating the cost of the damage to the school property. Each student is also responsible for the care of all school-issued materials assigned to or signed by him or her, such as but not limited to, textbooks, library books, computers, chargers, locks, athletic uniforms, etc.

An expense fee may be charged for any school material(s) that are damaged during the time it is assigned to a particular student. In the event a student damages another student's school materials or school property, the student who damages the materials or school property may be held accountable for the replacement cost of the damaged school materials or school property.

Do not lend your materials to others. Use only your assigned school materials. This will help everyone concerned take care of the materials assigned to them. Even your locker is on loan and school materials should be kept inside it. Using a combination lock that is school-issued is highly recommended to safeguard the materials that have been assigned to a particular student.

LOCKERS

Your locker is school property and is assigned to you for storage of school materials and outdoor wearing apparel. Personal property and/or valuable materials are not to be brought to school nor stored in a locker. Open containers of beverages and/or food, such as but not limited to sodas, energy drinks, bags of food, etc., should not be stored in lockers, for these items can attract insects and pests.

The school will not assume responsibility for items lost or stolen. Students will be issued a combination to the lock on the lockers each year.It is the student's responsibility not to share that number with any other student. School officials reserve the right to inspect lockers when information is received that indicates a locker search is warranted. All searches and seizures will be conducted within the Centerville Board of School Trustees' Policy.

Students enrolled in physical education classes will be assigned lockers in the shower room to store gym clothes and shoes. Each student will be issued a rental lock. Charges will be made for lost locks and damaged lockers. Students are cautioned NOT to leave valuables in gym lockers. Those valuables, rings, wallets, etc. should be left with the P.E. instructor. Locker clean-out will be conducted on a periodic basis. A clean locker depends on good housekeeping habits.

LOST AND FOUND

Articles found in or near the school building should be turned in at the office of the principal at the end of the period. If any article of clothing is lost or misplaced, please check at the office immediately. Articles will be held for a period 30 days only.

GYM LOST AND FOUND POLICY

Materials and personal belongings left in the gym area will be held by the instructor for a semester only. These may be obtained from the instructor if the material is properly identified and described. All material not claimed will be donated to a charitable cause.

BICYCLES

If a student chooses to ride a bike to school it should be parked in the bike racks behind the multi-purpose room. A student should register a scooter with the principal before riding to school.

BUS RULES

A very essential part of bus safety is the pupil. The driver's first responsibility is to safely transport pupils to and from school. Since the driver must give most of his attention to the driving of the bus, it is necessary that the pupils have a certain amount of self-disciplining. In order to have a safe and successful transportation program these rules must be followed:

1. Each pupil shall be located immediately upon entering the bus.
2. No pupils shall stand or move from place to place during the trip.
3. Loud, boisterous or profane language or indecent conduct shall not be tolerated.
4. Pupils shall not be allowed to tease, scuffle, trip, hold, hit, or use their hands, feet, or body in any other objectionable manner.
5. Throwing objects in or out of the bus will not be allowed.
6. Students are not to be rude, annoying or discourteous.
7. There will be no smoking or lighting matches or lighters on the bus.
8. Students vandalizing the bus will be suspended.
9. No windows or doors will be opened or closed except by permission of the bus driver.
10. No pupils shall enter or leave the bus until it has come to a full stop and the door has been opened by the driver.
11. The pupil should be waiting at his boarding station when the school bus arrives. (Boarding stations are designated by school officials).
12 The driver will wait only when it is evident that the student is making an effort to get aboard the bus.
13. Requests by students to get off the bus at unauthorized stops will not be permitted without parent consent.
14. No pets or large items will be permitted to be taken to or from school on the bus without special permission from school officials.
15. There will be no eating or drinking on the bus.
16. Students are to keep the bus clean.
17. Each student will observe the same conduct as in the classroom.
18. Bus drivers may assign seats at any time before and during the school year.
19. Students will be denied bus privileges if they cannot obey the above rules.

The Centerville/Abington Community Schools are always looking for ways to improve the safety of their transportation system. Support and suggestions from drivers, parents, pupils, and community are encouraged.

CORPORAL PUNISHMENT

School Board Policy states:

1. Corporal punishment shall be used only as a last resort and after all other corrective means have been used without success. If possible, parents shall be advised in advance of the decision to administer such punishment and the reasons therefore.
2. No corporal punishment may be administered without consultation with the principal, nor may any corporal punishment be administered without some other staff member acting as a witness.
3. A staff member may, however, use physical force against a pupil without advance notice to the principal when it is essential for self-defense, for the preservation of order, or for protection of other persons, or the property of the Board of Trustees. Such action, taken under these circumstances, shall be reported to the principal.

SEARCH AND SEIZURE

Centerville-Abington Junior High School recognizes its obligation to balance the privacy rights of its students with its responsibility to provide student, faculty, and authorized visitors with a safe, hygienic, and drug-free learning environment.

In balancing these competing interests, Centerville-Abington Junior High School will utilize the following principles:

A. **School Property**

School facilities such as lockers and desks are school property provided for student use subject to the right of the principal and his/her designee to enter the facility as needed and inspect all items in the facility searched. Students shall not have an expectation of privacy in any facility provided by the school.

B. **Student Person and Possession**

Searches of the student's person and personal items in the student's immediate possession shall be done with the student's consent. If the student does not consent, such a search shall be permitted based upon the principal's individualized reasonable suspicion to believe that the search will produce evidence of a violation of a law, school rule, or a condition that endangers the safety or health of the student or others. Searches of the person of a student shall be conducted and witnessed by a person of the same sex as the student and shall be conducted in a private office. The student shall be given the option of selecting the witness from the faculty members on the school premises at the time of the search. A searched student's parent or guardian shall be notified of the search within twenty-four(24) hours if possible.

The principal or his/her designee may request the assistance of a law enforcement agency in implementing any aspect of this policy. Where law enforcement officers participate in a search on school property or at a school activity pursuant to a request from the Superintendent, the search shall be conducted by the law enforcement officers in accordance with the legal standards applicable to law enforcement officers.

The Board authorized the use of specially trained dogs to detect presence of drugs and devices such as bombs on school property.

The dog may be allowed to examine school property such as lockers or students and items in their possession, but any search of a student's person will be based upon individualized reasonable suspicion in addition to any information resulting from the dog's examination.

Anything found in the course of a search pursuant to this policy which constitutes evidence of a violation of a law, school rule or which endangers the safety or health of any person shall be seized and utilized as evidence if appropriate. The school reserves the right not to return items which have been confiscated. Seized items of no value and seized items that may not lawfully be possessed by the owner

shall be destroyed.

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

1. the information upon which the search was based,

2. The time, date, location, students, or places searched, and persons present,

3. a description of any item seized and its disposition,

4. the time and date of notice to the parent or guardian in the case of the search of the person of a student.

ENROLLMENT

Legal Resident

The legal residence of a student is that of parents or legal guardians.
A student may not attend a school district except that in which he/she is a legal resident unless arrangements have been completed to transfer. Physical Custody – If a court order grants a parent custody of the student, the parent granted physical custody (or the student if the student is at least 18 years of age) may elect not later than 14 days before the first student day of the school year whether the student will have legal settlement in the school corporation in which the student's mother resides or in which the student's father resides. Provides that: (1) the election may be made only on a yearly basis; and (2) the student or parent who makes the election may not be charged transfer tuition. PL 39-2006
A student may be expelled if it is determined that the student's legal settlement is not in the attendance area of the school where the student is enrolled. IC 20-33-9-1, IC 35-31.5-2-8, IC 35-47.5.2-4, IC 35-47-1-5

Change of Address

It is very important that all students notify the office immediately of any change of address or telephone number. If a student moves outside the Centerville/Abington School District, the student should attend school in the district in which he/she resides. However, if the student has started the semester before moving out of the district, he/she may complete that semester before transferring to the school district of legal residence..

Withdrawal Procedures

Any student who intends to change a residence to another school district must:

A. Report his/her intentions to the school principal in writing from his/her guardian, giving the new address and name of the school he/she expects to attend.

B. Secure a **Withdrawal Slip** from the school office.

C. Have the teachers of all subjects sign and record a grade. Also, this slip should be signed by the librarian to indicate that all library materials have been returned.

D. The **Withdrawal Slip** must be cleared by the school office indicating that all book rental fees have been paid. Refund of book rental is pro-rated by the semester.

The **Withdrawal Slip** will then be officially marked and a copy will be given to the student to take to the school he/she will attend. The new school should then contact the office of the Centerville-Abington Junior High to have copies of all records forwarded to them.

EMERGENCY DRILLS

Fire Drill Procedures

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

1. The alarm is a continuous bell.
2. Leave the building QUICKLY and QUIETLY. Keep to the side of hallways.
3. When outside, clear the building so the last student can be 300 feet from the building.
4. DO NOT return to the building until the all-clear bell sounds.

Tornado Drill Procedures

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

1. The alarm and/or public address system will signify the drill.
2. Move QUICKLY and QUIETLY to designated area.
3. Student should face the locker or wall and rest on knees, lean forward, cover the face by crossing arms over the face and head.
4. Remain quiet for further instructions.
5. All windows and doors are to be shut.

EQUAL EDUCATIONAL OPPORTUNITY

GENERAL INFORMATION

1. Equal Educational Opportunity (Title IX)
The School Board declares it to be the policy of Centerville/Abington School Corporation provide an equal opportunity for all students to learn through the curriculum offered in this Corporation regardless of race, color, creed, disability, religion, sex, ancestry, national origin or economic background.

The Superintendent shall appoint a compliance officer whose responsibility it will be to ensure that Federal and State regulations are complied with and that any complaints are dealt with promptly in accordance with law. All questions regarding compliance should be referred to Ms. Meagan Gillman at mgillman@fayette.k12.in.us.

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

Centerville/Abington School officials are aware that the above listed federal and state statutes and regulations impact the education of students with disabilities in the public school setting. Centerville/Abington Schools recognize students who are identified as individuals with exceptional needs will receive the required free appropriate education in the least restrictive environment.

EQUAL EDUCATIONAL OPPORTUNITY
FOR INDIVIDUALS WITH DISABILITIES
SECTION 504

Purpose

This guide has been developed by Centerville-Abington Community Schools to create an awareness of the rights of public school students with disabilities to receive an equal educational opportunity.

Centerville-Abington Community School's Assurance of Compliance

As a matter of commitment, policy, and compliance with Federal and State non-discrimination laws, Centerville-Abington Schools do not discriminate on the basis of a person's race, color, national origin (including a person's limited English proficiency), ancestry, handicap, sex (including sexual harassment), marital status, religion, or age, in any program or activity conducted by Centerville-Abington Community Schools. Inquiries regarding compliance with title IX, Section 504 or the Americans with Disabilities Act should be directed to Ms. Meagan Gillman, Compliance Officer, in the Centerville-Abington Junior High, Centerville-Abington Community School Corporation.

SECTION 504

What Is A Section 504?

Section 504 is a federal civil rights law which protects persons with disabilities.

- Section 504 of the Rehabilitation Act of 1973 (29 U.S.S. 794 (a) provides in relevant part, that: ***No otherwise qualified individual with handicaps. shall, solely by reason of her or his handicap, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance.***

- Subpart D of the Section 504 regulations requires public schools to provide qualified students with disabilities an education comparable to the education provided to students without disabilities.

How Does Section 504 Define "Disability"

Section 504 defines a person with a disability as anyone who:

- Has a physical or mental impairment which substantially limits one or more major life activities (such as caring for one's self, performing manual tasks, walking, seeing, hearing, speaking, breathing, learning, and working);
- Has a record of such impairment; or
- Is regarded as having such an impairment

What Are The School's Responsibilities?

Subpart D of Section 504 (34 C.F.R. 104.35(a) requires schools to establish eligibility of students who are believed to be disabled. Should the student be determined to be a qualified student with a disability, a group of persons knowledgeable about the student will develop a Section 504 accommodation plan based on the evaluation.,

The plan will indicate the placement and reasonable accommodation to be made to ensure that the qualified student with a disability receives an education which is comparable to that received by a student without a disability.

Schools shall make reasonable accommodation to the disability of the qualified student within the regular education program, unless the school can demonstrate that the accommodation would impose an undue hardship on the operation of the program. The reasonable accommodation shall be individualized to meet the needs of the qualified student with a disability.

Some examples of reasonable accommodations within the regular education are: seating in the front row of the classroom, modifying homework requirements, changing the way tests are given, using tape recorders or other audio-visual equipment, adjusting class schedules, selecting modified textbooks or workbooks, using behavioral management techniques, and providing a structured learning environment.

A parent, guardian, or department representative who disagrees with the identification, evaluation, or placement of the student who is disabled or who is believed to be disabled, within the meaning of Subpart D or Section 504, may examine relevant records, request in writing, an impartial hearing and be represented by counsel at the hearing, and request in writing, a review of the impartial hearing decision.

The hearing will be conducted within (30) days of the receipt of the written request for the hearing. A copy of the Corporation's Hearing Officer's disposition of the appeal shall be sent to the concerned party

within (15) business days of this hearing.

PARENT/STUDENT RIGHTS
Please Keep This Explanation for Future Reference
(Section 504 of the Rehabilitation Act of 1973)

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

You have the right to:

1. Have your child take part in, and receive benefits from public education programs without discrimination because of his/her handicapping conditions;

2. Have the school district advise you of your rights under federal law;

3. Receive notice with respect to identification, evaluation, or placement of your child;

4. Have your child receive a free appropriate public education. This includes the right to be educated with non-handicapped students to the maximum extent appropriate. It also includes the right to have the school district make reasonable accommodations to allow your child an equal opportunity to participate in school and school-related activities;

5. Have your child educated in facilities and receive services comparable to those provided non-handicapped students;

6. Have your child receive special education and related services if he/she is found to be eligible under the Individuals with Disabilities Education Act (PL 101-476) or Section 504 of the Rehabilitation Act;

7. Have evaluation, educational, and placement decisions made based upon a variety of information sources, and by persons who know the student, the evaluation data, and placement options;

8. Have transportation provided to and from an alternative placement setting at no greater cost to you than would be incurred if the student were placed in a program operated by the district.

9. Have your child be given an equal opportunity to participate in non-academic and extracurricular activities offered by the district;

10. Examine all relevant records relating to decisions regarding your child's identification, evaluation, educational program, and placement;

11. Obtain copies of educational records at a reasonable cost unless the fee would effectively deny you access to the records;

12. A response from the school district to reasonable requests for explanations and interpretations of your child's records;

13. Request amendment of your child's educational records if there is reasonable cause to believe that

they are inaccurate, misleading, or otherwise in violation of the privacy rights of your child. If the school district refuses this request for amendment, it shall notify you within a reasonable time, and advise you of the right to a hearing;

14. Request mediation or an impartial due process hearing related to decisions or actions regarding your child's identification, evaluation, educational program or placement. You and the student may take part in the hearing and have an attorney represent you.

15. File a local grievance.

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

Rose Hamilton Elementary	Diana Hill	966-4491
Centerville Elementary	Kelly VanWinkle	855-5132
Centerville-Abington Junior High	Jason Talbot	855-5113
Centerville Senior High	Brian Bellew	855-3481

SPECIAL EDUCATION

Centerville-Abington Junior High School shall provide for a comprehensive, free, and appropriate public education to all eligible educationally disabled students. Centerville-Abington Junior High shall provide such supplemental aids and related services as may be necessary for a disabled child to receive their education in the least restrictive environment.

All classes of a special nature will require that students be recommended by professional personnel and given adequate tests to prove their need for the program. Parent approval is necessary to effect placement in these programs.

GENERAL EDUCATION INTERVENTION

511 IAC 7-17-40

"General Education Intervention" means a written formal system, at the building level, of methods and procedures used with a student to address those aspects of a student's classroom performance that are substantially affecting educational outcomes. General education intervention shall not be a prerequisite to an educational evaluation.

1. GEI team(s) is/are established in each building. *CACSC/GEI Form I*: **General Education Intervention Team(s)** is submitted to central administration on or before September 15 of each academic year. In developing a GEI team consideration should be given to:
   a. Size of building – Large buildings may wish to establish more than one team to ensure that issues will be addressed in a timely manner without overwhelming the few who comprise the GEI team.
   b. Diversity on the GEI team – Team members from different grade levels and content areas bring different perspectives to the table which can result in more creative problem-solving.
   c. GEI is a general education initiative – The teacher of students with exceptional needs is available as a resource person. However, it is inappropriate for this person to chair the GEI team.
2. Regular meeting times are scheduled for each GEI team in the building.
   a. In order to attend to issues in a timely manner.
   b. If there are no concerns to be brought to the team the scheduled meeting can then be cancelled.
3. All education personnel in the building are apprised of the purposes of GEI and how to access the process early in the academic year.
4. Academic and behavioral interventions are implemented in the classroom as a normal and natural part of daily teaching and learning. When a classroom teacher has implemented two or more interventions for a particular student whose classroom performance is substantially affecting educational outcomes and the pattern indicates those interventions have not been as successful as expected, the teacher should begin to record objective data with regard to the interventions implemented and the result of these interventions in regard to student outcomes
   a. Use *CACSC/GEI Form 2*: **Documentation of Classroom Interventions**
   b. Continued interference with outcomes indicates referral to GEI
5. To access GEI, a teacher will use *CACSC/GEI Form 3*: **Request for GEI** and forward it to the designated person in the building. Note that appropriate and objective data are to be attached to GEI Form 3. In addition to GEI Form 3 the following may also be included:
   a. Work samples exhibiting academic concerns,
   b. Behavioral data collection (ABC charts, time-samplings, etc.) and/or
   c. Other pertinent data that further support reasons for request.
6. Within twenty (20) instructional days from the date a request is received by the designated building person, the GEI team will meet with the requesting teacher to discuss and design appropriate interventions and/or determine if referral to another support process is warranted. It is noted that a parent may also request GEI and would therefore be an important member of the initial GEI meeting concerning the student.
7. At the initial meeting the team will:
   a. Discuss the concern that prompted the request and review current documentation relative to the concern;
   b. Review interventions used to date and the success rate of each;
   c. Discuss student strengths on which to build successive interventions
   d. Brainstorm intervention options;

e. Determine best intervention option; and
f. Develop a general education intervention action plan.
    i. If warranted, part of the action plan may include referral to another education support service.
    ii. If referral to another education support service is part of the plan there should also be a plan for interventions during the time the succeeding referral process is being explored.

8. Parental support and involvement are sought and maintained throughout a student's education. If the parent was not in attendance at the GEI meeting to engage in the discussion, contact is made either in writing, via phone conversation, or in person. Written documentation of parental contact is included in the student's GEI file.
9. The GEI action plan for each student is reviewed in a timely manner. Date of review is determined at the time of creation of the Intervention Action Plan. In determining the date for review consideration should be given to:
    a. Complexity of the intervention strategy;
    b. Need for consistency for behavior/habit to change; and
    c. Age and/or developmental level of the student and the impact that may have on the time needed for internalization of the appropriate change.
10. Accurate records of all GEI meetings are maintained. These include:
    a. *CACSC/GEI Form l*: **General Education Intervention Team(s)**
    b. *CACSC/GEI Form 2*: **Documentation of Classroom Interventions**
    c. *CACSC/GEI Form 3*: **Request for GEI** and attached supporting documentation
    d. CACSC/GEI Form 4: **GEI Meeting Notes**
    e. CACSC/GEI Form 5: **Intervention Action Plan**
    f. *CACSC*/*GEI Form 6*: **GEI Intervention Action Plan Review**
    g. *CACSC/GEI Form 7*: **GEI Summary Sheet**
    h. Letter to the parent(s)/guardian(s) (See *CACSC/GEI Form* 8a: **GEI Parent Notification Sample Letter** or *CACSC/GEI Form 8b*: **GEI Parent Notification Record of Contact**

STUDENT SERVICE PROGRAMS

The plan has identified five areas of student services and has listed a major objective for each of the five areas. The five areas (A) Guidance and Counseling Services, (B) Crisis Intervention (C) Psychological Services, (D) Health Services, and (E) Attendance Services are then broken into specific goals.

A. Guidance and Counseling Services - The objective of the Guidance and Counseling Service is to assist students, parents or guardians, and teachers in having a satisfying, successful school experience provided in a manner that recognizes the dignity and worth of all involved. Guidance services include:

1. testing;
2. career exploration;
3. attendance counseling;
4. personal counseling;
5. group counseling;
6. scheduling

B. Crisis Intervention - Schools have come to realize that the psychological impact of events such as natural disasters, community tragedies, or personal loss can influence the entire educational program for days, weeks, or sometimes years. It is recognized that immediate availability of a program of intervention serves as a support mechanism to better assist those affected.

The Centerville-Abington Junior High intervention team is composed of: Guidance Counselor, School Nurse, Principal, and the student or students' Pastor, Priest, or Rabbi, if requested. The team will adhere to the following guidelines:

- The goal of crisis counseling is to restore the client to equilibrium. As a result, it is more limited in its scope and briefer in duration than regular counseling. Encounters will be limited to one to three sessions.

- Action or intervention is usually initiated rather than listening and allowing the student or adult to take responsibility and control of his/her own decision making and understanding. Crisis counseling is usually more directive than usual.

- In crisis counseling there may be times when temporary dependency takes a much more active role in giving information and offering strategies to the individual as well as giving advice and suggestions…active listening remains a main skill.

- Concerns for an individual's welfare should cause concern and heightened awareness of ethical principles that are not normally invoked in traditional counseling and interventions. There are times when the counselor must breach confidentiality (i.e. if individual is in danger to self or others), and when the counselor must evaluate his own competence to continue with the individual.

C. Psychological Services – The objective of the Psychological Service area is to facilitate the educational and personal development of the pupils by applying knowledge and understanding of child development, measurement, and evaluation techniques, learning, and human behavior to the process of education.

D. Health Services - The objective of Health Services is to appraise, protect, and promote the health of pupils.

E. Attendance Services - the object of Attendance Services is to provide an effective and timely means of ensuring that pupils attend school.

Extracurricular Participation Policies

As a participant in extracurricular activities, you both represent our school and model behavior that is observed by your classmates, teachers, parents, and community. Since this is the case there is set forth a specific set of guidelines that govern each student's eligibility for and participation in **all** Extracurricular activities. **It is important that you and your parents have reviewed this handbook thoroughly to prevent any misunderstandings about eligibility and/or participation.**
Centerville-Abington Junior High School encourages each student to participate in one or more extracurricular activities. Major studies of successful citizens find a single common denominator that contributed to their success. That factor was their willingness to become involved in Extracurricular school activities. To that end Centerville-Abington Junior High School is committed to providing a variety of activities that appeal to the interests and abilities of each student.

Extracurricular Activity Council

The Council is composed of sponsors, coaches, and the Centerville-Abington Junior High Principal. The Council is charged with the responsibility of providing leadership and guidance necessary for the development and maintenance of a quality extracurricular activities program.

In the event that a student and/or parent and/or the parents' designee has reason to request clarification of a rule interpretation by a coach, sponsor, or the principal, that inquiry shall be forwarded to the principal and scheduled for discussion by the Council. The Council's decision shall be forwarded in writing to the appropriate individual(s).

In the event the individual(s) remain dissatisfied with the interpretation the individual(s) may appeal the ruling to the Superintendent of the Centerville/Abington Community School Corporation.

Extracurricular Activities

Student Council
Drama Club
Academic Team
Chess Club
Field Trips

Athletics:	Fall	Cheerleading
		Volleyball
		Cross Country
		Football
		Swimming
		Tennis
	Winter	Cheerleading
		Girls Basketball

	Boys Basketball
	Wrestling
Spring	Girls Track
	Boys Track
	Golf

Extracurricular Participation Standards

Centerville-Abington Junior High School provides each coach/sponsor the opportunity to set the standards for each activity that exceed the base minimums herein stated: These will include: (1) any training rules they deem necessary;(2) personal appearance requirements;(3) conduct standards; provided that each coach/sponsor has distributed a list detailing these standards prior to the first practice, meeting, and/or activity associated with that extracurricular participation.

STANDARD #1 - GRADE ELIGIBILITY

A. A student must not be on academic probation in order to be eligible to be considered for any extracurricular activity/sport. This statement applies to a sport with try outs and cuts.

B. If a student is placed on academic probation after the start of the season the student can still practice and attend games if in good standing with the coach/sponsor. The coach/sponsor will monitor the student's grades and academic progress. This is also in effect for students who are on probation before the beginning of a sport season as long as it is not a cut sport/activity.

C The class grade will be checked at the mid-point of the activity/sport. The exception will be Student Council. Student Council members must maintain a 3.0 or D in all classes at the completion of each grading period

D. All students' grades will be checked at the end of each nine-grading period. The semester grade will be the grade checked at the semester. If a student earns a "F" grade in a class he/she will be placed on academic Probation. A student can be removed from academic probation in the middle of the next nine-week grading period when midterms are released if the student no longer has a "F" grade in a class.

E Grade seven students must maintain a passing grade in all classes (no F's and not on academic probation) for the second semester grades in order to be eligible to be considered for a fall activity/sport at grade eight. Successfully attending summer school could allow a student to become eligible for a fall activity/sport.

F. Students from the elementary participating in a middle school sport will follow the junior high grade policy for eligibility as a minimum standard. If an elementary student is placed on probation at the elementary, this will affect their eligibility.

STANDARD #2 - DISCIPLINARY ELIGIBILITY

extracurricular participants who receive the third referral in a semester shall become ineligible to participate in all extracurricular activities. Awards will be forfeited for all activities in which the individual is participating at the time of the receipt of the third referral.

In the event that the ineligibility occurs during the first semester, the student will become ineligible for extracurricular activities that begin during the second semester.

STANDARD #3 - SCHOOL ATTENDANCE

A. extracurricular participants must be in attendance for the last two periods/blocks to participate in the activity scheduled for that day.

B. A student involved in truancy will automatically be considered ineligible for practice, contest or activity until the student has completed their assigned time make-up.

A student failing to participate in P.E. on the day of an athletic event or practice will not be permitted to participate.

STANDARD #4 - PARTICIPANT APPEARANCE

A. As representative of Centerville-Abington Junior High School, members involved in activities will dress in a manner that reflects positively upon our school.

A. Sensible haircuts, cleanliness, and acceptable personal grooming are expected at all times.

*It should be noted that particular athletic activities require a specific length of hair.
In the event that the participant is unable to comply, that student will be declared ineligible to participate.

C. Public display of affection to and from or during an extracurricular activity is expressly discouraged. (see student handbook)

STANDARD #5 - TRANSPORTATION/TRIPS

Transportation for all activities is made available through Centerville Junior High School and the Centerville/Abington School Corporation. Participants are reminded that the following transportation guidelines are to be observed at all times.

A. Participants being transported will travel to and from the event by means provided by Centerville Junior High.

B. Exceptions are allowed with the permission of the principal and/or sponsor/coach.

C. Students shall remain seated per seating directions for each trip.

D. Participants shall be aware of, respect, and follow transportation regulations outlined in the Student Handbook.

STANDARD #6 - AWARDS FOR extracurricular PARTICIPATION

Certificates and awards for participation are awarded at the discretion of the coach/sponsor, and junior high principal.

STANDARD #7 - REGULATIONS FOR PARTICIPATION IN ATHLETICS

A. A parent-physician form must be on file prior to athlete's first practice.

B. A proof of insurance form must also be on file.

C. Athletes in football, basketball, volleyball, and cross country must have completed a minimum of ten (10) practices prior to competition with other schools. Only one practice per day can be counted
and no athlete may practice prior to a parent-physician slip being turned in and on file. Wrestlers and track athletes must complete a minimum of (5) practices and have a physical on file.

D. Athletes who are injured and unable to try out for a particular sport including cheerleading are eligible to try out only upon their release by a licensed physician. The written release must be submitted to the coach of said sport at the time the athlete makes arrangements for try out sessions.

E. Athletes that move into the Centerville-Abington School Corporation during a sporting season must show a physical form to the coach of the sport that they desire to try out for and make arrangements for a try out session before they will be considered for a team. The coach has the right to refuse the players if their skill and conditioning are considered inadequate.

JUNIOR HIGH SCHOOL CODE OF CONDUCT

ATHLETIC, EXTRACURRICULAR, AND CO-CURRICULAR

Every athlete and student participating in extracurricular and/or co-curricular activities is expected to adhere to all school policies as stated in the Centerville- Junior High School Handbook. Coaches, sponsors, and school administration are responsible for enforcing these rules. These athletes and students are expected to behave in a manner, inside and outside of school, that will not create a disruptive influence on the discipline, good order, moral and educational environment in the school.

Possession or Use of Tobacco, Alcoholic Beverages and/or Illegal Drugs and Conduct Unbecoming an Extracurricular Participant at CJHS.

First Offense:
An athlete or student participating in extracurricular or co-curricular activities will be suspended for 50% of the current activity or next sport season.

Second Offense
An athlete or student participating in extracurricular or co-curricular activities will be suspended from all activities for one calendar year.

Third Offense
An athlete or student participating in extracurricular or co-curricular activities will lose his/her eligibility to participate in **any activity** at Centerville-Abington Junior High for as long as they attend.

CONDUCT at ATHLETIC EVENTS

Please follow these rules of conduct at all athletic events:

- Attend as many athletic events as possible and support our teams,
- Be a good sport, and never boo the opposing team or an official,
- Have respect for the visiting school and adult guests,
- Be a good guest when visiting other schools,
- All fans will please stay seated throughout the ballgame.
  Concessions will be open at the half of each ballgame and between games. Please do not leave the stands until the half is completed.
- Student fans may sit on the lower level of the south bleachers. Visitors will use the WEST portion of the bleachers, and Centerville the EAST portion.
- Restrooms will be available to student fans only during the half and between games. Please refrain from using them at all other times, except in emergencies.
- Fans should be seated when the game begins. Please cooperate.
  There will be no loitering allowed in the teen center at any time except between ballgames and at the half.
- Failure to comply with the above regulations and the rules of the gym or athletic field may result in suspension or expulsion from attendance at athletic contests.

School Events Recording Policy

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

Such rules are to be posted or distributed in such a manner that best ensures cooperation and compliance in obtaining recordings that do not delay or disrupt the activity.

Any person or organization that wishes to film students or school activities which are not public events must receive prior permission from the Superintendent.

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT

Model Notification of Rights under FERPA for Secondary Schools

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

(1) The right to inspect and review the student's education records within 45 days of the day the school receives a request for access.

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

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

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

(3) The right to privacy of personally identifiable information in the student's education records, except to the extent that FERPA authorizes disclosure without consent.

One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the school as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the school has outsourced services or functions it would otherwise use its own employees to perform (such as an attorney, auditor, medical consultant, or therapist); a parent or student serving on an official committee, such as a disciplinary or grievance committee; or a parent, student, or other volunteer assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

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

(4) The right to file a complaint with the U.S. Department of Education concerning alleged failures by the school to comply with the requirements of FERPA. The name and address of the office that administers FERPA are:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-8520

(NOTE: In addition, a school may want to include its directory information public notice, as required by 99.37 of the regulations, with its annual notification of rights under FERPA.)

PUPIL RECORDS

A pupil's records consist of all official records, file, and data directly related to a student and maintained by the school, intended for school use or to be available to parties outside the school. Such record encompasses all the material incorporated in the student's cumulative folder and includes but is not limited to general identifying data, records of attendance and of academic work completed, records of achievement tests, results of other evaluative tests (including intelligence, aptitude, psychological and interest inventory tests), health data, teacher and counselor ratings and observations. Students' records are available to parents upon request. A record review sheet is included in each file and must be signed by the reviewer. For additional information concerning student/education records refer to School Board Policy 8330.

PROTECTION of PUPIL RIGHTS

Model Notification of Rights Under the Protection of Pupil Rights Amendment (PPRA)
PPRA affords parents certain rights regarding our conduct of surveys, collection and use of information for marketing purposes, and certain physical exams. These include the right to:

- *Consent* before students are required to submit to a survey that concerns one or more of the following protected areas ("protected information survey") if the survey is funded in whole or in part by a program of the U.S. Department of Education(ED)-
    1. Political affiliations or beliefs of the student or student's parent;
    2. Mental or psychological problems of the student or student's family;
    3. Sex behavior or attitudes;
    4. Illegal, anti-social, self-incriminating, or demeaning behavior;
    5. Critical appraisals of others with whom respondents have close family relationships;
    6. Legally recognized privileged relationships, such as with lawyers, doctors, or ministers;
    7. Religious practices, affiliations, or beliefs of the student or parents; or
    8. Income, other than as required by law to determine program eligibility.
- *Receive notice and an opportunity to opt a student out of –*
    1. Any other protected information survey, regardless of funding;
    2. Any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a student, except for hearing, vision, or scoliosis screenings, or any physical exam or screening permitted or required under state law; and
    3. Activities involving collection, disclosure, or use of personal information obtained from students for marketing or to sell or otherwise distribute the information to others.
- *Inspect,* upon request and before administration or use-
    1. Protected information surveys of students;
    2. Instruments used to collect personal information from students for any of the above marketing, sales, or other distribution purposes; and
    3. Instructional material used as part of the educational curriculum.
    These rights transfer from the parents to a student who is 18 years old or an emancipated minor under State law. Centerville-Abington Community Schools has developed and adopted policies, in consultation with parents, regarding these rights, as well as arrangements to protect student privacy in the administration of protected information surveys and the collection, disclosure, or use of personal information for marketing, sales, or other distribution purposes.

Centerville-Abington Community Schools will directly notify parents of these policies at least annually at the start of each school year and after any substantive changes. Centerville-Abington Community Schools will also directly notify, such as through U.S. Mail or email, parents of students who are scheduled to participate in the specific activities or surveys noted below and will provide an opportunity for the parent to opt his or her child out of participation of the specific activity or survey. Centerville-Abington Community Schools will make this notification to parents at the beginning of the school year if the District has identified the specific or approximate dates of the activities or surveys at that time. For surveys and activities scheduled after the school year starts, parents will be provided reasonable notification of the planned activities and surveys listed below and be provided an opportunity to opt their child out of such activities and surveys. Parents will also be provided an opportunity to review any pertinent surveys. Following is a list of the specific activities and surveys covered under this

requirement.

- Collection, disclosure or use of personal information for marketing, sales, or other distribution.
- Administration of any protected information survey not funded in whole or in part by ED.
- Any non-emergency, invasive physical examination or screening as described above.

Parents who believe their rights have been violated may file a complaint with:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, D.C. 20202-8520

DIRECTORY INFORMATION

The Board designates as student "directory information": a student's name; address; telephone number; date and place of birth; photograph; major field of study; participation in officially recognized activities and sports; height and weight, if a member of an athletic team; dates of attendance; date of graduation; awards received; or any other information which would not generally be considered harmful or an invasion of privacy, if disclosed. Directory information shall not be provided to any organization for profit-making purposes.

Parents and adult students may refuse to allow the Corporation to disclose any or all of such "directory information" upon written notification to the Corporation within ten (10) days after receipt of the Corporation's public notice.

Whenever parental consent is required for the inspection and/or release of a student's health or education records or for the release of directory information, either parent may provide such consent unless specifically stated otherwise by court order.

The Corporation may disclose "directory information" on former students without student or parental consent. No liability shall attach to any member, officer, or employee of this Corporation specifically as a consequence of permitting access of furnishing students' records in accordance with this policy and administrative guidelines.

School Nurse

Students that wish to see the nurse for non emergency reasons should fill out the nurse request form found on their computers. The nurse will send a pass for the student when she is available. This would include such things as headaches, sore throat, etc..

Illness

If a student becomes ill during the school day, the student may be allowed to go home provided parents can be reached and the school has their approval to release the student. Students who do not have extreme temperatures will be encouraged to finish the school day and report their illness to their parents when they arrive home at the end of the school day. Parents will be expected to make arrangements and notify the school office of the arrangements for school day illness releases. Students are not to leave the building without reporting to the school office. They will be in violation of school policy if they do and will be subject to disciplinary measures.

Homebound Instruction

Centerville-Abington Junior High School will provide individual instruction to students of legal school age who are unable to attend classes because of accident or illness. To qualify a State of Indiana certified physician must:

1. Certify the nature of medical disability.
2. State the probable duration of the confinement.
3. Certify the student's ability to participate in an educational program.
4. Applications shall be submitted to the building principal with approval given by the Superintendent

Health Emergencies

If, as a result of accident or illness, a student requires immediate attention, the school will attempt to follow the procedure listed below:
(1) Notify the parents and school nurse immediately. (2) Keep the student under the care and supervision of the school nurse, principal, or teacher until parents or authorized custodian picks the student up and takes them for medical attention. (3) If the parent or authorized custodian cannot be reached, the service of the police department and ambulance service could be enlisted if immediate care is deemed necessary. (4) In extreme emergencies, the ambulance service will be called and the student sent immediately to the hospital. Parents and/or authorized custodians will be notified to report immediately to the principal or school office immediately.

Medication

The medications and/or treatments, which may be administered, are defined in policy 5330. In those circumstances where a student must take prescribed medication during the school day, the following guidelines are to be observed:

A. Parents should determine, with their physician's counsel, whether the medication schedule can be adjusted to avoid administering medication during school hours.

B. The Medication Request and Authorization Form 5330 F1 must be filed in the CareDox System
before the student will be allowed to begin taking any medication during school hours. This written and signed request form is to be submitted on an annual basis and will include:
1. Student's name.
2. Medication and dosage or procedure required.
3. Times required.
4. Special instructions including storage and sterility requirements.
5. Date prescribed medication will be started.
6. Date prescribed medication will no longer be needed.
7. Physician's name, address, and telephone number.
8. Probable side effects.
9. Authorization for school personnel to administer the prescribed medication, if necessary.
10. Agreement/satisfactory arrangement to deliver medication to/from school.
11. Agreement to notify the school in writing if the medication, dosage, schedule or procedure is changed or eliminated. A new request form must be submitted each school year. Before the school will administer a low THC hemp extract substance, at a minimum, all of the following criteria should be met:
1) Parent has provided the school with written permission to administer this produce to his/her child and has verified that the product was acquired from a retailer that meets the requirements listed in SEA 52;
2) Product has come in original packaging and is unopened;
3) Student's health care provider has provided the school with a prescription to administer the substance which includes the dose, route and time of administration; and
4) Product has been approved by;
   (a) the federal Food and Drug Administration or the federal Drug Enforcement Agency as a prescription or over the counter drug; or
   (b) meets the packaging requirements of SEA 52.

C. All medications to be administered during school hours must be registered with the principal's office. Upon receipt of the medication, the appropriate staff member shall verify the amount of medication brought to the school and indicate that amount in the student CareDox log.

D. Medication that is brought to the office will be properly secured. Medication may be conveyed to school directly by the parent or transported by transportation personnel (bus driver and/or bus aide) at parental request. This should be arranged in advance. A two to four (2-4) week supply of medication is recommended. Medication MAY NOT be sent to school in the child's lunch box, pocket, or other means on or about his/her person. An exception to this would be prescriptions for emergency medications for allergies and/or reactions.

E. For each prescribed medication, the container shall have a pharmacist's label with the

following information:
1. Student's name.
2. Physician's name.
3. Date.
4. Pharmacy name and telephone.
5. Name of medication.
6. Prescribed dosage and frequency.
7. Special handling and storage directions.

F. Any unused medication unclaimed by the parent will be destroyed by school personnel when a prescription is no longer to be administered or at the end of the school year. A school corporation may send home medication that is possessed by a school for administering during school functions with a student in grades 9 through 12, if the student's parent provides written permission for the student to receive the medication.

G. The parents shall have sole responsibility to instruct their child to take the medication at the scheduled time, and the child has the responsibility for both presenting himself/herself on time and for taking the prescribed medication.

H. A log in the CareDox System for each prescribed medication shall be maintained which will note the personnel giving the medication, the day, and time of day. This log will be maintained along with the physician's written request and the parent's written release.

I. If a student is exhibiting behavior, which causes the teacher to be concerned about his/her medical status; this behavior must be reported to the building principal/nurse and expressed in writing in behavioral terms.

J. If a child is taking several prescriptions and it is noted that two (2) or more physicians are prescribing for the same child, this should be brought to the attention of the building principal/nurse that will be responsible for investigating the situation.

K. Dispensing of non-prescribed, over-the-counter (OTC) medication by employees to students erred by the corporation is prohibited. Where investigation confirms such allegations, prompt corrective action shall be taken up to and including dismissal.

Emergency Medication

IC 20-8.1-5.1-7.5

(a) Discipline rules adopted under section 7 of this chapter must provide that a student with a disease or medical condition may possess and self-administer medication for the chronic disease or medical condition during the times and in the places set forth under this chapter if the following conditions are met:

1. The student's parent has filed an authorization with the student's principal for the student to possess and self-administer the medication. The authorization must include the statement described in subdivision 2.
2. A physician states in writing that:
   A. the student has an acute or chronic disease or medical condition for which the physician has prescribed medication; and

B. the student has been instructed in how to self-administer the medication; and
C. the nature of the disease or medical condition requires emergency administration of the medication.

(b) The authorization and statement described in subsection (a) must be filed with a student's principal annually.

State of Immunization History

Whenever a child enrolls in a school corporation, the governing body shall require the parents to furnish a written statement of the child's immunization, accompanied by the physician's certificates or other documentations, unless such a written statement and accompanying documents are currently on file with the corporation. NO CHILD shall be permitted to attend school beyond the date of his enrollment without furnishing this written statement. School Board Policy.

AIDS/HIV Infection

HIV is transmitted from an infected person to someone else by sexual contact, blood to blood contact, from an infected mother to her unborn child and by blood transfusions. There is no evidence to support that HIV can be transmitted by "casual contact". There have been no known transmissions in the school setting in Indiana or elsewhere. Therefore restricting the attendance of known persons with AIDS or persons known to be infected with HIV is not an effective method to prevent transmission of the virus, and may violate state and federal law. CJHS complies with Indiana Code (IC) 16-41-9-3. If you have further questions, contact the building principal.

INSURANCE COVERAGE

The Board of School Trustees cannot be held responsible for accidents to students. Parents' insurance coverage needs to be adequate for unexpected accidents and injuries. Parents not having insurance coverage should consider taking out student insurance coverage for such emergencies. The school does provide access to a student insurance program which parents or students may choose to purchase. This is strictly a voluntary program and is regarded as a service to students who feel the need for this type of insurance coverage.

Applications may be secured from the main office. The responsibility for filing claims rests with the student and parent and forms are available in the main office.
STUDENT ACCIDENT INSURANCE - The School Board recognizes the need for insurance coverage for injuries to students caused by accidents occurring in the course of attendance at school and participation in the athletic and extracurricular programs of the schools. Therefore, at the beginning of each school year, the Board shall offer parents the opportunity to participate in group accident insurance at the expense of the parents.

A signed statement of insurance coverage on the part of the student's parents or guardian shall be a prerequisite for student registration in any school activity having a potential for personal injury.

CENTERVILLE JUNIOR/SENIOR HIGH SCHOOL LIBRARY

The school library media program is an important part of the school curriculum. It is a place where students may explore classroom subjects and do independent study. The school library provides a setting where students may develop into lifelong learners. Students are encouraged to develop skills to help them become informed citizens in an educated society.

Library Staff

Media Specialist Mrs. Holly Stiggleman

Check Out

Books are checked out for two weeks.

The Collection

The collection will contain a balanced, wide variety of print and non-print materials that reflect all points of view on current and historical issues. In addition, these resources will be appropriate for a wide range of ability levels and learning styles. The collection will serve the needs of students and staff in both instructional and recreational pursuits. Students and staff are encouraged to request materials for the collection.

Resource Time

SRT students may come five at a time with a pass for 20 minutes. The SRT teacher will sign and time passes when students visit the library. Passes will be left on the check-out counter immediately as the student enters the library. The library staff will stamp and time passes with a special library stamp when students leave the library. Students need to be productive, while in the library. Students will sit in the area designated for SRT students. If SRT students are not productive they will receive a warning the first time, a detention the second time, and the third time they will lose library privileges for the semester. Students who have lost library privileges may still use the library before school, after school, and during lunch.

Overdue Notice

Overdue notices will be emailed periodically during the school year. Students are expected to return their materials in a timely fashion. Seniors must have all debts paid before graduation (lost books, chargers, damages to their laptop, etc.)

Library Orientation

Library instruction and orientation are given to seventh-grade students regarding library procedures, programs, and expectations. Other classes are taught as requested by teachers or as new programs are purchased.

Computers

The library is the first stop when a student has a computer issue that cannot be resolved in the classroom. If the problem cannot be fixed immediately the student will be issued a loaner computer. Students will be called down to the library when their computer is fixed.

Both the junior and senior high libraries are combined, and we serve grades 7-12. The library utilizes the library search program Destiny. Students can access Destiny from home or their school laptop to search for materials through the high school web page. The library has approximately 13,000 books and subscribes to many different magazines.

Library Rules

- Give your pass to the library staff. When you leave the library, please have your pass stamped and signed.

- Everyone must have something to do. Check out books, computer help, read, work on homework, etc.

- Students must sit in front of the circulation desk. The seating in the back of the library is reserved for tutoring and/or counseling.

- It is a privilege to visit the library. Do not lose that privilege.

- Students are always welcome to email Mrs. Stiggleman with questions, book requests, etc.

- Homeroom is NOT the time to take AR tests or get books. Homeroom is for computer help. The only exception is if you do not have SRT. See Mrs. Stiggleman with questions.

Area Libraries
Centerville Public Library
Hours
Monday- 10-6
Tuesday-10-6
Wednesday-10-6
Thursday- 10-6
Friday- 10-5
Saturday- 10-2
Sunday- Closed

Morrison-Reeves
Hours
Monday-9:30-8:00
Tuesday-9:30-8:00
Wednesday-9:30-8:00
Thursday- 9:30-8:00
Friday-9:30-6:00
Saturday-9:30-4:00
Sunday- Closed

NON-CERTIFIED STAFF

SUBSTITUTE TEACHERS

Our school is fortunate in having capable people to help us whenever regular teachers are ill or are attending conferences. A substitute teacher is an important visitor whose impressions of our school will be carried into the community. Let us be certain that these are good impressions by being polite, helpful, and considerate as you would be to your regular teacher. As a rule, if a student fails to cooperate with the substitute teacher, the penalty will be doubled for misconduct.

TEACHER AND PARAPROFESSIONAL QUALIFICATIONS

Each school will provide, at the parents' request, information regarding the professional qualifications for your child's classroom teacher, including (a) the teacher's licensing criteria for the grade level or subject area in which the teacher is providing instruction; (b) whether the teacher is teaching under an emergency or provisional permit in the State of Indiana; (c) the most recent baccalaureate degree major of your child's teacher and the field of discipline of that degree. In addition, each school will provide, upon parents' request, the qualifications of any paraprofessional who works with your child.

AUTHORITY OF ADULT SCHOOL EMPLOYEES

All of the adult employees of the Centerville Junior High School have certain responsibilities to the school; and in order to carry out these responsibilities, they have certain authority to correct students when the need arises. If any student is corrected by an adult employee, whether the employee is faculty, clerical, cafeteria, custodial, or bus driver, the student is expected to accept such direction. In the event that a student fails to meet these expectations, the discipline given will be doubled, e.g. one detention increased to two detentions, etc.

ONE TO ONE LEARNING

Beginning with the 2013-14 school year, students in grades 7-12 were introduced to a one to one learning program. Students will be issued a Lenovo laptop. With pedagogical change, technology will significantly increase student engagement and help prepare our students for the 21st Century workforce and global economy. All students and parents must read and sign off on the two forms concerning using the internet and the laptop. The forms must be signed before devices will be issued.
Student Technology Responsible Use Policy
Student/Parent Laptop Agreement Form

The use of technology tools is becoming an integral part of classroom instruction at Centerville-Abington Community Schools. Therefore publication of a student's work, which may include his or her picture, first name, and student projects will be taking place. Teachers, who establish a web page, may publish student work for others to view. Publication may be generated through any technology tool used in the classroom including computers, video recording and sending devices, sound recordings and sending devices, and image projection devices. Publication media may include fliers, school newspapers and newsletters, journals, yearbooks, and web-based products.

If for any reason, a parent or guardian does not want their child's work published on the Internet, a non-consent form is available in the principal's office.

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

ORGANIZED CRIMINAL ACTIVITY

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

DEFINITION

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

(1) Either:
   A) Promotes, sponsors, or assists in; or
   B) Participates in; or
(2) Requires as a condition of membership or continued membership; the commission of a felony or an act that would be a felony if committed by an adult or the offense of battery (IC 35-42-2-1).

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

Reporting

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

Reprisal or retaliation against an individual who reports suspected criminal gang activity.

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

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

1. Shall wear, possess, use, distribute, display or sell any clothing, jewelry, emblem, badge, symbol, sign or other thing which is evidence of membership in or affiliation with any gang.

2. Shall commit any at or omission or use any speech, either verbal or nonverbal (gestures, handshakes, etc.) showing membership in or affiliation in a gang.

3. Shall use any speech or commit any act or omission in furtherance of the interests of any gang or gang activity, including, but not limited to:

   a. Soliciting others for membership in any gangs;
   b. Requesting any person to pay for "protection" or otherwise intimidating or threatening any person;
   c. Committing any illegal act or violation or school district policies;
   d. Inciting another person to act with physical violence upon any other person.

Intervention Procedures

Any of all of the following steps may be taken if a student in any school activity is suspected of or

identified as being a member of a gang, shows interest in joining a gang, initiates or participates in any gang-related activity, or has been approached for recruitment.

- Parents/guardians will be contacted immediately and appropriate intervention initiated.
- The student may be referred to counseling (personal and/or family); the Department of Human Services or other welfare or child care agencies of the respective county; and/or outside agencies or programs for treatment, if use of drugs and/or alcohol is involved.
- Police, Juvenile Court, and other appropriate authorities will be notified in case of violence and/or illegal activities.
- The student may be suspended from school or from a school-sponsored activity.
- Parents and the student will be held liable and financially responsible for any and all forms of vandalism.

Enforcement

In order to prevent the onset of gang-related activity:

- Adherence to the Dress Code, as defined in the Parent/Student Handbook, will be required at all school activities.
- Conduct for all Corporation-sponsored activities on and off school property will be in accord with the Code of Conduct.
- If there is reasonable suspicion of gang involvement, such as possession of weapons or drugs, search and seizure guideline will be followed.
- Parents are to be encouraged to prohibit their children from hosting or attending unsupervised parties or activities.
- Any form of graffiti on Corporation property will be removed immediately.

A. Types of Incidents

1. Incidents of Violent Crime
   Examples: Assault, fighting, or imminent danger.
2. Incidents of Other Illegal Activity
   Examples: Intimidation, extortion, possession of beepers, cellular phones or weapons; arrest or detainment by policy in company of known gang member.
3. Suspicion of Gang Involvement and/or Activity
   Examples: Any manner of grooming, hair style, clothing, jewelry, or other accessories that may indicate membership; use of gang slogans, hand signals, nicknames, etc. indicating affiliation or association; graffiti on school or personal property; reasonable suspicion of the above.

B. Initial Actions

- Immediately contact the Centerville Police Department if the incident is violent or illegal.
- Summon involved student(s) to principal's office.
- Begin documenting the incident in a personal, private file. Be sure to include all available information.
- Student(s) are to remain isolated from the student body until further direction from the principal to prevent escalation.
- Notify parents of allegations.

C. Follow-Up

- If the incident is determined to be gang-related, immediately exercise right to search individual(s) locker and/or desk and/or personal effects for evidence of gang involvement.

- Copies or photographs should be made of any evidence of gang membership or involvement, e.g. symbols, graffiti, etc. Additionally, any suspicious contraband is to be confiscated immediately.
- Implement appropriate disciplinary procedures and/or contact one or more of the following:
  a. Youth Gang Agencies.
  b. Department of Human Services.
  c. Other appropriate personal and/or family counseling services. This referral may be predicated on parent/guardian(s') agreement to a Behavior Contract (see Form 5840B F1) which will specifically outline the conditions for the student's continued attendance at school.

PESTICIDE USE

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

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

2. Provide at least two days' notice of planned pesticide applications to parents and staff members who wish to receive such notice. The notice will include the date of application, general area to be applied, and a telephone number where more information may be obtained.
3. Establish a registry of parents and staff who request (in writing) advance notification of pesticide applications. Send written requests to the Office of the Superintendent of DCSC each school year.
4. Provide an annual notice of the Corporation's pest control policy at the time of student registration in the corporation newsletter, or in the student handbook.
5. Maintain records for two years after any pesticide application.
6. The Assistant to the Superintendent or his designee will be responsible for information concerning pest control.
7 .In case of emergency pesticide applications due to immediate threats to the public health, the Corporation will give written notice as soon as possible

PROCEDURES FOR COMMENTS, COMPLAINTS, and CONCERNS

Procedures for Comments, Complaints, and Concerns About Curriculum

Any parent, guardian, or any individual or group action on behalf of any student enrolled in Centerville-Abington Junior High may present a complaint, comment or concern regarding curriculum, methods of instruction or instructional materials. Since opinions sometime differ regarding the quality and suitability of these matters, school district personnel assume the obligation to observe the following procedures in dealing with public complaints. School district personnel are required to safeguard quality education and academic freedom. The staff shall:

1. Provide materials that will enrich and support the curriculum, taking into consideration the varied interests, abilities, learning styles and maturity levels of the students served.
2. Provide materials that will stimulate growth in factual knowledge, literary appreciation, aesthetic values, and societal standards.
3. Provide materials on various sides of controversial issues so that students may have an opportunity to develop under guidance the practice of critical analysis and make informed judgments in their daily lives.
4. Provide materials representative of the many religious, ethnic, and cultural groups and their contributions to national heritage and the world community.

Therefore, a complainant also is to exercise the same principles of integrity, rationality, and objectivity that the staff have implicitly attempted in the initial selection of curriculum, methods of instruction, and instructional materials.

Informal Complaint Level

The building principal and/or the appropriate staff should listen courteously to verbal comments made about the complaint, comment, or concern. After the matter is voiced, it is to be determined if the complainant is: (a) requesting that an individual student be excused from reading, viewing, hearing, studying, or learning certain specified curriculum, instruction, or materials, or (b) requesting that the material in question be no longer used in the school system. If the parent requests that an individual student be excused, the complainant is to meet with the classroom teacher. The teacher may assign the student a book or other materials for study of approximately equal merit and appropriate to the same or related objectives as the challenged material.

Formal Complaint Level

Proposals or requests to discontinue the school district's use of curriculum, methods of instruction, or instructional material for several or all students may originate with any parent, guardian, or representative for such. All such challenges shall be submitted on the **"Request for Reconsideration of Curriculum, Instruction, or Instructional Materials"** form and directed to the building principal. The formal complaint level requires a fully completed form.

Upon receipt of the form, the building principal will form, convene, and chair an ad hoc committee to study the challenge. The committee membership should include:

1. The principal of the school involved or his/her designee,
2. The Librarian.
3. The head of the specific department for secondary schools; a curriculum coordinator for the junior high school,
4. Two teachers of the subject or grade level in which the curriculum, methods of instruction, or materials are used.

The committee will take the following steps:

1. Have the matter in question reviewed by all committee members.
2. Check general acceptance of the curriculum, methods of instruction, and materials in reviews, research, etc.
3. Meet with the complainant to clarify the charges against the curriculum, methods of instruction, or instructional materials.
4. Weigh values and faults against each other and form opinions based on the matter as a whole and not on components or passages pulled out of the entire context.
5. Prepare a report and recommendation.

A copy of the committee's report and recommendations is to be shared with the complainant and the Superintendent. The Superintendent shall then review and rule on the committee's recommendations.

If the complainant is not satisfied with the determination of the Superintendent, he/she may appeal the decision to the Centerville-Abington School Board of Trustees.

Matters Regarding Personnel

Public Complaints and Concerns

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

It is the desire of the Board to rectify any misunderstandings between the public and the Corporation by direct discussions of an informal type among the interested parties. It is only when such informal meetings fail to resolve the differences, shall more formal procedures be employed.

Matters Regarding a Professional Staff Member

A First Level

If it is a matter specifically directed toward a professional staff member, the matter must be addressed, initially, to the concerned staff member who shall discuss it promptly with the complainant and make every effort to provide a reasonable explanation or take appropriate action within his/her authority and Corporation administrative guidelines.

This level does not apply if the matter involves suspected child abuse, substance abuse, or any other serious allegation which may require investigation or inquiry by school officials prior to approaching the professional staff member.

As appropriate, the staff member shall report the matter and whatever action may have been taken to the building administrator.

B. Second Level

If the matter cannot be satisfactorily resolved at the First Level, it shall be discussed by the complainant
With the staff member's supervisor.

C. Third Level

If a satisfactory solution is not achieved by discussion, with the supervisor, a written request for a Conference shall be submitted to the Superintendent. This request should include:

1. the specific nature of the complaint and a brief statement of the facts giving rise to it:

2. the respect in which it is alleged that the complainant (or child of the complainant) has been affected adversely;
3. the action which the complainant wishes taken and the reasons why it is felt that such action be taken. Should the matter be resolved in conference with the Superintendent, the Board may be advised of the resolution

D. Fourth Level

Should the matter not be resolved, or if it is one beyond the Superintendent's authority and requires a Board decision or action, the complainant shall request, in writing, a hearing by the Board. The Board, after reviewing all material relating to the case, shall provide the complainant with its written decision.

The complainant shall be advised, in writing, of the Board's decision, no more than thirty (30) business days following the hearing. The Board's decision on the matter will be final, and it will not deal with other complainants on the same issue.

Matters Regarding an Administrative Staff Member

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

Matters Regarding Policies

If the matter relates to policies of the school corporation, it should be addressed initially to the Superintendent as outlined in Step C above. Step D above is to be followed if the complaint or concern is not resolved in Step C.

Matters Regarding Corporation Services or Operations

If the matter relates to a matter of school corporation procedure or operation, it initially should be addressed to the director or supervisor of the program and then brought, in turn, to higher levels of authority in the manner prescribed in "Matters Regarding Personnel".

Matters Regarding Extracurricular Activities-Discipline or other Misunderstandings:

When misunderstandings arise between students and teachers or extracurricular sponsor or coaches, the following grievance process is available to all students to resolve the problem.

1. When feasible, the student should meet with the teacher, sponsor, or coach to discuss the issue.
2. If the initial meeting does not resolve the situation, the parent or guardian may confer with the teacher, sponsor, or coach involved.
3. If still unresolved, the matter should be referred to the principal.
4. In extreme situations, unresolved issues may be referred to the Superintendent of schools, and ultimately, the School Board.

SCHOOL SPONSORED PUBLICATIONS and PRODUCTIONS

Centerville-Abington Junior High School in compliance with Board policy may sponsor students publications and productions as means by which students learn, under adult direction, the rights and responsibilities of public expression in a free society.

For purposes of this policy, "publications" shall include any audio, visual, or written materials such as tapes, banners, films, pamphlets, notices, newspapers, books, or other like materials. "Productions" shall include theatrical performances as well as impromptu dramatic presentations.

Such publications and productions also play a vital role in the school program by:
interpreting students and the school to the community;

A. interpreting students and the school to the community.
B. serving as a public relations media;
C. developing skills in communication via the mass media;
D. developing acceptable methods for preserving the constitutional provision of free speech.

In sponsoring a student publication or production, CJHS is mindful of the fact that it could be available to any student attending this school, and must, therefore, generally be suitable for all students.

Issues on which opposing points of view have been promulgated by responsible opinion may be Introduced in a school-sponsored publication provided equal opportunity is given to present each view and provided further that the material generally is acceptable to this community. Advertising is permitted in school newspapers, yearbooks, programs, etc. which are published by student organizations. Permission should be given by the publication advisor.

CJHS reserves the right to designate and prohibit the publications or productions which are not protected by the right of free expression because they violate the rights of others. Such un-protected materials are those which:

A. are greatly prejudicial to an ethnic, religious, racial, or other delineated group;
B. libel any specific person or persons;
C. seek to establish the supremacy of a particular religious denomination, sect, or point of view over any other religious denomination, sect, or point of view;
D. advocate the use or advertise the availability of any substance or material which may reasonably be believed to:
    1. Constitute a direct and substantial danger to the health of students;
    2. Contain obscenity or material otherwise deemed to be harmful to impressionable students who may receive them;
    3. Incite violence, advocate the use of force, or urge the violation of law or school regulations.

CJHS also prohibits publications and productions which:

A. fail to identify the student or organization responsible for distribution;
B. solicit funds for non-school organizations or institutions when such solicitations have not been approved by the Board;
C. Promote, favor, or oppose any candidate for election to the Board or the adoption of any bond issue, proposal, or question submitted at any election.

The decision as whether or not something is published or produced shall be made by the advisor with appeal to the principal and superintendent.

STUDENT SURVEYS

IC 20.10.1-4-15 in general states:

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

(1) political affiliations;
(2) religious beliefs or practices;
(3) mental or psychological conditions that may embarrass the student or the student's family;
(4) sexual behavior or attitudes;
(5) illegal, antisocial, self-incriminating, or demeaning behavior;
(6) critical appraisals of other individuals with whom the student has a close family relationship;
(7) legally recognized privileged or confidential relationships, including a relationship with a lawyer, minister, or physician; or
(8) income (except as required by law to determine eligibility for participation in a program or for receiving financial assistance under a program);

A parental consent form for such a survey shall accurately reflect the contents and nature of the survey.

In the event parents have questions or concerns regarding the above, they should contact Principal Jason Talbot, 855-5113.