

ADAMS CENTRAL ELEMENTARY

IT'S A GREAT DAY TO BE A JET!



2026-2027
www.accs.k12.in.us



Home of the Flying Jets

Adams Central Community Schools

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School Attorney, Mrs. Audra Snyder

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Corporation Treasurer, Mrs. Dawn Cook
Deputy Treasurer, Mrs. Melissa Arner

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Middle School Principal, Benjamin McIntosh
Middle-High Assistant Principal, Graham McAllister
Elementary School Principal, Mary McCullough
Elementary Assistant Principal, Chris Reilly

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Title 1 Director, Mrs. Abby DeRoo
Instructional Coach, Mrs. Mindy Dubach
Guidance Counselor, Mrs. Sarah Rhymer
School Social Worker/Guidance Counselor, Mrs. Megan Ross-Espinosa

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ACADEMIC YEAR CORPORATION CALENDAR



2026 - 2027 SCHOOL CALENDAR

BOARD APPROVED 12/9/2025

AUGUST 2026						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					
SEPTEMBER 2026						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			
OCTOBER 2026						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31
NOVEMBER 2026						
S	M	T	W	T	F	S
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8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					
DECEMBER 2026						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

SEMESTER 1 DAYS 85
SEMESTER 2 DAYS 95
TOTAL DAYS 180

AUG 10	STAFF DAY (Full Day)
AUG 11	FLEX WAIVER DAY - STAFF ONLY
AUG 12	FIRST STUDENT DAY
SEP 7	LABOR DAY - NO SCHOOL
OCT 9	END OF QUARTER 1
OCT 13 & 15	PARENT-TEACHER CONFERENCES
OCT 19-23	FALL BREAK
NOV 12	FLEX WAIVER DAY - STAFF ONLY
NOV 25	POSSIBLE MAKE-UP DAY
NOV 25-27	THANKSGIVING BREAK
DEC 18	END OF QUARTER 2/SEMSESTER 1
DEC 21-22	POSSIBLE MAKE-UP DAYS
DEC 21-JAN 1	WINTER BREAK
FEB 15	FLEX WAIVER DAY - STAFF ONLY
MAR 1	POSSIBLE MAKE-UP DAY (NO SCHOOL)
MAR 5	END OF QUARTER 3
MAR 19-26	SPRING BREAK
APR 14	FLEX WAIVER DAY - STAFF ONLY
MAY 25	LAST STUDENT DAY END OF QUARTER 4/SEMSESTER 2
MAY 26	STAFF DAY
MAY 31	MEMORIAL DAY
JUNE 6	GRADUATION

Days may be added to the end of the school year to make-up for lost days due to inclement weather.

JANUARY 2027						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						
FEBRUARY 2027						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28						
MARCH 2027						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			
APRIL 2027						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	
MAY 2027						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					
JUNE 2027						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12

CALENDAR IS SUBJECT TO CHANGE BY THE SCHOOL BOARD

INTRODUCTION

SCHOOL SONG

Fight on Central! Fight on Central! On to victory. Take the ball right down the field boys/girls, win for old A.C. Fight for honor, fame and glory. Show our colors true. Fight, fight on Central Jets, we're proud of you. Go! Go! Go Jets! Fight! Fight! Fight Jets! Go! Fight! Win you Jets!

PARENTAL INVOLVEMENT

SECTION 9015

Recognizing and respecting the diversity of family structure, Adams Central Community Schools believe that all parents and families have an indispensable role in the education of their children. Adams Central knows that the most accurate predictor of student achievement in school is the extent to which parents and families create home environments that encourage learning, express high expectations for their children, and become involved in their children's education at school and in the community.

Adams Central believes that parents and families most effectively meet these responsibilities by providing helpful information and skills to empower them to work with their children and include all parents and families as partners and collaborators throughout the educational process.

Adams Central is committed to forging partnerships for the purpose of establishing good working relationships with parents and families to improve student outcomes, strengthen school learning environments, and promote positive community relations.

ADAMS CENTRAL ELEMENTARY MISSION STATEMENT

Mission: Empowering ALL students to be tomorrow's leaders.

Goal: To inspire and empower all students to become leaders through productive citizenship, collaborative communication, resilient problem solving, and engaged learning.

ADAMS CENTRAL ELEMENTARY SCHOOL BEHAVIOR EXPECTATIONS

1. **Jets Work Hard-** We employ a strong work ethic.
2. **Exercise Self-Control-** We set goals and meet expectations.
3. **Treat others and Things with Respect-** We act with integrity and kindness.
4. **Safety First-** We keep our school clean and safe.

EMERGENCY SCHOOL CLOSING AND DELAY COMMUNICATION

Occasionally, it may be necessary to close school when emergency situations arise, such as extreme weather conditions. School closings and delays will be announced on radio stations WZBD, Decatur, WQHK, WMEE, WOWO, and WBCL, Fort Wayne and will also be recorded on the voice mail system at the school and on the School App.

AHERA ANNUAL NOTICE

In accordance with the US EPA's AHERA Standard (ref: 40 CFR 763.80), all information concerning asbestos-containing materials in the schools of Adams Central Community Schools is available for review and copying by students, staff, and guardians during normal business hours.

ARRIVAL & DISMISSAL

Student Hours

Monday, Tuesday, Thursday, & Friday	8:00 a.m. – 2:55 p.m.
Wednesday	8:30 a.m. – 2:55 p.m.
2-Hour Delay	10:00 a.m. – 2:55 p.m.
3-Hour Delay	11:00 a.m. – 2:55 p.m.

Arrival

Students may arrive at 7:30 a.m. and go to the cafeteria for breakfast or wait in the foyer near the elementary office until 7:45a.m., when they are dismissed to a supervised classroom.

If your child walks or comes by car, please time his/her arrival to be **no earlier than 7:30 a.m. on Monday, Tuesday, Thursday, and Friday** so that he/she can be supervised. The arrival time on **Wednesday should be no earlier than 8:00 a.m.**

Students arriving before 7:30 a.m. must attend Latchkey. Families will be billed according to the Latchkey program fees.

Students arriving after 8:00 a.m. (M, T, Th, F) and 8:30 a.m. (W) must check in at the Elementary Office to receive a pass before going to their classroom. A parent/guardian must sign the student in at the Elementary office.

Students arriving with Middle/High School siblings must remain with their siblings until 7:45 AM.

Bicycle Riders

Students who transport themselves to school on a bicycle will walk their bicycle when on occupied sidewalks and will park them at the S-3 doors (Central Office) for the day. Adams Central Community Schools is not responsible for any lost or damaged bicycles while stored during the school day.

Early Dismissal Due to Inclement Weather

Make sure that your child and his/her teacher know what plan will be followed for supervision should an early school dismissal be called due to inclement weather, etc.

ATHLETICS & AFTER SCHOOL ACTIVITIES

All-Sport Pass

\$45.00 Student
\$80.00 Adult
\$35.00 Senior Citizen
\$250.00 Family Pass

An All-Sport pass admits students in grades K-5 to all athletic events listed on the regular schedule. An All-Sport pass **does not** admit a student to tournaments. All-Sport passes can be purchased in the athletic office.

Conduct at Sporting Events

Children should remain in their seats with the exception of intermission, half-time, and between games. There shall be no playing under the bleachers at any sporting event. It is the responsibility of the parent and child(ren) to follow these guidelines at all school events.

ACCS ATTENDANCE POLICY

A direct relationship exists between success in school and attendance. To ensure that students are in regular attendance, Indiana school law and ACCS board policy require that all students attend daily unless they are officially excused. Good attendance is a shared responsibility of students, parents and school staff. Attendance expectations are as follows:

Student Responsibility

It is the student's responsibility to be in school and in his or her assigned area. All personal appointments and obligations should be planned for times outside the instructional school day.

Parental Responsibility

It is the parent's responsibility to:

1. Call the school to report the child's absence by 9:00 a.m. the day of the absence. The parent need not call when the absence has been pre-arranged and approved by school officials.
2. Send appropriate verification with the child for school attendance records the day of the child's return following the absence, such as a doctor's verification or parental note.

Note: If no parental note or call is received, the absence will be "unexcused."

School Responsibility - Parental Notification

If a parent has not called the school by 9:00 a.m., ACCS personnel will make a “reasonable attempt” to call the parent that day to document the absence and to assure each child’s safety. (This notification cannot always occur as time constraints and non-working telephone numbers may prevent verification.)

It is the school’s responsibility to:

1. Notify parents as absences are accrued throughout the school year.
2. Contact parents to inform them that the Department of Children and Family Services and Adams County Prosecutor’s Office have been notified when *chronic absenteeism* (absent from school for 18 days per school year for any reason) or *habitual truancy* (absent 10 days per school year without being excused or without parent contact) cannot be effectively resolved.

CLASSIFICATION OF ABSENCES

Full Day Absence

No school attendance on a scheduled school day.

One Half Day Absence

School attendance of less than 3 ½ hours on a scheduled school day.

Verified Absences

For definition purposes, a verified absence is an absence that has been reported to the school in the following manner:

- A phone call should be made to the school by a parent or guardian before 9:00 A.M. on the day of the absence. Failure to report an absence by 2:00 P.M. on the day following will result in the absence being recorded as unexcused. If the student is in school the following day without verbal or written verification of the absence, he/she may be considered truant for the previous day(s). Phone calls should be made *each day* during an extended illness unless otherwise arranged with the Principal. Parents who find it necessary to call before regular business hours (7:30 A.M. – 3:30 P.M.) may leave a message concerning the absence.
- Written verification of all medical absences is required and will be kept on file. Upon returning to school following a medical absence, the student must provide the Office with verification of absence the day the student returns. The verification statement must be from a physician, or an appropriate official, and must include the dates of the absence.

TYPES OF ABSENCES

ACCS is held to high attendance standards by the State of Indiana. Attendance is factored into our School Accountability grade and mandated by the State of Indiana for students to less than 18 total absences, and fewer than 10 unexcused absences.

Indiana Code and ACCS support 3 types of absences exempt, excused and unexcused. Students who have reached eight (8) excused days (64 periods) for the school year will have reached the allowed number of absences that ACCS students may miss in the school year without required support and without required verification. If a physician has completed a Certificate of Incapacity (chronic illness form and/or extended illness) that verifies the student should not be in school attendance, students may be provided alternative required support. *Please note, that unexcused absences will result in additional required supports (see below).*

Our policy is set up to support families in having excellent attendance and supporting students and to avoid consequences of chronic absenteeism and habitual truancy as outlined in Indiana Code.

Exempt Absences (Counted as Present)

These absences are considered to be exempt by state law. Students must not be marked absent, are allowed to make-up classroom work, and will receive an opportunity to earn classroom participation credit. These absences do not count toward the Limited Absence Policy.

- Service as a page/honoree of the Indiana General Assembly (IC 20-33-2-14)
- Service on precinct election board/political candidates/parties (IC 20-33-2-15)
- Witness in judicial proceeding (IC 20-33-2-16)
- Duty with the National Guard (IC 20-33-2-17)
- Duty with the Indiana wing of the civil air patrol (IC 20-33-2-17.2)
- Educationally related non-classroom activity (IC 20-33-2-17.5)
- Student or a member of the student's household participates or exhibits in the Indiana State Fair for educational purposes, as evidenced in writing by the student's parent and as approved by the student's school principal (max 5 days). (IC 20-33-2-17.7)

Excused Absences

Absences that occur with parental knowledge and the school's approval, throughout the entire school year. Students will be expected to make-up classroom work.

- Personal illness;
- Medical appointments;
- Serious illness in the immediate family;
- Death in the family;
- Other absences as approved *in advance* by the school principal, within the 8 excused absences.
- Parent to produce certificate of child's incapacity on demand (IC 20-33-2-18)
- Public school children; religious instruction (IC 20-33-2-19)
- Placement in a hospital or other juvenile facility which provides instruction
- Homebound instruction

*****Principals will require verification after the 8th excused absence for any subsequent absences.*****

Unexcused Absences (Arrival after 9:30)

Any absence that is not exempt or excused with arrival time after 9:30 AM and no parent contact made prior to that time will result in disciplinary action as well as any absence of a school day without a parent/guardian calling in to let the school know why the student is absent.

Students will be expected to make-up classroom work. These absences count toward the Limited Absence Policy.

Examples of unexcused absences are as follows, but are not limited to:

- Failure to provide a note or parent phone call within 24-hours of prior absence
- Vacation days (A Prearranged Absence Request form should be submitted five days prior and cannot interfere with district-wide or state testing)– Please note that pre-arranged absences beyond the allowed 8 days will still be considered Unexcused Absences.
- Car breakdown/repair
- Oversleeping/alarm didn't go off
- Any absence which is not exempt or excused with proper documentation after 8 excused absences

REQUIRED SUPPORTS FOR UNEXCUSED ABSENCES TO SCHOOL

2nd Unexcused Absence- Letter to Parents

3rd/4th Unex. Absence- Parent Contact

5th Unex. Absence- PowerSchool Log, Family Meeting

6th Unex. Absence- PowerSchool Log, SRO and Admin Meeting, Prosecutor Contacted

7th Unex. Absence- Report filed with Prosecutor's Office

8th Unex. Absence- SRO and Admin Meeting

9th Unex. Absence- SRO and Admin Meeting

10th Unex. Absence- DCS report filed

ATTENDANCE LETTERS

Letters will be sent home after the following absences:

Habitual Truancy (unexcused absences)	Chronic Absenteeism 18+ Absences (excused/unexcused)
● 2 Unexcused (Notification) ● 6 Unexcused (Notification to Prosecutor and Family, SRO Visit) ● 8 Unexcused (Notification) ● 10 Unexcused (DCS report made)	● 6 Absences (Notification) ● 8 Absences (Notification) ● 10 Absences (Notification) ● 15 Absences (Parent Meeting) ● 18 Absences (Prosecutor and DCS Report Filed)

*****After the 7th unexcused absence a report will be filed with the Prosecutor's Office; after the 10th unexcused absence (*habitual truancy*) a DCS Report will be filed.*****

*****After the 18th excused/unexcused absence (*chronic absenteeism*) a report will be filed with the Prosecutor and a DCS Report will be filed.*****

MAKE-UP WORK/REQUESTING HOMEWORK

Assignments and tests missed due to absences must be completed. Students in grades K-5 are responsible to request assignments upon returning to school. Make-up work is to be completed in a length of time equal to the number of days absent, plus one. Assignments made prior to the student's absence are due as scheduled. Examples include the following: Scheduled exams and projects unless specific related instruction was missed during the students' absence. Parents must call the office before 9:00 a.m. to request homework assignments once a student has missed more than one day of school. If at all possible, please get missed assignments from Schoology on the Adams Central Website at <http://www.accs.k12.in.us/jets>.

TARDY TO SCHOOL

(PER SEMESTER) (STUDENT ARRIVES BETWEEN 8:01AM- 9:29AM)

If a student arrives after the start of the school day they must sign in at the office. The time will be documented and it may be considered an unexcused absence (circumstances may vary; see Unexcused Absence policy above). If it is not considered an unexcused absence, it may be considered a tardy and documented as such on the student's attendance record.

Corrective Action for tardiness to school per semester:

Tardies 1 through 3- No Follow Up

Fourth Tardy - Parent Contact

Fifth Tardy - Parent Contact

Sixth Tardy - Marked as one (1) day unexcused absence, Parent Letter

*Following the 6th Tardy to School, every third Tardy is considered an unexcused absence and a Parent Letter will be sent.

Twelfth Tardy-Notification to Prosecutor and DCS

Exceptions: Students will not be counted tardy due to a late school bus or having an early doctor/dental appointment verified by a statement presented to the attendance secretary upon arrival to school. Students late to class from breakfast will not be counted tardy to school but may face corrective action based on the teacher's classroom rules. **Parents and students are reminded that because bus service is provided for students, problems such as, but not limited to, missing bus, oversleeping, car trouble and problems related to driving are not excuses for tardiness.*

NONCOMPLIANCE OF REQUIRED CONSEQUENCES

If students/parents do not comply with stated required supports that are written in the handbook, then the next level of support will be implemented until the situation is resolved. For example, if a student does not attend the required After School Study Table session within a reasonable amount of time, they will be assigned up to two additional study tables. Subsequent failure to comply with consequences may result in an SRO visit or DCS report.

TRUANCY

Unexcused absences will be considered truancy if proper notification is not received within one hour after the start of school on the next day school is in session following an absence. A child who is designated a

habitual truant is defined as “a student who is chronically absent, by having unexcused absences from school for more than ten (10) days in 1 school year.” (IC 20-33-2-11; as hereinafter amended).

HABITUAL ABSENCE (TRUANCY)

Under I.C. 20-33-2-25, the “Superintendent or an attendance officer having jurisdiction shall report a child who is habitually absent from school in violation of this chapter to an intake officer of the juvenile court or the department of child services. The intake officer or the department of child services shall proceed in accord with IC 31-30- through IC30-40.”

EXTENDED ILLNESS

To qualify for the extended illness policy, a student must meet one or more of the following guidelines:

1. In-patient or outpatient hospital treatment
2. Infectious illness or disease, which by Indiana State Board of Health regulations requires exclusion from school.
3. Other long-term illness or injury that results in being under a physician’s care for three or more consecutive days.

If one of these guidelines is met, the student must present a signed document from the physician’s office with their letterhead confirming the dates of illness and justifying the request.

VIRTUAL ATTENDANCE

In the event of school cancellation and virtual learning day, students are expected to log-in to Schoology and complete their work. Students without Internet access are to call in to school and leave a message stating that they are unable to log-in to Schoology. Students are expected to complete all virtual learning assignments by the due date given to them by their individual class teachers. Failure to do so will result in an unexcused absence.

CUTTING CLASS

Failure to report to class or assigned area without an approved excuse. Students are expected to be in their assigned area unless excused by a school official. Cutting class will be addressed as a disciplinary issue.

LEAVING SCHOOL GROUNDS WITHOUT PERMISSION

Students are to remain on school grounds unless permission to leave is granted by a school administrator. Leaving school grounds without permission will be addressed as a disciplinary issue.

ABSENCES AND EXTRACURRICULAR PARTICIPATION

If students are absent because of illness on the day of a scheduled extracurricular activity, they will not be allowed to participate in that scheduled activity. If students are going to be certified as “eligible to participate” in the described extracurricular activity, they must be counted present at school at least one-half day. One-half day is defined as being present at least 3 ½ hours during the day.

If students are absent from school on the last scheduled day of classes for the week and the activity is scheduled on the weekend or the activity is scheduled on a day other than the last scheduled day of classes for the week, they may be considered eligible for participation at the discretion of the coach or sponsor.

PRE-ARRANGED ABSENCES

Pre-Arranged Absence Requests (*may be excused*)- ACCS recognizes that in rare circumstances a student is needed at home or a family vacation can only be scheduled during the school year. The designated administrator will consider such parental requests as follows:

- A. Students are expected to be with his or her parents unless an exception is approved by the principal.
- B. The request is made on the proper form at least five (5) days prior to the requested days
- C. The principal will review all requests and make a determination of whether or not the absence is excused and/or required supports will be implement based upon:
 - Student's attendance record (must *maintain* a minimum 95% attendance rate),
 - Days must not conflict with district-wide and state achievement testing dates,
 - Other factors at the discretion of the principal in consultation with the Superintendent.
- D. Any days requested beyond the initial 8 excused absences will be considered unexcused absences.

SIGN OUT / SIGN IN SHEET

Any time a student has a note to leave the building for any reason, the student must have permission from the principal or designee previous to signing out. The sheet is located in the office. Students leaving without permission will be considered truant.

Students reporting to school late or returning after appointments outside of the building must sign in at the office or be considered truant.

TUITION TRANSFERS

If any part of the attendance policy is habitually violated, it will be reviewed by the building level principal and may affect present or future enrollment at Adams Central Community Schools.

Tuition Transfer requests are due annually by June 1.

ATTENDANCE APPEALS

If a parent wishes to explain their child's attendance issues, a meeting may be scheduled with an administrator and guidance counselor.

NOTE: The above guidelines were developed with and based on Indiana's Compulsory Attendance Laws (IC 20-33-2 et seq, as hereinafter amended).

BIRTHDAYS, GIFTS, and CELEBRATIONS

Balloons, Flowers, and Other Gifts Delivered to School

All balloons, flowers, and gifts delivered to the elementary office will be held there until the end of the school day. Students will be contacted to pick up items at dismissal. Delivery of these items to the classroom is disruptive to our daily instruction and could be damaged or destroyed unintentionally. Please remember that students riding home on the school bus must be able to hold all objects safely on their laps. For safety reasons, balloons and glass items are not allowed on the bus.

Treats

A common practice among elementary students is to share treats with classmates on or around their birthday. *All treats that are to be shared will need to be "prepackaged" or purchased items.* Students may not be aware of certain ingredients of items prepared at home that may cause a risk of illness or allergic reactions. Prior arrangements should be made with the teacher before sending treats to school.

BREAKFAST & LUNCH

Lunch Room Procedures

The school cafeteria is maintained as a vital part of the health program of the school. To encourage good nutrition, a well-balanced lunch is offered at a reasonable price. Opened food and drinks are not to be taken out of the cafeteria.

The lunchroom management and fellow students will appreciate cooperation in:

1. Depositing all lunch litter in wastebaskets.
2. Returning all trays and utensils to the dishwashing area.
3. Leaving the table and floor in a clean condition for others.
4. Be respectful of people and property in the lunch room.

All students are to eat all food and drink items they bring as "sack" lunches in the cafeteria.

Adult Lunch Visitors

Parents/guardians and other approved adult visitors are welcome to join their child(ren) for lunch. Adult visitors may eat only with their own child(ren) and must remain seated in the designated expansion area of the cafeteria. To ensure appropriate student supervision and maintain a safe lunch environment, peers and friends may not join the lunch visit.

Adult lunch visits conclude at the end of the student's lunch period. Adult visitors may not accompany students to recess and are asked to sign out through the Elementary Office before leaving the building.

Breakfast

The breakfast program is offered to all K-12 students. The serving times are from 7:30-7:55 a.m. on Monday, Tuesday, Thursday, and Friday and from 8:00-8:25 a.m. on Wednesday. **Breakfast will not be served in the mornings when school is delayed for weather.**

Fees: Breakfast and Lunch

When sending lunch money with your child, please write on the outside of the envelope your child's Meal Time ID #, your child's name, and the dollar amount that is included. To pay for more than one child with one payment, write each student's ID #, name, and \$ amount to be applied to each account on the outside of the envelope.

<u>Breakfast</u>	
PreK-5.....	\$1.60 per day
PreK-5 Reduced.....	\$0.30 per day
<u>Lunch</u>	
PreK-5.....	\$2.35 per day
PreK-5 Reduced....	\$0.40 per day
Adults	\$3.75 per day

Parents, grandparents, relatives, etc. are welcome to have lunch with their elementary students. We ask that you first sign in at the office and wear a visitor badge. Please inform the classroom teacher of your intention to attend lunch prior to your visit. Lunch visitors will wait in the cafetorium for their students to arrive. Lunch fees will be paid to the cashier in the cafeteria line. Guests are asked to sit in the south area of the cafeteria with their student(s).

LUNCH SCHEDULES

	Lunch	Recess
PreK	10:50-11:10	11:10-11:35
KDG	11:00-11:20	11:20-11:45
1st	10:55-11:15	11:15-11:40
2nd	11:30-11:50	11:50-12:15
3rd	11:05-11:15	11:25-11:50
4th	11:35-11:55	11:55-12:20
5th	11:20-11:40	11:40-12:05

BULLYING

REF: I.C. 5-2-10.1, 20-20-8-8, 20-30-5-5.5, 20-33-8-0.2, 20-33-8-13.5, 20-34-6-1

1. This rule applies when a student is:
 - A. On school grounds immediately before or during school hours, immediately after school hours or at any other time when the school is being used by a school group (including summer school)
 - B. Off school grounds at a school activity, function, or event;
 - C. Traveling to or from school or a school activity, function, or event; or
 - D. Using property or equipment provided by the school.

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

1. Parents or students who suspect that acts of bullying are taking place should report the matter to the school principal or designee. School personnel shall investigate all reports of bullying.
2. A student or group of students who have committed acts of bullying shall be disciplined and/or referred to law enforcement. Discipline may include, but is not limited to, counseling, suspension or expulsion.
3. An individual who has been found to be the victim of an act of bullying shall receive support from the school corporation including appropriate intervention(s), restoration of a positive climate, and support for victims and others impacted by the bullying.
4. Educational outreach and training will be provided to school personnel, parents, and students concerning the identification, prevention, and intervention in bullying.
5. 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.

"Bullying"

Bullying as defined in State law means overt, unwanted, repeated acts or gestures, including verbal or written communications or images transmitted in any manner (including digitally or electronically), physical acts committed, aggression, or any other behaviors committed by a student or group of students against another student with the intent to harass, ridicule, humiliate, intimidate, or harm the other student and create for the targeted student an objectively hostile school environment that:

- A. places the targeted student in reasonable fear of harm to the targeted student's person or property;
- B. has a substantially detrimental effect on the targeted student's physical or mental health;
- C. has the effect of substantially interfering with the targeted student's academic performance; or
- D. 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.

**To report a bullying incident, you can go to the school's web site accs.k12.in.us, select 'Students & Parents-Adams Central Elementary-Report a Bullying Incident'
If you do not have access to the internet, you can contact the office for a report form.**

CELL PHONES/PERSONAL COMMUNICATION DEVICES

Personal Communication Devices

(PCD): To include

- Cellphones
- smartphones
- smart watches with communication functionality
- personal tablets/computers,
- handheld gaming devices, etc.

The School Board believes that attendance at school should occupy a student's full attention and that the educational process should be safe and free from distraction and disruption.

- Students' cell phones/PCDs must be stored in their lockers (or bookbags/cubbies for grades without lockers) during the school day (8:00AM-3:00PM).
- Students are not permitted to use PCDs during the school day.

- If a student needs to use their devices during class time, they can get permission from their teacher to go to the office and use their device.
 - Violations of this policy will be dealt with as outlined in section 2-a of the ACCS discipline policy.
- Personal communication devices (PCDs) as used in this policy are defined in Bylaw 0100 Definitions.

Students are prohibited from using a PCD during instructional time except that:

- A. a student may use a PCD to manage the student's health care or in the event of an emergency; or
- B. a student may use a PCD if the use of a PCD is included in the student's individualized education program or Section 504 plan.

1. Students otherwise are permitted to use PCDs in school, before and after school hours, on School Corporation property, during after-school activities (e.g., extra-curricular activities), and at school-related functions as long as they do not create a distraction, disruption or otherwise interfere with the educational environment. Use of a PCD on Corporation property that results in a distraction, disruption or otherwise interferes with the educational environment shall not be tolerated and may result in the loss of use of the PCD while on Corporation property.

2. Students may use PCDs while riding to and from school on a Corporation bus or other Corporation vehicle, or on a Corporation bus or other Corporation vehicle during schoolsponsored activities. Distracting behavior that creates an unsafe environment shall not be tolerated and may result in the loss of use of the PCD while on a Corporation bus or other Corporation vehicle.

3. Students are prohibited from using PCDs, including but not limited to those with cameras (i.e., devices that take still or motion pictures, whether in a digital or other format), in any school situation where a reasonable expectation of personal privacy exists. These locations and circumstances include but are not limited to gymnasiums, locker rooms, shower facilities, restrooms/bathrooms, swimming pools, and any other areas where students or others may change clothes or be in any stage of undress. The Superintendent and building principals are authorized to determine other specific locations and situations where use of a PCD is absolutely prohibited. If a student needs to use a PCD to manage the student's health care or in the event of an emergency, the student should go to an area where a reasonable expectation of personal privacy does not exist, except where the emergency prevents the student from leaving the area.

4. Except as authorized by a teacher, administrator or IEP team/case conference committee (CCC) or Section 504 committee, students are prohibited from using PCDs to capture, record and/or transmit the words or sounds (i.e., audio) and/or images (i.e., pictures/video) of any student, staff member or other person in school, before and after school hours, on Corporation property, during after-school activities (e.g., extracurricular activities), and at school-related functions. Using a PCD to capture, record and/or transmit audio and/or pictures/video of an individual without proper consent is considered an invasion of privacy and is not permitted.

5. Students who violate this policy and/or use a PCD to violate the privacy rights of another person may have their PCD confiscated and held until the end of the school day or a parent/guardian picks it up, and/or may be directed to delete the audio and/or picture/video file while the parent/guardian is present. If the violation involves potentially illegal activity, the confiscated-PCD may be turned over to law enforcement.

6. When the use of PCDs is permitted, all PCDs must be placed in silent mode and must be stored out of sight when directed by the administrator or sponsor.
7. When the use of PCDs is prohibited, all PCDs must be powered off completely (i.e., not just placed in vibrate or silent mode) and stored out of sight. Students may not use PCDs to access and/or view Internet websites that otherwise are blocked to students while in school, on Corporation property, or at a school-sponsored activity.
8. Students shall have no expectation of confidentiality with respect to their use of PCDs while at school or on Corporation property, including school buildings, other Corporation facilities, and Corporation buses or other Corporation vehicles.
9. Students shall not use a PCD in any way that reasonably might create in the mind of another person an impression of being threatened, humiliated, harassed, embarrassed or intimidated. See Policy 5517.01 – Bullying and Other Forms of Aggressive Behavior. In particular, students are prohibited from using PCDs to: 1) transmit material that is threatening, obscene, disruptive, or sexually explicit or that can be construed as harassment or disparagement of others based upon their race, color, national origin, sex (including sexual orientation/transgender identity), disability, age, religion, ancestry, or political beliefs; and 2) engage in "sexting" - i.e., sending, receiving, sharing, viewing, or possessing pictures, text messages, e-mails or other materials of a sexual nature in electronic or any other form. Violation of these prohibitions shall result in disciplinary action. Furthermore, such actions shall be reported to local law enforcement and the Indiana Department of Child Services (DCS), as required by law.
10. Students also are prohibited from using a PCD to capture, record, and/or transmit test information or any other information in a manner constituting fraud, theft, cheating, or academic dishonesty. Likewise, students are prohibited from using PCDs to receive such information.
11. Possession of a PCD by a student in school, before and after school hours, is a privilege that may be forfeited by any student who fails to abide by the terms of this policy or otherwise abuses this privilege.
12. Violations of this policy may result in disciplinary action and/or confiscation of the PCD.
13. The building principal also shall refer the matter to local law enforcement or DCS if the violation involves an illegal activity (e.g., child pornography, sexting) or child abuse.
14. Discipline will be imposed on an escalating scale ranging from a warning to an expulsion based on the number of previous violations and/or the nature of or circumstances surrounding a particular violation.
15. If the PCD is confiscated, it will be released/returned to the student's parent/guardian unless the violation involves a potentially unlawful activity, in which case the PCD may be turned over to local law enforcement. A confiscated device will be marked in a removable manner with the student's name and kept in a designated area in the teacher's classroom until the end of class or the end of the school day, as appropriate, for minor violations, or held in a secure location in the building's central office until it is retrieved by the parent/guardian or turned over to local law enforcement. School officials will not search or otherwise tamper with PCDs in Corporation custody unless they reasonably suspect that the search is required to discover evidence of a violation of the law or other school rules.

16. Any search will be conducted in accordance with Policy 5771 – Search and Seizure. If multiple offenses occur, a student may lose his/her privilege to bring a PCD to school for a designated length of time or on a permanent basis.

17. A person who discovers a student using a PCD in violation of this policy is required to report the violation to the building principal, facility administrator, or Superintendent. Students are personally and solely responsible for the care and security of their PCDs. The Board assumes no responsibility for damage to or theft, loss, misuse, or unauthorized use of PCDs brought onto Corporation property

Cell Phone/Device Content and Display

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

2. It is “child exploitation,” a Level 5 felony under I.C. 35-42-4-4(b), for any person/student (1) to exhibit, photograph or create a digitalized image of any incident that includes “sexual conduct” by a child under the age of 18; or (2) to disseminate, exhibit to another person, or offer to disseminate or exhibit, matter that depicts or describes “sexual conduct” by a child under the age of 18.

3. It is “child pornography,” a Level 6 felony under I.C. 35-42-4-4(d), for any person/student to possess a photograph, motion picture, digitalized image, or any pictorial representation that depicts or describes “sexual conduct” by a child who the person knows is less than 18 years of age or who appears less than age 18.

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

5. The Indiana Sex Offender Registration Statute at I.C. 11-8-8-7 and the Sex Offender Registry Offense Statute at I.C. 35-42-4-11, as of May 2009, require persons convicted of or adjudicated as a juvenile delinquent for violating the Child Exploitation Statute at I.C. 35-42-4-4(b) to register as a sex offender.

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

CONTACTING TEACHERS

Adams Central Elementary School believes that communication between parents and teachers are a key component to the education of our students. Please contact the office if you would like to talk with your child’s teacher. The office will transfer your call to the teacher if it is before or after school, or during the teacher’s prep time. During the teacher’s instruction time, the office will transfer your call to the teacher’s voice mail for you to leave a message. Feel free to contact your child’s teacher through email as well. You will find the teachers’ email addresses by going to www.accs.k12.in.us.

*Changes in dismissal plans must be reported to the Elementary Front Office prior to 2:00. If dismissal changes or other transportation updates are communicated to the classroom teacher, they **must also be communicated to the Elementary Office**. Notification to the classroom teacher alone does not constitute official notification.*

DISMISSAL CHANGES

*To ensure the safety of all students, any changes to a student's normal dismissal plan must be communicated to the Elementary Office no later than **2:00 PM**.*

*Parents/guardians may also notify the classroom teacher before this time; however, **notification to the classroom teacher does not replace notification to the Elementary Office. The office must also be contacted by 2:00 PM.***

Requests received after 2:00 PM cannot be guaranteed and may result in the student being dismissed according to their regular dismissal plan.

DELAYS & CLOSINGS

Information is sent out via text message and phone call using the ThrillShare system. Parents may contact Debbie Acord acordd@accs.k12.in.us to ensure that they are registered for calls/texts.

Radio stations: WOWO, WZBD 92.7-FM, and WBCL-FM will announce closing between 6:00 - 6:45 a.m. Information on delays and closings may be obtained by calling 692-6193 where an automated voice mail will give the current information on school delays and closings.

- For two-hour delays Monday - Friday, all kindergarten – 5th grade students will meet from 10:00 a.m. – 2:55 p.m. **Please note – If school is delayed on a Wednesday morning, classes begin at 10:00 a.m.**
- For three-hour delays Monday - Friday, all kindergarten – 5th grade students will meet from 11:00 a.m. – 3:00 p.m.
- Breakfast will not be served on these days.

DIRECTORY INFORMATION / RELEASE OF STUDENT INFORMATION

Most information about Adams Central Community Schools' students cannot be made public without consent of parents or legal guardians. To protect the rights and privacy of students and parents and to comply with federal and state laws and regulations, Adams Central Community Schools has adopted this policy which establishes guidelines concerning student records. Building principals and the Director of Guidance are responsible for the collection, maintenance and dissemination of all student records. This policy identifies who may access student records and explains how records may be requested. Copies of this policy are available in each school's building principal's office for review by any student or parent. Questions concerning student records should be directed to the Guidance Office.

Federal law does permit Adams Central Community Schools to release certain "Directory Information" which means information contained in an education record of a student that would not generally be considered harmful or an invasion of privacy if disclosed.

“Directory Information” includes, but is not limited to, the student’s name, address, and telephone number, parent’s name(s) and their home and work telephone numbers, major field of study, student work for display at the discretion of the teacher (no grade displayed), participation in officially recognized activities and sports, height and weight if a member of an athletic team, dates of attendance, degrees and awards received, motor vehicle description (including license plate number), hair and eye color, gender, date and place of birth, height, weight, grade level, photograph, video tape images not used in a disciplinary manner, quotations and other similar information. “Directory Information” will not be provided to any organization to be used for profit-making purposes.

Before Adams Central Community Schools makes public any “Directory Information,” it will provide, through its annual “Guide to Students and Parents,” annual public notice of categories of information designated as “Directory Information” for a specific school year. For the current-school year, the categories of information listed above will be designated as “Directory Information” which may be released without student or parent consent.

Parents and adult students may refuse to allow Adams Central Community Schools to disclose any or all of such “Directory Information” upon written notification to Adams Central Community Schools within twenty (20) days after receipt of this notice provided in the “Guide to Students and Parents.”

Adams Central Community Schools may disclose “Directory Information” on former students without student or parental consent.

DRESS CODE

Students are expected to wear clothing in such a manner that does not disrupt our educational process. *Clothing with pictures or writing that is vulgar, indecent, violent, drug-alcohol-tobacco related, or otherwise offensive will not be allowed in school.* Neatness, cleanliness, good grooming, and appropriate student dress are the student’s responsibility *with parental guidance.* Students found to be inappropriately clothed will be asked to alter, change, or possibly return home for suitable attire. Also, shoes with wheels will not be allowed during school hours. The elementary school follows Adams Central Community School Code of Student Conduct, Section Two.

Clothing should provide appropriate coverage and maintain standards of modesty and decency suitable for an elementary school.

To promote school spirit, Adams Central Elementary celebrates Jet Fridays by wearing AC apparel and/or red and white. Students are invited to participate.

DISCRIMINATION POLICY / EQUAL OPPORTUNITY

[Board Policy](#)

Adams Central Community Schools is committed to equal opportunity. It is an Equal Opportunity-Affirmative Action Employer and does not discriminate on the basis of age, race, color, creed, gender, national origin, or disability, in any employment opportunity. No person is excluded from participation in, denied the benefits of, or otherwise subjected to unlawful discrimination on such basis under any educational program or student activity.

If you have experienced discrimination in such educational programs or activities, written inquiries about procedures that are available for consideration of complaints affecting such discrimination should be directed first to the building principal.

Any other information concerning the above policies may be obtained by contacting the corporation Superintendent, who is the Title IX Coordinator and the Section 504 Coordinator.

FIELD TRIPS

Occasionally students are bussed from school to neighboring cities to see or experience some exhibit, film, or demonstration considered to have educational value. Students are expected to be on their best behavior and present a positive example of Adams Central Middle/High School students to everyone we meet during a trip.

Field trips are a privilege not a right. Students will not be allowed to participate in field trips if they have excessive discipline problems (ISS, OSS), lunch detentions, after-school detentions, incomplete homework assignments, or overdue library materials. Dress code and all other school policies apply to all field trips.

Students may be permitted to ride to and/or from school-sponsored field trips with a parent, guardian, or approved adult, provided proper documentation has been submitted in advance. Students leaving a field trip with parent, guardian, or approved adults must be signed out with the classroom teacher at the field trip location.

Students may be permitted to ride to and/or from school-sponsored field trips with a parent, guardian, or approved adult, provided the required documentation has been submitted in advance. Students leaving a field trip with a parent, guardian, or approved adult must be signed out with the classroom teacher at the field trip location. Approved adults must be listed as an authorized pickup contact in PowerSchool.

GENERAL HEALTH GUIDELINES

To better ensure the continued health of all students at Adams Central, the following guidelines are for your convenience. If your student presents any of the following, he/she should not attend school.

- Temperature is 100° F or above. The student needs to be fever free, without use of medication for fever, for 24 hours.
- If you question if the student has pink eye, impetigo or ringworm (bacterial or fungus infections), please take the student to the doctor for diagnosis and treatment.
- If the student has diarrhea or vomiting.
- Extreme coughing that is not managed by medication.
- Head lice or scabies

Illness at school:

If the student becomes ill or gets hurt during the school day, the student should see the school nurse.

- If the nurse decides that the student should go home, she will contact a parent or another responsible adult on the contact list.
- The parent/guardian is responsible for picking up the ill/injured student.

Medications:

Adams Central Community Schools does not furnish over the counter medications to students. The following criteria must be met in order to receive medication during school hours.

Over the counter medication: (Tylenol, Motrin, Tums, Midol, cold medications, etc.)

- Medications may be brought in from home and stored in the nurse's clinic with proper written consent from the parent/guardian.

- Medication must be in the original container and kept in the nurse's clinic.
- If the amount of medication that should be given exceeds the recommended dosage on the bottle, a doctor's note must be provided.

Herbal-Vitamin-Dietary Supplements: Will be treated like prescription medication. These supplements may be harmful if consumed incorrectly.

- The school nurse will only administer these medications with written consent by the parent/guardian and a signature with parameters from the student's attending physician.

Emergency Medications:

- Epi-pens, inhalers, diabetes supplies, etc. will be kept in the nurse's clinic.
- If the student is required to keep medication with him/her at all times for self-administration, a form for self-administration needs to be signed by the parent/guardian and physician.

Prescription Medications: Prescription medications that need to be taken during the school day must be kept in the nurse's clinic.

- The medication must be in the original pharmacy container with the student's name, doctor's name, medication name and dosage directions.
- A written consent must be signed by the parent/guardian to administer the prescription during school hours.
- If the medication is to be given long-term, the school nurse will notify the home when the medication is getting low for more medication to be brought into the school.
- If the student is being treated with a controlled substance (Narcotics, Ritalin, Focelin, Adderall) medication, the parent/guardian is responsible for bringing in the medication. These medications are NOT to be sent to school with the child.

Sending Medications Home: No medications will be stored in the nurse's clinic over summer vacation. All medication that is not picked up by the last student day of school, will be destroyed.

- Over the counter medications may be sent home with high school students with the written permission from their parent/guardian or picked up by the parent/guardian.
- No controlled medication (narcotics, Ritalin, Focelin, Adderall, etc.) may be sent home with a student. The parent/guardian needs to pick these medications up themselves. If there is a question please contact the school nurse.

Head Lice:

If your child is found to have head lice during the school day the policy for ACCS is:

- The child's parent/guardian is notified to pick up the student and take home for proper treatment for head lice.
- Written information can be sent home with the student regarding how to treat for head lice on the student and in the home.
- Upon request, friends of the student may be checked for head lice by the school nurse.
- Infested students should be treated at home, using a lice shampoo according to the package instructions or as ordered by the physician.
- The parent/guardian must accompany the student to school the next school day. The parent/guardian must stay at school until the child is re-checked by the school nurse and has found him/her to be free of live lice.
- The student will not be allowed to stay in school if any live lice are found on the student's head.

Immunizations and Testing (Entrance Requirements)

Section 5015

1. All students will be required to meet the state health regulations and standards when enrolling at Adams Central for the first time.
2. The School Nurse, under the direction of the Superintendent, will be responsible and has the authority to make prompt examination and request medical information of all school children.
3. Previous school health records will be secured, and may be used to determine current immunization status of the student.
4. If the child is not in school for any medical reason, at the discretion of the School Nurse or the building principal, a doctor's release will be required as a prerequisite for re-entry into school. The School Nurse may accept telephone verification for the attending physician involved.
5. Every child receiving services for the Adams Central Community School system shall be immunized following recommendations of the Indiana State Department of Health.
6. A child may not be permitted to attend school beyond the first day of school without furnishing an adequately documented statement of the child's immunizations which shall show that the child has received at least the minimum of doses for his/her age as recommended by the Indiana State Department of Health unless:
 - A. The school give the parents of the child a waiver: or
 - B. The local health department or a physician determines that the child's immunization schedule has been delayed due to extreme circumstances and that the required immunizations will not be completed before the first day of school. The waiver referred to above may not be granted for a period that exceeds twenty (20) days. If this section applies, the parent of the child shall furnish the written statement and a time schedule, approved by a physician or the local health department, for the completion of the remainder of the immunizations.

The Superintendent shall be responsible for establishing the necessary procedures and guidelines for inspection and immunization of students and their medical requirements.

Immunization Requirements

Indiana State Board of Health Public Law 103, Acts of 1976 and Public Law 150, Acts of 1980 requires that the following immunization be required of all children enrolled in a school corporation, not only first time enterers. The requirements are as follows:

Children entering the school corporation will have received at least:

- five (5) - doses of DTaP (diphtheria-tetanus-pertussis)
- four (4) - doses of OPV or IPV (polio virus)
- two (2) - doses of MMR (measles, mumps, rubella) vaccine
- three (3) - doses of Hepatitis B vaccine
- two (2) - doses of Varicella (Chicken Pox) or record of chickenpox disease for all students
- two (2) - doses of Hepatitis A for all Kindergarten students

(Immunization Requirements Continued)

If the student has had the chickenpox, a note from the physician needs to state they have a history of the chicken pox disease and the year.

Each school corporation has a legal obligation to require that the parent of each child enrolled in school for the first time or any subsequent time and at any level, either provide documentation that immunizations have been started and that the child is embarked upon an approved schedule for their completion, or provide in writing from a doctor a medical or religious objection to immunization. A child will be suspended from school if his/her parents fail to comply within twenty (20) days of the date of enrollment. Each school corporation also has a legal obligation to require that all children already enrolled in the school corporation complete the immunization now required as described above.

Please check to see if your child has already received these vaccinations. Once your child has received these vaccinations please bring a copy to the school nurse or contact the school nurse at 692-1125 so their records will be up to date and compliant with the law. These vaccinations **must** be completed **prior to the first day of school**.

LOCKERS

In the Elementary school, students in grades 4 and 5 will have a locker for your books, personal items, and other equipment. It is your responsibility to keep your locker in order. The principal or his/her designee will make periodic checks to see that lockers are being kept clean and in good order.

Lockers will be checked periodically to encourage neatness and organization. Students may decorate the inside of the locker with appropriate pictures and other materials. They may only be decorated with magnets, or items attached to magnets. Any student whose locker has damage from adhesives or permanent marker will be assessed a locker damage fee.

All students will be assigned a locker with a combination lock. Students are expected to use the lock at all times. Students will be assessed a \$10 repair fee for the intentional removal, jamming, or damage to their combination lock.

All things need to be inside lockers. Nothing on the top is allowed. If you have items that are too large for your locker, you can keep them in the Elementary office.

No opened food or drinks are to be in lockers or the hallways, except for packed lunches. Food and drinks are allowed in the classrooms with teacher permission only.

Locker Use and Care

All lockers made available for student use on the school premises are the property of the school and are provided as a convenience to the student for storage of books, supplies, jackets, etc. Only articles needed for use at school should be kept in the locker. Treat lockers with care by keeping them clean, orderly, and free from trash, stickers, markings, food, etc. If the locker is not working properly, contact a custodian or the office. Regulations for Use and Inspection of Lockers Include the following:

1. Lockers shall not be used to store contraband, which includes items that cause or can reasonably be foreseen to cause an interference with school purposes or an educational function, or which are forbidden, by state law or the school.
2. Lockers are under the jurisdiction of school authorities. The school reserves the right to search a student's locker if there are reasonable grounds for believing that something contrary to school rules or law, or significantly detrimental to the school will be found in the locker. Where practical, the student will be contacted and be given the opportunity to be present during the inspection, unless circumstances require that

the inspection be conducted without delay in order to protect the health and safety of others present on the school premises. This student will be notified of such inspection as soon as practicable thereafter.

3. An inspection of all lockers in the school, or all lockers in a particular area of the school, may be conducted if an administrator reasonably believes that such an inspection is necessary to prevent, impede or substantially reduce the risk of (a) interference with school purposes or and education function, (b) a physical injury or illness to any person, (c) damage to personal or school property, or (d) a violation of state law or school rules.

Examples of circumstances justifying a general inspection of a number of lockers:

- (a) School receives a bomb threat; (b) Evidence of student drug or alcohol use creates a reasonable belief of a high level of student use; and (c) At the end of the grading period, and before and during the school holidays to check for missing library books, lab chemicals, or school equipment. If a general inspection of a number of lockers is necessary, then all lockers in the defined inspection area will be examined. Students will not necessarily be given the opportunity to be present at this type of inspection.
4. The principal or superintendent may request assistance of law enforcement officials in locker inspection if such assistance is required to (a) identify substances which may be found in lockers, or (b) protect the health and safety of persons or property, such as to aid in the discovery and disarming of bombs, etc.
5. Locker Maintenance. Nothing in these regulations shall affect custodians or other staff members who repair defective lockers or clean out or supervise the cleaning out of (a) lockers from time to time in accordance with a posted general housekeeping schedule, (b) the locker of a student no longer enrolled in the school, or (c) a locker during any vacation period which is reasonably believed to contain rotting items such as food, wet clothes, etc.
6. Theft from Lockers. It is the students' responsibility to keep their lockers(s) locked. Adams Central staff will make every effort to recover stolen items from properly locked lockers. However, we cannot take responsibility for items stolen from lockers left unlocked.

LOST AND FOUND

Lost and found items may be turned into the Elementary office. If you have lost or misplaced something, you may want to check with the Elementary secretary or the Lost and Found.

MOMENT OF SILENCE

In compliance with Indiana Code, Adams Central Community Schools has established a daily observance of a "moment of silence" during which students may exercise their right either to engage in or to refrain from religious observation. While there will be no coercion from school staff for students to engage in or refrain from any religious observation during this time, school staff will assure that all students remain silent and make no distracting display that would interfere with, distract, or impede another student in the exercise of the student's individual choice.

PETS/ANIMALS

Pets/Animals are not allowed unless they are part of a teacher's curriculum unit, with prior approval from the Principal, or animals registered to assist individuals with disabilities. Personally owned and stray pets/animals may carry disease or cause allergic reactions and therefore will not be permitted.

PLEDGE OF ALLEGIANCE

In compliance with Indiana Code, Adams Central Community Schools will provide a daily opportunity for students to voluntarily recite the Pledge of Allegiance under the supervision of school staff. While no student will be required to participate in this group activity, all students will be expected to refrain from any activity that would interfere with, distract, or impede other students who choose to participate in this group activity.

PROPERTY SEARCH

The Adams Central School Corporation reserves the right to have a school official search an individual student's personal property, including the student's locker, book bag, purse, etc. at any time within a school zone (i.e. on school property, on a school bus, at a school function, etc.) provided the school official has reasonable suspicion for believing that the student's personal property may contain an item or items that are 1) contrary to the law, 2) contrary to school rules/policy, or 3) detrimental to the school corporation.

RECESS

Recess is an opportunity for each child to learn and experience skills such as: getting along with others, taking turns, sharing, communication with peers, and competitive sportsmanship. Recess also refreshes the child, enabling him or her to be more receptive to learning in the classroom. Adults will supervise the playground activities in order to maintain a safe environment. Adams Central Community Schools cannot pay for medical bills related to accidents that occur on school property.

1. All children are required to go out to recess. The only exception is when a child brings a written note from his or her parent/guardian stating the medical reason for staying in the classroom.
2. Each child must dress according to the weather, i.e. mittens, hats, gloves, boots, etc. In extremely cold or rainy weather, children will have recess in the classroom.
3. If a child has a problem at recess, he is to inform the adult on recess duty. The adult will in turn help solve the problem.
4. For safety reasons, the following guidelines must be followed.
 - A. Running or chasing games are to be played outside the grass area only.
 - B. Equipment should be correctly used; by going up steps in a proper manner, sliding down feet first, swinging safely in seated position, and politely waiting your turn.
 - C. The following items are not to be brought to school for use in the play area or on the playground: softballs, baseballs, bats, Frisbees, boomboxes, roller skates, skateboards, or toy guns/weapons.
 - D. The gazebo is a quiet place for sitting, resting, or talking with friends.
 - E. Creative snow modeling is encouraged and please do not destroy the work of someone else. Throwing snow is prohibited.
 - F. Use quiet voices while entering/exiting the building to show respect to other students and teachers.
 - G. Use the sidewalk and pavement when going to and coming from the play area.
 - H. Always ask permission to leave the designated play area.

SAFETY DRILLS

We are required by the State and by our Corporation to practice such drills as: Fire Drill, Tornado Drill, Lock-Down Drill, Body Safety, etc., during each school year. Some drills are required to occur monthly, quarterly, or annually. These drills are designed as a proactive method to ensure safety for all students, staff, and patrons of Adams Central Schools in the case of a real emergency. In the event that you are in the building when one of these drills occurs, please follow the procedures of the drill expected for everyone included. If you are arriving at school during a drill, please wait patiently in your vehicle or outside of the building until someone is available to assist you or the drill has expired.

SCHOOL'S RIGHT TO SEARCH

The Adams Central School Corporation reserves the right to have a school official search an individual student's personal property, including the student's locker, book bag, purse, etc. at any time within a school zone (i.e. on school property, on a school bus, at a school function, etc.) provided the school official has reasonable suspicion for believing that the student's personal property may contain an item or items that are 1) contrary to the law, 2) contrary to school rules/policy, or 3) detrimental to the school corporation.

SPECIAL CLASSES

Special Classes include: Art, Library, Music, P.E. & STEM

Special Class Schedule (M-F):

GRADE	TIME PERIOD
5 th Grade	8:45-9:30
4 th Grade	9:45-10:30
2 nd Grade	10:35-11:20
3 rd Grade	12:55-1:40
Kindergarten	12:00-12:45
1 st Grade	2:00-2:45

2 & 3 Hour Delay Special Class Schedule

Adjustments for alternating special classes will take place as needed.

SPECIAL CLASS SCHEDULE on a 2-Hour Delay takes place on a rotating basis.

SPECIAL CLASS SCHEDULE (3-Hour Delay M-F):

GRADE (will be based on rotation schedule)	TIME PERIOD
1 st Period	12:30 – 1:15
2 nd Period	1:20 – 2:05
3 rd Period	2:10 – 2:55
4 th Period	3:00 – 3:45

Library Policy**Adams Central Elementary Library**

- The collection and tools can be accessed at <http://accs.follettdestiny.com> .
- All students coming to the library independently should check in at the circulation desk.
- Food and drinks are not permitted in the library, except for scheduled events.
- Students who opt to attend Lifewise for Religious Studies, will attend during the library special class period.

Borrowing Materials

- The circulation period for library materials is two (2) weeks.
- Overdue notices will be sent out the first Thursday of the month.
- Students with overdue items may check out until they reach their limit of four (4) books.
- Students who have overdue items 30 school days or more will have an overdue notice mailed home.
- Fees will be assessed for damaged/lost books.

LifeWise Academy

LifeWise Academy is an optional, parent-authorized religious education program offered during the school day through Indiana's released-time religious instruction law. Participation is voluntary and requires parent/guardian registration and permission.

The LifeWise curriculum, programming, staffing, transportation, and daily operations are administered solely by LifeWise Academy and are ****not**** affiliated with or operated by Adams Central Community Schools.

On days when Adams Central Community Schools has significant schedule changes, including delays, early dismissals, eLearning days, or other adjustments to the regular school schedule, LifeWise may be canceled or may not meet. Families participating in LifeWise should watch for communication from LifeWise Academy regarding any program changes.

TRANSPORTATION

Bus riding is a privilege, which may be revoked.

Bus Passes

In order to improve the accountability and safety of all Adams Central bus riders, the Transportation Department has implemented a Bus Pass procedure. When your child needs to ride a bus that is different from his or her regular assigned bus, you will need to fill out a Bus Pass form and contact the bus driver to ensure available seating. This form is to be filled out by a parent or guardian and sent to school with the student whenever he or she is riding a bus that is not his or her regular bus to or from school. Your child will then take the completed bus pass form to the school office for the principal's stamp. This will help document that your child will be riding a different bus than normal.

By using this form, we are hoping to ensure that the student has parent/guardian permission to take a different bus and that the student gets transported to the proper location at the end of the day. ***Students will only be picked up or dropped off at regularly assigned stops and will only be allowed to ride on buses that have available seating. Because some buses are at or near capacity on a regular basis, groups of students requesting to ride an alternate bus will require pre-approval from the transportation department.***

The Bus Pass form is available on the [district website](#) and in all school offices. **Adopted: 11/10/2009**

Bus Rider Conduct Regulations

1. Students will follow the directions of the driver, the first time they are given.
2. Students must be ready to board the bus at designated bus stops. Drivers are not required to wait for students.
3. Students are under authority of Adams Central Community Schools and the driver. Conduct on the bus should be similar to the classroom.
4. The bus driver is required to report continued or major incidents of misconduct, to the appropriate principal for disciplinary action. ~~The bus driver is required to report major misconduct to the appropriate principal for disciplinary action.~~ Generally, first offense - The student is assigned a seat, an administrator is notified through submission of a bus incident form, and the principal conferences with the student; Second offense - Administrator is notified through submission of a bus incident form, conferences with student, and student is potentially removed from the bus for a 1-2 day suspension; Third offense - Student suspended from riding a school bus for three to five days; Fourth offense - Student suspended from riding a school bus for at least the remainder of the current semester. Students suspended from riding the bus at the end of a school year will be suspended from riding the bus for five days at the beginning of the next school year.
5. Students are required to use seat belts in any school vehicle that is equipped with them.
6. Bus drivers may assign seats. Students will remain in their seats while the bus is in motion. Students are responsible for any damage to the seats or trash left on the floor.
7. Students shall not carry any weapons, explosives (such as fireworks), knives, water guns, lighters, or unsheathed pointed articles on the bus.
8. Scuffling, fighting, and the use of profane language will not be tolerated.
9. Students may not eat, drink or chew gum while on a bus going to or from school, unless the driver gives permission.
10. Possession of tobacco, alcohol, or any prohibited substance in any form is not allowed.
11. Students shall not extend any part of their body, or any other article, out of the bus windows.

12. Students will refrain from using loud voices. Any action by a student that distracts the driver from safe operation of the school bus will be subject to disciplinary action.
13. Students must keep aisles clear. Any article too large to be held in their lap or placed under the seat cannot be carried on to the bus.
14. Electronic Devices: Taking pictures or video of individuals without driver, coach, or trip sponsor, and the individual's approval is prohibited. Disruptive use may lead to confiscation of device and future use being prohibited.
15. The driver and school officials are not responsible for articles left on the bus.
16. The Emergency Door is not to be used, except in an emergency.
17. Parents must complete the Adams Central Bus Pass form prior to their student riding a different bus. (Forms are available in the offices and on the website.) Use of an alternate bus stop along the student's regular route requires parent notification to the bus driver.

VIRTUAL LEARNING

If school is canceled, we will follow the following procedure:

1. The first 3 cancellations will be made up on the Wednesday before Thanksgiving, Martin Luther King Jr. Day and Presidents' Day.
2. After the 3 make-up days have been used, we will use 3 asynchronous virtual learning days, all other virtual learning days will be synchronous.
3. If school is canceled and an asynchronous virtual learning day is implemented, work assigned by teachers shall be made available to students no later than 10 am. A due date of 2 days after the virtual learning day will be utilized. It is possible that due dates could be extended at the discretion of the instructor. **Due date shall be posted within the classwork assigned for the virtual learning.
4. If school is canceled and a synchronous virtual day is implemented, students will utilize Google Meet and sign into their first class by 11 am.

VISITORS TO THE SCHOOL

The Board welcomes the active interest of parents and citizens in their public schools and invites the community to visit. However, since schools are a place of work and learning, certain limits must be set to visits. The building Principal is responsible for all persons in the building and on the grounds. The Superintendent or principal has the authority to prohibit the entry of any person to a school of this Corporation or to expel any person when there is reason to believe the presence of such person would be detrimental to the good order of the school. If such an individual refuses to leave the school grounds or creates a disturbance, the principal is authorized to request from the local law enforcement agency whatever assistance is required to remove the individual. For these reasons, the following policy applies to visitors to the school:

1. Anyone who is not a regular staff member or student of the school will be termed a "visitor".
2. Visitors must enter through the W-1 doors and sign in at the Elementary Office.
3. Any visitor interacting with students in the classroom or in a supervisory capacity are required to have a background check on file with ACCS or the approved organization to which they are affiliated.
4. The "visitor" will be provided a name-tag, which must be worn at all times while inside the facility.

5. Teachers are not to take class time to discuss individual matters with visitors.
6. Lunchtime visitors must sit in the expansion area with their child(ren) only. To ensure appropriate student supervision and maintain a safe lunch environment, peers and friends may not join the lunch visit.

JET CODE OF CONDUCT

Purpose of Behavior Management Systems

The goal of Adams Central Elementary School's discipline policy is to provide a positive learning environment where students are expected and encouraged to respect others, the property of others, themselves, and the educational environment. Our policies are driven by the belief that the purpose of education is to prepare our students to be responsible and productive citizens, for whom exercising self-control is a key ingredient to a successful future. It is through teaching, modeling, reinforcing, and encouraging these attributes that our students are prepared for their future.

We follow the belief that students should work hard, exercise self control, be kind to others, and be safe. Behavior management, as outlined in the below section, involves the establishment of guidelines for acceptable student behavior. These guidelines encourage students to use self-control in following the procedures that have been established. It also includes an outline of appropriate consequences to students when they choose not to follow procedures. To encourage positive behavior and avoid a focus on negative behavior, the below policies also emphasize the encouragement of students who do follow procedures and expectations.

School-Wide Behavior Expectations

Adams Central Elementary School began the transition to a PBIS school during the 2018-2019 school year. Policies and procedures were developed and implementation began during the 2019-2020 school year. In the 2023-2024 school year, changes were made to combine aspects of PBIS with structured disciplinary process, resulting in the current Jet Code of Conduct. From the beginning of PBIS implementation and continuing with the Jet Code of Conduct, Adams Central Elementary School has maintained the following behavior expectations. These foundational expectations are applied school-wide and apply to all students and staff members.

- Jets Work Hard
- Exercise Self Control
- Treat Others and Things With Respect
- Safety First

Behavior expectations are school-wide and will be followed in all areas to include: classrooms, playground, hallways, cafeteria, restrooms, buses, special events, and while using technology.

A student behavior matrix was developed to identify desired behaviors for all students in a school to achieve social, emotional and academic success.

	Classroom	Cafeteria	Recess	Restroom	Bus	Hallway	Special Events
J ets Work Hard	-Complete work. -Be prepared. -Follow directions quickly. -Listen to speaker.	-Clean up area. -Get trays ready to leave. -Wash tables when it is your turn.	-Listen to whistle and line up quickly. -Line up & voices at I. -Wear appropriate clothing for weather.	-Use the restroom quickly. -Wash and dry hands as taught.	-Listen and follow directions the first time. -Keep bus clean. -Keep aisle clear.	-Go directly to location.	-Listen to speaker. -Follow directions.
E xercise Self-Control	-Keep hands and feet to yourself. -Raise your hand when needed. -Make good choices. -Voices at level asked by adult.	-Keep hands and feet to yourself. -Voices at level asked by adult. -Stay in seat. -Eat food on your tray <u>ONLY</u> .	-Keep hands and feet to yourself. -Use school appropriate words when upset. -Stay in assigned areas.	-Wait for your turn patiently. -Voices at 0 or I. -Keep hands and feet to yourself.	-Keep hands, feet, and objects to yourself. -Voices at I. -Sit on your bottom.	-Voices at level asked by adult (0 or I) -Quiet feet. -Walk in line, behind person in front of you.	-Voices at level asked by adult. -Keep hands and feet still and to yourself.
I reat Others and Things with Respect	-Keep hands and objects to yourself. -Take care of classroom tools and resources.	-Use good manners. -Use kind words in conversations.	-Share recess toys. -Take good care of recess equipment. -Be a good sport and play fair. -Tell the truth and use kind words.	-Keep water in the sink. -Flush the toilet. -Keep restroom clean. -Respect privacy.	-Take care of all property, yourself, and others. -Keep area clean. -Use kind and school-appropriate words.	-Keep hands by your side. -Face forward in line. -Don't disrupt classrooms.	-Voices at 0 when someone is talking or performing.
S afety First	-Walking feet. -Keep things/desk picked up. -Sit properly.	-Voice at 0 in line when being served. -Stay in seat. -Walking feet. -Report spills.	-Go down slides on bottom. -Stay inside cones and fence. -Get an adult if someone is hurt or needs help.	-Walking feet. -Use restroom equipment as intended.	-Sit on your bottom. -Stay in your seat. -Face forward. -Walking feet.	-Follow directions. -Walking feet. -Stay together. -Walk on the right side of the hallway.	-Stay together.

Positive Behavior Reward System

With a focus on positive reinforcement, Adams Central Elementary School uses a JET Fuel Ticket system. Staff members will use the JET Fuel Ticket along with verbal positive reinforcement of the behavior as often as practically possible for teachers and other staff members. This will be done as an opportunity to increase rates of positive contact and reinforcement. Students will be able to redeem their tickets every two weeks to earn special privileges in their classrooms (ex: write with a pen, no shoes in the classroom, eat lunch with the teacher, etc.) Staff members may also keep track of Fuel Tickets electronically using a classroom management system called ClassDojo. A point on this system is the same as a Fuel Ticket. It is the goal of Adams Central Elementary, to promote a positive and nurturing environment where all students feel valued and recognized.

Minor and Major Behavior Classifications

It is understood that student behavior at the elementary level is a learning opportunity for students to shape their own behavior with the help of Adams Central staff. These behaviors are divided into Major and Minor categories and are handled as follows:

Minor Behaviors are handled by teaching staff within the classroom or wherever the problem behavior is encountered. Consequences for these behaviors are outlined in the section below the following Minor and Major behavior chart and may include: verbal re-directions, teacher issued consequences, pre-correction, restatement of expected behaviors, natural consequences, etc. Minor behaviors are documented and may result in office referrals upon continued behavior.

Major Behaviors are those that significantly impact the function of the educational environment and are referred to the office for administrators to address with elevated consequences. The office will handle all major offenses. When a student displays a major behavior, an office referral form is filed in order to monitor problem behaviors and help with decision-making and interventions. Parents will be contacted regarding all major offenses. Contact may be made through various formats such as phone calls, emails, notes, etc. Consequences for major behaviors that pose a safety risk or inhibit the educational environment are outlined in the section below the Minor and Major behavior chart and may include: parent conferences, loss of privileges, detention periods, referral to school counselor, suspension, expulsion, or other consequences as seen fit.

**Data regarding in-class (minor) and office referred behaviors (majors) are tracked in order to monitor problem behaviors and to develop procedures to move forward with problem-solving, interventions and decision-making.

Student Behavior Definitions

Minor Behavior Definitions		Major Behavior Definitions	
Disruption	Low-intensity inappropriate disruption. -blurting out -making noises intentionally -volume issues -excessively out of seat -talking while the teacher is instructing	Disruption	Behavior causing a continual interruption in a class or activity. -continual loud talk, yelling, screaming -intentionally disruptive noise making with materials -horseplay or roughhousing -continual out-of-seat behavior.
Refusal to Work (Academic)	Brief or low-intensity failure to respond to requests to complete academic tasks -saying "No" or telling an adult that they will not complete directed task -not following directions -refusing to participate -off task with the intention of avoiding a task	Refusal to Work (Academic)	Forceful or prolonged refusal to follow academic directions or complete work -talking back or yelling at an adult regarding academic demands
Non-compliance	Brief or low-intensity failure to respond to requests or directions that are given regarding non-academic matters	Failure to Comply	Forceful or prolonged refusal to follow directions and/or redirections that are given regarding non-academic matters

Physical contact	Unnecessary physical contact with no injury, or with low likelihood of causing injury -rough play -poking	Physical Aggression/ Inappropriate Touching	Actions involving inappropriate contact or serious physical contact with physical injury or which could reasonably be believed to lead to injury -hitting/punching with closed fist -hitting with an object -kicking -hair pulling -scratching -touching in inappropriate areas -Initiating a physical altercation
Inappropriate Language	Low-intensity inappropriate language without intent to harm others. -hate -stupid -loser -name calling/profanity -shut up -talking back to an adult	Abusive Language/ Inappropriate Language/ Profanity	Verbal messages that include profanity, sexual remarks, and/or gestures with the intent to harm or intimidate . -flipping off (teacher's discretion)* -inappropriate hand gestures *You know your kids. If a lower elementary kid flips someone off without realizing the meaning or something of that nature, that may not need immediate office referral.
Lying/ Cheating	Student gives untrue message or copies off someone without malicious intent -trying to help someone on their work -signing parent's/guardian's name without permission (forgery)	Lying/ Cheating	Student delivers a message that is untrue and/or deliberately violates rules. -knowingly seeking the answer -plagiarism -knowingly signing a parent or guardian's name with intent to manipulate . (forgery)
Property Misuse	Damage of school/personal property. -breaking any pencil/crayon/classroom supplies. -writing on books/desks/school property. -jumping up and hitting signage -actions that could likely have caused significant damage but did not	Property Damage/ Vandalism	Major destruction or disfigurement of property.
Safety Violation	Includes any safety concerns not otherwise listed on this sheet. -outside the cones at recess -climbing on equipment/furniture -rowdy during drills -running in hallways	Safety Violation	-Leaving an area without permission or against explicit adult direction -Infringing upon the safety (emotional or physical) of other students -Acting in a manner that may reasonably increase risk of significant harm to self or others
Technology Violation	Misuse of technology. -cell phones (out of backpack during the school day) -other devices from home used without permission -accessing unapproved websites/apps	Technology Violation	Inappropriate (as defined by school) use of cell phone, music/video players, camera, and/or computer. -logging into others' accounts. -accessing inappropriate websites/apps -inappropriate pictures/videos -unauthorized use of Personal

			Communication Devices during school day
Theft	Taking items of minimal value that don't belong to you. -pencil, glue stick, art supplies, paper, etc.	Theft	Breaking into another person's property (desk, bookbag, locker) with the purpose of taking something that doesn't belong to them. Taking items of significant monetary or sentimental value that do not belong to you.
Tardy	Being Late -late to class from another class -late to class from restroom break -late to class from locker **The office will track late to school tardies.		
Incomplete Work	In-class work or homework is not completed in the allotted time or by the due date		
Dress Code Violation	Clothing that does not fit within the dress code guidelines practiced by the school/district. *Send to office for contact home/remediation of issue		← Changed to minor
		Inappropriate Display of Exposure/Affection	Inappropriate, consensual (as defined by school) verbal, and/or physical gestures/contact of a sexual nature to another student/adult. -kissing
		Bullying/Harassment	Disrespectful messages* (verbal or gestural) toward another person that includes threats and intimidation, obscene gestures, pictures or written notes. *Disrespectful messages include negative comments based on race, religion, gender, age, and/or national origin; sustained or intense verbal attacks based on ethnic origin, disabilities, or other personal matters.
		Physical Fighting	Mutual participation in an incident involving physical violence.
Other Behavior	Student engages in problem behavior not listed that creates a low intensity disruption to the educational environment.	Other Behavior	Student engages in problem behavior not listed that creates a significant disruption to the educational environment or demonstrates a disregard for the safety of self or others.

Progressive Consequences

Following observed problem behaviors, the following consequences are available to Adams Central Staff as a means of remediation. This list is not intended to be all inclusive, but rather to delineate potential options available to teachers and administrators.

Minor Behavior (In-class Consequences assignable by teachers)

Verbal or written reprimands
Parent Conversation (phone calls, email)
Parent Conference with teacher
Loss of Recess-served in classroom
Study Tables with MTSS member input

Major Behavior (Referred Consequences assigned by administrators)

Loss of Lunch and Recess
Parent Conference with teacher and MTSS member
Loss of Privileges
Community Service
In-school suspension
Out-of-school suspension
Expulsion

Major Conduct Violation Procedures

Behaviors displayed by students range in severity from minor disruptions to those that severely interfere with a safe learning environment. The following major conduct violations interfere with the safety of students and staff or inhibit the learning environment in such a significant manner that they require a more structured progression of discipline than other problem behaviors.

Bullying/Harassment

"Bullying" (IC 20-33-8-.2) means overt, unwanted, repeated acts or gestures, including verbal or written communications or images transmitted in any manner (including digitally or electronically), physical acts committed, aggression, or any other 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 other 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
- 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

Bullying includes unwanted, aggressive behavior that involves a real or perceived power imbalance. The behavior is repeated, or has the potential to be repeated, over time. The imbalance of power involves the use of physical strength, or popularity to access embarrassing information to control or harm others.

Bullying can occur anywhere (in-school or outside of school) and at any time-both during and after school hours. Bullying can include physical bullying, verbal bullying, social/relational bullying, and electronic/written communication.

Corrective Action:

- Counseling, corrective discipline, and/or referral to law enforcement will be used to change the behavior of the perpetrator. The corrective action for each violation ranges from warning to suspension with recommendation for expulsion and referral to law enforcement depending upon the decision of the administrator determining the disposition of the infraction committed. The nature of the bullying actions will be considered and consequences associated with those actions (ie. physical aggression, threats, etc) outlined below may be issued in addition to bullying specific consequences.

Physical Aggression

Students shall not use, threaten to use, or attempt to use physical force or violence or engage in other conduct that may cause injury to others. Examples of behavior that would violate this Behavioral Expectations include, but are not limited to throwing objects, pushing, kicking, biting, threatening with physical harm, provocation, hazing, and battery.

Corrective Action:

- First Violation - 1-3 Lunch and Recess Detentions
- Second Violation - 1-3 Lunch and Recess Detentions and Parent Conference at Admin discretion
- Third Violation - 1-3 Days In School Suspension
- Fourth Violation - 1-3 Days Out of School Suspension
- Fifth Violation - 5 Days Out of School Suspension with potential for Expulsion
- Sixth Violation- 10 Days Out of School Suspension with recommendation for Expulsion

*Note that multiple major violations of “Physical Aggression” and “Fighting” will be considered related categories when assigning progressive consequences.

Fighting

Physical aggression between students causing or intending to cause bodily harm (for example: punch with a fist). Self-defense or reasonable action undertaken on the belief that it was necessary to protect oneself may not, however, constitute a violation of this provision. If overt aggression is identified with one student, to include initiation of the altercation, the discipline policy may affect only one student or result in more severe consequences for that student.

Corrective Action:

- First Violation - 1-3 Lunch and Recess Detentions
- Second Violation - 1-3 Lunch and Recess Detentions and Parent Conference at Admin discretion
- Third Violation - 1-3 Days In School Suspension
- Fourth Violation - 1-3 Days Out of school Suspension
- Fifth Violation - 5 Days Out of School Suspension with potential for Expulsion
- Sixth Violation- 10 Days Out of School Suspension with recommendation for Expulsion

*Note that multiple major violations of “Physical Aggression” and “Fighting” will be considered the same category when assigning progressive consequences.

Inappropriate Physical Contact

Physical contact is inappropriate if it includes touching the groin, genital area, buttocks, breasts or any part of the body that may cause distress or embarrassment to the individual being touched. Touching in other areas of the body that frightens, distresses or embarrasses another person is also considered inappropriate. Displays of affection (kissing, holding onto others, etc) may be considered in this same category if the actions cause discomfort or embarrassment to those involved or in proximity. *If the nature of the contact is overtly sexual in nature or the contact occurs on the genitals or on the breast of another student the minimum required consequence will be suspension for the remainder of the school day as well as the following day.*

Corrective Action:

- First Violation - 1-3 Lunch and Recess Detentions and Parent Conference at Admin discretion
- Second Violation - 1-3 Days In School Suspension
- Third Violation - 1-3 Days Out of School Suspension
- Fourth Violation - 5 Days Out of School Suspension with potential for Expulsion
- Fifth Violation - 10 Days Out of School Suspension with recommendation for Expulsion

Possession of Weapons

Knowingly possessing, handling, or using any object that can reasonably be considered a weapon is represented to be a weapon, or looks like a weapon or other item(s) that appear to be a prohibited instrument of violence (IC 35-47-5).

- Possessing or using any weapon, device, equipment, chemical substance, or other material that in the manner it is used, could ordinarily be used, or is intended to be used, is readily capable of causing serious bodily injury.
- Possessing, handling, or transmitting a knife or any object that can reasonably be considered a weapon, is represented to be a weapon, or looks like a weapon. Students may not possess pocket knives or multi-tools with knives on school grounds.
- “Look-A-Likes” will be considered to be real if there is a reasonable likelihood that a person may mistake the weapon to pose a real danger. Toys that are modeled after weapons but do not look like real weapons (ie. foam dart guns, plastic or foam melee weapons) are not allowed at school but will not carry with them the consequences listed below.
- Such objects shall not include school supplies where they have a function in which the student is engaged and school personnel have granted permission. Items of this nature must be kept in the classroom of use.

Corrective Action:

- First Violation - 1-3 Lunch and Recess Detentions and Parent Conference at Admin discretion
- Second Violation - 1-3 Days Out of School Suspension
- Third Violation- 10 Days Out of School Suspension with recommendation for Expulsion

Possession of Deadly Weapons

No student shall possess, handle or transmit any deadly weapon (35- 31.5-2-86, IC 35-47-1-5 and IC 35-47.5-2-4) on school property. The following devices are considered to be deadly weapons for purposes of this rule:

- any weapon, loaded or unloaded firearm, taser or electronic stun weapon, equipment, chemical substance, or other material that in the manner it is used, or could ordinarily be used, or is intended to be used, is readily capable of causing serious bodily injury
- a destructive device
- a biological disease, virus, or organism that is capable of causing serious bodily injury

Corrective Action:

- Immediate suspension for ten (10) days and expulsion from school for a period of up to one (1) calendar year. The superintendent shall notify the appropriate law enforcement agency when a student has been expelled under this rule.

Threats of Violence or Abusive Language

Threatening to strike, attack, or harm a student or employee through any means of communication, including gestures, symbols, or signals, such as threatening “to get” someone, creating a “hit list” or otherwise putting a person in fear of harm of themselves, their families, or others. Threatening or intimidating any person for any purpose, including obtaining money or anything of value. Threatening (whether specific or general in nature) injury to persons or damage to property, regardless of whether there is a present ability to commit the act. Abusive language used by a student, or group of students, against another student with the intent to harass, ridicule, humiliate, intimidate, or harm.

Corrective Action:

- First Violation - 1-3 Lunch and Recess Detentions
- Second Violation - 1-3 Lunch and Recess Detentions and Parent Conference at Admin discretion
- Third Violation - 1-3 Days In School Suspension
- Fourth Violation - 1-3 Days Out of school Suspension
- Fifth Violation - 5 Days Out of School Suspension with potential for Expulsion
- Sixth Violation- 10 Days Out of School Suspension with recommendation for Expulsion

Possession of Drugs, Alcohol, or Other Substances

Possessing, using, selling, providing to another person, or being under the influence of any substance, which is or contains alcohol, marijuana, a stimulant, a narcotic, a depressant, steroid, amphetamine, depressant, inhalant, banned substances, a hallucinogen or other intoxicants whether prescribed or sold over the counter (without a prescription), or any substance represented by the provider to be any of the listed substances. These rules apply to any school-sponsored activity, or taking place anywhere on the school property. Anyone caught selling or attempting to sell the above listed substances to another person at school or at a school sponsored function, will be suspended and recommended for expulsion.

**Note that due to the criminal nature of this offence, below listed parent conferences will likely include School Resource Officer and/or other Law Enforcement representatives.*

Corrective Action:

- First Violation - 1-3 In School Suspension with parent conference
- Second Violation - 5 Days Out of School Suspension with potential for Expulsion
- Third Violation - 10 Days Out of School Suspension with recommendation for Expulsion

Excessive Disruption to the Educational Environment

Excessive disruption is here defined as significantly impacting the function of the classroom environment to the extent that the classroom teacher:

- Is unable to provide instruction to the class for an extended period of time
- Feels it is necessary to remove the rest of the class from the room or area
- Must significantly alter the lesson plan or curricular activity in a way that takes away from the educational experience of other students.

The following rules define student misconduct that leads to an excessive disruption of the educational environment for which a student may be suspended or expelled.

- Disrupting a class, multiple classrooms, or school activity by committing acts of disobedience that are reasonably believed to be under the student's control.
- Using violence, force, noise, coercion, threat, intimidation, fear, passive resistance, or other conduct constituting an interference with school purposes, or urging other students to engage in such conduct. The following enumeration is only illustrative and not limited to the type of conduct prohibited by this rule:
 - Occupying any school building, school grounds, or part thereof with intent to deprive others of its use.
 - Blocking the entrance or exits of any school building, corridor, or room therein with intent to deprive others of lawful access to or from, or use of the building, corridor, or room.
 - Prevention of or attempting to prevent by physical act the convening or continued functioning of any school or education function, or of any meeting or assembly on school property.
 - Intentionally making noise or acting in any manner so as to interfere with the ability of any teacher or any other person to conduct or participate in an education function.
- Engaging in any kind of aggressive behavior that does physical or psychological harm to another person or urging of other students to engage in such conduct. Prohibited conduct includes coercion, harassment, hazing, or other comparable conduct.
- Engaging in violence and/or threat of violence against any student, staff member, and/or other persons. Prohibited violent or threatening conduct includes threatening, planning, or conspiring with others to engage in a violent activity.
- Causing or attempting to cause physical injury or behaving in such a way as could reasonably cause physical injury to any person. Self-defense or reasonable action undertaken on the reasonable belief that it was necessary to protect oneself and/or another person is not a violation of this rule.

Corrective Action:

- First Violation - 1-3 Lunch and Recess Detentions
- Second Violation - 1-3 Lunch and Recess Detentions and Parent Conference at Admin discretion
- Third Violation - 1-3 Days In School Suspension
- Fourth Violation - 1-3 Days Out of school Suspension
- Fifth Violation - 5 Days Out of School Suspension with potential for Expulsion
- Sixth Violation- 10 Days Out of School Suspension with recommendation for Expulsion

Theft or Vandalism -

Stealing, or attempting to steal, damaging school property or the property of others such as guests, students, faculty members, or staff members of the school corporation. This includes taking or possessing school property or the property of another person without permission. This also includes receiving, retaining or disposing of school property or the property of another person that has been the subject of theft or conversion

Corrective Action:

- First Violation - 1-3 Lunch and Recess Detentions and Parent Conference at Admin discretion
- Second Violation - 1-3 Days In School Suspension
- Third Violation - 1-3 Days Out of school Suspension
- Fourth Violation - 5 Days Out of School Suspension with potential for Expulsion
- Fifth Violation- 10 Days Out of School Suspension with recommendation for Expulsion

****Exceptions to the Above Policies**

- The above listed problem behaviors and conduct violations are not provided as an exhaustive list. Any student behaviors that negatively impact or have the potential to negatively impact the safety or educational environment of Adams Central Elementary will be handled at the discretion of the staff and administration as appropriate. This may include issuance of any and all consequences provided above.
- The consequences associated with initial and subsequent infractions are guidelines that will be followed in most cases. Administrators reserve the right leverage consequences of a lesser or higher degree as deemed appropriate for the student and the situation. Consideration will be given to the age and maturity of the student, as well as any other extenuating circumstances present.

Suspension Procedures

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

1. A meeting or phone conference will be held prior to the suspension of any student. At this meeting the student and guardian will be entitled to:
 - a. A written or oral statement of the charges;
 - b. If the student denies the charges, a summary of the evidence against the student will be presented; and,
 - c. The student will be provided an opportunity to explain his or her conduct.
2. The meeting or phone conference shall precede suspension of the student except where the nature of the misconduct requires immediate removal. In such situations, the meeting will follow the suspension as soon as reasonably possible following the date of the suspension.
3. Following the suspension, the parents or guardians of suspended students will be notified. The notification will include the dates of the suspension, description of the student's misconduct, and the action taken by the principal. All suspensions will be logged in PowerSchool.

Expulsion Procedures

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

1. The superintendent (or designee) may conduct an expulsion meeting, or may appoint one of the following persons to conduct the expulsion meeting:
 - a. Legal counsel
 - b. A member of the administrative staff who did not expel the student and was not involved in the events giving rise to the expulsion.
2. An expulsion will not take place until the student and the student's parent are asked to appear at an expulsion meeting conducted by the superintendent or the person designated above. Failure by a student or a student's parent to appear at this meeting will be deemed a waiver of rights administratively to contest the expulsion or to appeal it to the school board.
3. The request to appear at the expulsion meeting will be in writing, delivered by certified mail or by personal delivery, and contain the reasons for the expulsion and the date, time, place, and purpose of the meeting.
4. At the expulsion meeting, the principal (or designee), will present evidence to support the charges against the student. The student (or designee) will present evidence to support the student's position.
5. If an expulsion meeting is held, the person conducting the expulsion meeting will make a written summary of the evidence heard at the meeting, take any action found to be appropriate, and give notice of the action taken to the student and the student's parent.

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

USE OF SECLUSION AND RESTRAINT WITH STUDENTS

It is the policy of the Board that all students are to be treated with dignity and respect and to be free from abuse. The Board supports the promotion and training of appropriate student behavior as part of the Corporation's curriculum. It is the policy of the Board to use prevention, positive behavior intervention and support, and conflict de-escalation to eliminate or minimize the need for the use of seclusion or restraint with students. This policy applies to all students, regardless of the existence of a disability.

General Guidelines

Any behavioral interventions must be consistent with a student's right to be treated with dignity and respect and to be free from abuse.

Any behavioral intervention used must be consistent with the student's most current individualized education program (IEP) and with the student's behavior intervention plan (BIP), if applicable.

Every effort must be made to eliminate or minimize the need for the use of seclusion or restraint with a student, including the use of prevention, positive behavior intervention and support, and conflict de-escalation prior to the use of seclusion or restraint, except in the case of an emergency, as defined below.

Seclusion and restraint are to be used only: 1) as a last resort safety procedure employed after another, less restrictive procedure has been implemented without success; and 2) when there is an imminent risk of injury to the student, other students, school employees, or visitors to the school.

Seclusion and restraint may be used only for a short period of time or until the imminent risk of injury has passed. Any instance of seclusion or restraint must be documented as indicated below.

A student's parent must be notified as soon as possible when an incident involving the student that includes the use of seclusion or restraint occurs, and a copy of an incident report must be sent to the student's parent, as indicated below.

Regular training of appropriate school employees/staff members on the proper use of effective alternatives to seclusion and physical restraint and the safe use of seclusion and physical restraint in situations involving imminent danger or serious harm to the student, school employees or others is required, as indicated below.

Seclusion and restraint must not be used as a means of punishment or discipline, coercion or retaliation, or as a matter of convenience.

Seclusion and restraint must never be used in a manner that restricts a child's breathing.

The student must be monitored by a staff member at all times during the use of seclusion or restraint to ensure the appropriateness of its use and the safety of the student or others.

Use of Seclusion

The use of seclusion with a student shall not be permitted except when the conditions described in this policy exist. The use of seclusion with a student with a disability also is subject to any conditions in the student's IEP and any BIP established for the student in addition to the conditions established in this policy.

- E. Seclusion may be used only when a student is displaying behavior that presents an imminent risk of injury to the student or others.
- F. Seclusion may be used only as a last resort safety procedure after a less restrictive procedure has been implemented without success.
- G. Seclusion may be used only as long as necessary and must be discontinued when the student is no longer an imminent threat to others.
- H. Seclusion may be employed only by staff members who have received specific Corporation-approved crisis intervention training in the use of seclusion procedures.
- I. Seclusion may be used only when the student can be transported safely to the seclusion environment by trained staff members using appropriate techniques based on crisis intervention training.

- J. All seclusion environments must:
- a. be of reasonable size to accommodate the student and at least one (1) adult;
 - b. be of reasonable size to permit students to lie or sit down;
 - c. have adequate ventilation, including heat and air conditioning as appropriate;
 - d. have adequate lighting;
 - e. be free of any potential or predictable safety hazards such as electrical outlets, equipment, and breakable glass;
 - f. permit direct continuous visual and auditory monitoring of the student;
 - g. permit automatic release of any locking device if fire or other emergency in the school exists;
 - h. if locked, be released automatically after five (5) minutes or with any building-wide alarm, such as a fire, tornado or code red alarm;
 - i. meet current fire and safety codes.
- K. Seclusion may not be used when the student's known medical or physical condition would make the use of seclusion dangerous for that student.
- L. Seclusion must not be used unless a staff member can continuously monitor the student for visual or auditory signs of physiological distress and can communicate with the student.
- M. During the seclusion, students must be permitted to use the restroom upon request and be escorted to and from the restroom.
- N. During the seclusion, students must be provided water on request.
- O. Seclusion must never be used as a means of punishment or to force compliance with staff commands.
- P. Time-out procedures that do not constitute seclusion, as defined above, are permitted in school. A time-out must be both developmentally and behaviorally appropriate and must be short in duration.

Use of Restraints

The use of restraint with a student shall not be permitted except when the conditions described in this policy exist. The use of restraint with a student with a disability also is subject to any conditions in the student's IEP and any BIP established for the student in addition to the conditions established in this policy.

- A. Restraint may be used only when a student is displaying behavior that presents an imminent risk of injury to the student or others.
- B. Restraint may be used only as a last resort safety procedure after a less restrictive procedure has been implemented without success.

- C. Restraint may be employed only by staff members who have received crisis intervention training by the school in the use of restraint procedures with the following exception: other school personnel may employ restraint procedures in an emergency, as defined below, when fully trained school personnel are not immediately available. Untrained staff must request assistance from trained staff as soon as possible.
- D. Restraint may last only as long as is necessary for the student to regain behavioral stability and the risk of injury has ended, usually a matter of minutes.
- E. The degree of restriction employed must be in proportion to the circumstances of the incident, the size and condition of the student, and the potential risks for injury to the student.
- F. Mechanical restraints and chemical restraints are not authorized in school.
- G. Prone (face down on a horizontal surface) physical restraints are not authorized and must be avoided.
- H. Restraint must never be used in a manner that restricts a child's breathing.
- I. Every instance in which restraint is used must be carefully, continuously and visually monitored to ensure the appropriateness of its use and safety of the student, other students, teachers, and other personnel.
- J. A verbal threat or verbally aggressive behavior does not itself constitute an imminent risk of injury and does not warrant the use of restraint.
- K. Destruction of or damage to property does not constitute an imminent risk of injury warranting the use of restraint unless in the course of such behavior a risk of injury to the student or others is created.
- L. Restraint may not be used when the student's known medical or physical condition would make the use of restraint dangerous for that student.
- M. Restraint must never be used as a means of punishment or to force compliance with staff commands.

Documentation and Recording Requirements

The building administrator or designee verbally must notify the student's parent or guardian of the use of seclusion or restraint as soon as possible following the incident but no later than the end of the school day in which the seclusion or restraint occurred.

Immediately after the student has regained emotional and behavioral control following the use of seclusion or restraint, a staff member not involved with the incident must ascertain if the student has sustained any injury during the seclusion or restraint and document such injury or the lack thereof in the incident report referenced below. If the student has sustained an injury, the staff member must seek appropriate treatment of the student for the injury.

Staff will assist the student to process the event at the earliest appropriate time after the student has regained emotional and behavioral control.

Staff, including School Resource Officers (SROs), involved in the use of seclusion or restraint must

complete a "Seclusion and Restraint Incident Report" as soon as practical after the use of seclusion or restraint. The following data should be included in the incident report if known:

- A. the student's name
- B. the date and time of the incident
- C. the duration of any seclusion or restraint; or the beginning and ending times of the seclusion or restraint
- D. a description of any relevant events leading up to the incident
- E. a description of any interventions used prior to the implementation of the seclusion or restraint
- F. a description of the student behavior that resulted in implementation of seclusion or restraint, including a description of the imminent risk of injury which resulted in use of the seclusion or restraint
- G. a log of the student's behavior during the seclusion or restraint, including a description of any restraint technique(s) used and any other interaction between the student and staff
- H. a description of any injuries (to the student, other students, staff, or others) or property damage
- I. a description of the approach planned for dealing with the student's behavior in the future
- J. a list of the school personnel who participated in the implementation, monitoring, and supervision of the seclusion or restraint and whether they had training related to seclusion or restraint
- K. the date and time on which the parent or guardian was notified of the seclusion or restraint
- L. if the student has a disability (IDEIA or Section 504), the type of disability

The building administrator or designee must send a copy of the incident report to the parent or guardian and place a copy of the report in the student's confidential file.

The building administrator or designee also must send a copy of the incident report to a Corporation administrator designated by the Superintendent, who must maintain records of all such incident reports.

The building administrator or designee must provide support to staff members involved by determining if any staff member has suffered an injury, seeking appropriate treatment for that staff member, and determining when the staff member can return to his/her duties.

The building administrator or designee must ensure that each staff member involved in an incident engages in a de-briefing or processing session(s) in order to determine what could have been done to prevent the use of seclusion or restraint in this incident and how to avoid the need for use of seclusion or restraint in the future for this student specifically and for other students in similar situations. Ideally, this will occur immediately following the incident but may occur later if the needs of the student or other students take precedence or the staff member has suffered an injury requiring treatment. The building administrator must complete a "Staff Process of Seclusion or Restraint Form" that summarizes the de-briefing process and file it with the Corporation administrator designated by the Superintendent, who must maintain records of all such forms.

Notification of Parents

Student handbooks must include a statement similar to the following: "a student will not be subject to seclusion or restraint unless the student's behavior poses an imminent risk of injury to the student or others. However, significant violations of the law, including assaults on students and staff, will be reported to the police. As soon as possible after any use of seclusion or restraint, the student's parent or guardian will be informed and provided with a detailed account of the incident, including the circumstances that led to the use of seclusion or restraint."

When a seclusion or restraint is used with a student, the student's parent or guardian must be notified verbally as soon as possible.

A copy of the incident report prepared by staff following the use of seclusion or restraint with a student must be sent to the student's parent or guardian.

Training of Staff

The Corporation will provide all staff members with basic training about conflict de-escalation procedures, the dangers of seclusion and restraint, and procedures for contacting fully trained and certified staff when behavioral crises occur.

This training will be recurrent and will be provided to new staff.

The Corporation will determine a specific curriculum and method of providing training related to seclusion and restraint.

A core group of appropriate personnel will be trained in each building in crisis intervention techniques which will include the use of seclusion and restraint procedures.

Recurrent training will be provided on a regular basis (at least annually).

Annual Review, Planning Process and Oversight

The Superintendent is directed to designate a Corporation administrator to serve as the coordinator of data, planning and oversight of the use of seclusion or restraint procedures in the Corporation. The coordinator must maintain records of the use of seclusion or restraint in the Corporation and serve as chair of the committee referenced below or, if a standing committee is used, as co-chair along with the chair of the standing committee.

The Superintendent is directed to establish a committee or use a standing committee to conduct an annual review of all individual and program-wide data associated with this policy. The committee must review the following components related to the use of seclusion or restraint:

- A. incident reports
- B. procedures used during restraint, including the proper administration of specific Corporation-approved restraint techniques
- C. preventative measures or alternatives tried and techniques or accommodations used to avoid or eliminate the need for future use of restraint

- D. documentation and follow up of procedural adjustments made to eliminate the need for future use of restraint
- E. injuries incurred during a restraint
- F. notification procedures
- G. staff training needs
- H. specific patterns related to staff or student incidents
- I. any environmental considerations, including physical space, student seating arrangements, and noise levels

Upon review of the data, the committee must identify any issues or practices that require further attention and provide written recommendations to the Superintendent for changes in Corporation policies or practices.

The committee can recommend review of the training program to ensure the most current knowledge and techniques are reflected in the Corporation's training program.

Definition of Terms

The following definitions apply in this policy regardless of the term(s) used to describe the conduct when it occurs.

- A. **"Behavioral intervention plan" or "BIP"** has the meaning given it in the rules of the Indiana State Board of Education. (511 IAC 7- 32-10)
- B. **"Case conference committee"** has the meaning given it in the rules of the Indiana State Board of Education. (511 IAC 7-32-12)
- C. **"Chemical restraint"** means the administration of a drug or medication to manage a student's behavior or restrict a student's freedom of movement that is not a standard treatment and dosage for the student's medical or psychiatric condition. The term does not include the administration of prescription medication pursuant to the orders of a student's physician that is a standard treatment and dosage for the student's medical or psychiatric condition.
- D. **"Emergency"** means a situation in which immediate intervention is necessary to protect the safety of a student or others from an imminent threat of physical injury to the student or others and staff trained in crisis intervention are not present to assist.
- E. **"Individualized education program" or "IEP"** has the meaning given to it in the rules of the Indiana State Board of Education. (511 IAC 7-32-48)
- F. **"Mechanical restraint"** means the use of a mechanical device, material or equipment attached or adjacent to a student's body that the student cannot remove and that restricts the freedom of movement of all or a part of the student's body or restricts normal access to the student's body. The term does not include mechanical devices, a material or equipment used as prescribed by a physician.
- G. **"Physical restraint"** means physical contact between a school employee and a student in which the student unwillingly participates and that involves the use of a manual hold to restrict freedom

of movement of all or a part of a student's body or to restrict normal access to the student's body. The term does not include: 1) briefly holding a student without undue force in order to calm or comfort the student or to prevent unsafe behavior, such as running into traffic or engaging in a physical altercation; 2) physical escort; or (3) physical contact intended to gently assist or prompt a student in performing a task or to guide or assist a student from one (1) area to another.

- H. **"Physician"** means a person holding an unlimited license to practice medicine in Indiana, and includes an M.D. (medical doctor) and a D.O. (osteopathic physician).
- I. **"Positive behavior intervention and support"** means a systematic approach that uses evidence based practices and data driven decision making to improve school climate and culture and includes a range of systematic and individualized strategies to reinforce desired behavior and diminish reoccurrence of problem behavior to achieve improved academic and social outcomes and increase learning for all students.
- J. **"Seclusion"** means the confinement of a student alone or in a room or area from which the student physically is prevented from leaving. The term does not include a supervised time-out or scheduled break, as described in a student's individualized education program, in which an adult is continuously present in the room with the student.
- K. **"Time-out"** means a behavior reduction procedure in which access to reinforcement is withdrawn for a certain period of time. Time-out occurs when the ability of a student to receive normal reinforcement in the school environment is restricted.

Administrative Guidelines and Forms

The Superintendent is authorized to issue administrative guidelines, directives, and forms, including but not limited to, the Seclusion and Restraint Incident Report, as needed to fully implement this policy and document compliance.

ADDITIONAL NOTE:

While this Elementary School Handbook serves as the primary guide for policies and procedures, there may be times when specific situations arise that are not explicitly addressed within its contents. In such cases, the administration reserves the right to refer to the Middle-High School Handbook to ensure alignment with School Board approved district policies and protocols. This allows for consistent decision-making across all grade levels while maintaining the best interests of students and staff.