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# CENTERVILLE-ABINGTON JUNIOR HIGH SCHOOL HANDBOOK – 2017-18

## **MISSION STATEMENT**

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

## **GUIDING PRINCIPLES**

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

## **Our School**

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

## **Our Community**

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

### **Our Program and Staff**

The Centerville-Abington Junior High has an enrollment of 290 students in grades 7/8 and is staffed by 13 full time teachers and seven rotation instructors. The instructional staff is divided into two teams. Each grade level team is comprised of six teachers assigned to provide integrated experiences in math, science, humanities, business, health, and physical education. A related arts and science team of seven staff provide exploratory experiences in career information and exploration, world languages, art, reading, band, choir, and general music.

Additional programs include mentoring tutorial, classes for integrating mildly and moderately handicapped students, and services for learning disabled. Each of these programs has a certified instructor and a full complement of paraprofessional staff. Support staff include one principal, one clinical social worker/counselor, a media specialist, a corporation computer coordinator, one secretary, two custodians, one cafeteria manager, and three food service staff. The school is large enough to offer a variety of instructional programs and extra-curricular opportunities yet small enough to act as an extended family working together and caring about each other.

## ATTENDANCE

### **EXCUSED ABSENCES**

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

- A. Personal illness
- B. Illness or death in the immediate family
- C. Attendance at special church services (by arrangement)
- D. Quarantine
- E. Professional appointments
- F. Military connected families' absences related to deployment and return

### **UNEXCUSED ABSENCES**

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

B. Inexcusable Personal Reasons:

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

**Students who have an unexcused absence will not receive credit for any class work that day. Test, quizzes and projects can be made up.**

1. Students are reminded that if you arrive at the junior high school prior to 7:50 A.M. you are to report directly to the multi-purpose area. You are to be seated and remain seated until dismissed by the supervising school employee. Students are not to be in the building unsupervised after school hours. Students will be asked to leave the building on the first occasion. Upon further misuse of this policy, it will become a referral behavior.
2. If the student's parent/guardian has not contacted the school then the student shall bring a parent's or doctor's statement to the office upon returning to school. Failure to do so may result in an unexcused absence. Students will not receive credit for work for absences that are unexcused.
3. Any student, upon entering school after the starting bell, regardless of the time of day, shall report to the main office and sign in before going to class; also, any student leaving school early for any reason shall report to the main office and sign out.
4. A student must attend at least the last two blocks to be able to participate in any extra-curricular activity. Attendance at an after-school activity, while absent during the regular school day, may result in a disciplinary referral.
5. Absences in excess of ten (10) days (for the school year) may result in the student being required to have a medical slip for each absence that exceeds the ten (10) day limit. Failure to present a medical slip for each day absent after the 10 day limit, shall result in an unexcused absence for all periods missed. Any student missing five consecutive days shall also be required to submit a medical slip. Parents will be notified in writing upon the seventh absence.. A student will have the same number of days for makeup work as the number of excused days absent. Parents and students must be aware that each attendance issue is unique and will be regarded on the merit of the situation.

### **Habitual Truant – IC20-33-8-12**

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

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

6. Students will only be excused for the time of the appointment and reasonable travel time. Students returning from an appointment will need to sign in at the main office and submit a signed appointment document from doctor/etc.. **If a signed appointment document is not turned in, the student will be counted absent or tardy for the time out of school.**
7. The skipping of school and unexcused absences will be reported to the Wayne County Welfare & Probation Dept. and could result in a visitation and/or legal proceedings by these agencies. The student skipping school will receive a disciplinary referral and will be ineligible for school activities.
8. In accordance with state statute I.C. 20-8.1-3-18, only the following activities are to be considered "not to be counted absent".
  - A. Page or honoree in the Indiana General Assembly
  - B. Witness in judicial proceedings. This includes any required court appearance such probation hearings.
  - C. Helper to a political candidate, a political party, or to a precinct election board on election day
  - D. Participating in an educationally related non-classroom activity which is consistent with and promotes educational philosophy and goals of the school corporation, facilitates the attainment of specific educational objectives, is part of the goals and objectives of an approved course or curriculum, represents a unique educational opportunity, cannot reasonably occur without interrupting the school day, and is approved in advance by the school principal.
  - E. Participating in the Indiana State Fair for not more than five (5) days if the student’s household has an exhibit at the Indiana State Fair for educational purposes. The student must be in good academic standing.
  - F. If a student is suspended or expelled from the school or from any educational function, the student’s absence from school because of the suspension or expulsion is not a violation of I.C. 20-8.1-3 or any other statute relating to compulsory school attendance.
10. Illness - If a student becomes ill during the school day, the student may be allowed to go home provided parents can be reached and the school has their approval to release the student. Students who do not have extreme temperatures will be encouraged to finish the school day and report their illness to their parents when they arrive home at the end of the school day. Parents will be expected to make arrangements and notify the school office of the arrangements for school day illness releases. Students are not to leave the building without reporting to the school office. They will be in violation of school policy if they do and will be subject to disciplinary measures.

11. Homebound instructions – Centerville-Abington Junior High School will provide individual instruction to students of legal school age who are unable to attend classes because of accident or illness. To qualify a State of Indiana certified physician must:
  1. Certify the nature of medical disability.
  2. State the probable duration of the confinement.
  3. Certify the student's ability to participate in an educational program.
  4. Applications shall be submitted to the building principal with approval given by the Superintendent
  
12. Health Emergencies - If, as a result of accident or illness, a student requires immediate attention, the school will attempt to follow the procedure listed below:
  - (1) Notify the parents and school nurse immediately.
  - (2) Keep the student under the care and supervision of the school nurse, principal, or teacher until parents or authorized custodian picks the student up and takes them for medical attention.
  - (3) If the parent or authorized custodian cannot be reached, the service of the police department and ambulance service could be enlisted if immediate care is deemed necessary.
  - (4) In extreme emergencies, the ambulance service will be called and the student sent immediately to the hospital. Parents and/or authorized custodians will be notified to report immediately to the principal or school office immediately.
  
13. School Closings – The following radio and television stations will be contacted by the school to broadcast any school closing due to bad weather. WKBV 1490 AM; WFMG 101.3 FM; WHON 93 AM; KICKS 96 FM; WTV 6 Indianapolis; WISH 8 Indianapolis; WTTV 4/Fox 59 TV Indianapolis; WHIO 7 TV Dayton; WDTV 2 TV Dayton. Our schools also use a service called “One Call” that allows the school to call parents/guardians and employees to alert them about delays, cancellations, and/or school emergencies.
  
14. Tardy to School – The office will write the student a pass into class after signing in. The pass will state if it is excused or unexcused. The classroom teacher will keep track of the number of tardies and give misconducts according to teacher policy. Receipt of a fifth (5) tardy in the same class during a semester will cause the student to receive a referral.
  
15. Medication – The medications and/or treatments, which may be administered, are defined in policy 5330. In those circumstances where a student must take prescribed medication during the school day, the following guidelines are to be observed:
  - A. Parents should determine, with their physician’s counsel, whether the medication schedule can be adjusted to avoid administering medication during school hours.
  - B. The Medication Request and Authorization Form 5330 F1 must be filed in the CareDox System before the student will be allowed to begin taking any medication during school hours. This written and signed request form is to be submitted on an annual basis and will include:
    1. Student’s name.
    2. Medication and dosage or procedure required.
    3. Times required.
    4. Special instructions including storage and sterility requirements.
    5. Date prescribed medication will be started.
    6. Date prescribed medication will no longer be needed.
    7. Physician’s name, address, and telephone number.
    8. Probable side effects.
    9. Authorization for school personel to administer the prescribed medication,if necessary.
    10. Agreement/satisfactory arrangement to deliver medication to/from school.
    11. Agreement to notify the school in writing if the medication, dosage, schedule or procedure is changed or eliminated. A new request form must be submitted each school year.

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

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

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

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

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

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

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

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

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

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

15a. Emergency Medication – IC 20-8.1-5.1-7.5

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

1. The student's parent has filed an authorization with the student's principal for the student to possess and self-administer the medication. The authorization must include the statement described in subdivision 2.
2. A physician states in writing that:

A. the student has an acute or chronic disease or medical condition for which the physician has prescribed medication; and



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

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

16. Legal Resident - The legal residence of a student is that of parents or legal guardians.

A student may not attend a school district except that in which he/she is a legal resident unless arrangements have been completed to transfer. Physical Custody –

If a court order grants a parent custody of the student, the parent granted physical custody (or the student if the student is at least 18 years of age) may elect not later than 14 days before the first student day of the school year whether the student will have legal settlement in the school corporation in which the student's mother resides or in which the student's father resides. Provides that: (1) the election may be made only on a yearly basis; and (2) the student or parent who makes the election may not be charged transfer tuition. PL 39-2006

A student may be expelled if it is determined that the student's legal settlement is not in the attendance area of the school where the student is enrolled. IC 20-33-9-1, IC 35-31.5-2-8, IC 35-47.5.2-4, IC 35-47-1-5

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

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

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

20. Withdrawal Procedures - Any student who intends to change a residence to another school district must:

- A. Report his/her intentions to the school principal in writing from his/her guardian, giving the new address and name of the school he/she expects to attend.
- B. Secure a **Withdrawal Slip** from the school office.
- C. Have the teachers of all subjects sign and record a grade. Also, this slip should be signed by the librarian to indicate that all library materials have been returned.

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

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

## **DISCIPLINE**

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

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

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

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

Centerville-Abington Junior High School students are expected to demonstrate:

### **Citizenship Skills**

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

### **MISCONDUCT BEHAVIORS:**

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

### MISCONDUCT DISCIPLINARY MEASURES:

- Writing assignments (no sentences)
- Detention (Detention is to be held in the classroom of the teacher who issued the detention or in the office.)
- Detention may be assigned during lunch or after school.
- Issue a  **Social Probation Notice** to the student. A social probation notice restricts the student's social activities.
- Schedule a conference with the parent/guardian.
- Dismiss the student from class for that period.
- Electronic cigarettes will be treated as a form of tobacco.

A student receiving a fourth **Misconduct Notice** shall receive a **Disciplinary Referral** for repetitive misconduct.

The following list of behaviors are viewed as serious rules infractions and require immediate disciplinary action.

### REFERRAL BEHAVIORS:

- Failure to comply with the directive of a school employee or supervising adult.  
Unsafe physical activity; for example (pushing, horseplay, shoving, kicking, spitting, slapping or fighting).
- Open display of affection (holding hands, kissing, leaning on each other, etc.)  
Student presence in unauthorized areas; for example, (high school and elementary hallways or classrooms).  
Harassing behavior; or other verbal comments recognized as inflammatory, obscene and vulgar language and gestures.
- Truancy from school.
- Violence against staff or students.  
Any act that could be interpreted as threatening of and/or violent behavior toward any school employee.
- Theft or vandalizing of personal or school property.  
Setting fire to or damaging any school building or property, or attempting to set fire or cause damage.
- Possession and/or distribution of pornography.  
Possession, use, or distribution of tobacco, alcohol, drugs, and/or items reported to be drugs.
- Repetitive misconduct.  
Possession and/or use of any object that can be used as a weapon. Indiana Law IC 35-31.5-2-86 states a weapon includes, but is not limited to, "a weapon, taser electronic stun gun, equipment, chemical substance, or other material that in the manner is used or could ordinarily be used, or is intended to be used, is readily capable of causing serious bodily injury
- Engaging in academic dishonesty, including cheating, intentionally plagiarizing, wrongfully giving or receiving help during any academic assignment or examination or wrongfully obtaining test copies or scores. "0" on the assignment
- Possession or use of portable equipment; for example electronic games, IPODS, and cell phones. Items of this nature will be confiscated and held in the principal's office for the parent/guardian to redeem. If there is another occurrence, the item will be confiscated **and** a referral given.
- Electronic readers are allowed during SSR.

- CELL PHONES: STUDENTS ARE ENCOURAGED NOT TO BRING CELL PHONES TO SCHOOL. ALL CELL PHONES ARE TO REMAIN OFF AND NOT VISIBLE ONCE A STUDENT ENTERS THE BUILDING BEFORE SCHOOL. IF A STUDENT BRINGS A CELL PHONE, IT IS TO BE LOCKED IN THEIR LOCKER DURING THE DAY. THE USE OF CELL PHONES WILL ONLY BE ALLOWED IN THE BUILDING AFTER THE 3:00 DISMISSAL BELL. ANY STUDENT USING A CELL PHONE AT ANY OTHER TIME WILL HAVE IT CONFISCATED AS PER THE REFERRAL BEHAVIORS POLICY.
- Not serving assigned detentions
- “Sexting” is prohibited at any time on school property or at school functions. Sexting is the electronic transmission of sexual messages or pictures, usually through WCD text messaging. Such conduct not only is potentially dangerous for the involved students, but can lead to unwanted exposure of the messages and images to others, and could result in criminal violations related to the transmission or possession of child pornography. Such conduct will be subject to discipline and possible confiscation of the WCD.
- Falsely accusing any person of sexual harassment, or of violating a school rule, and/or a state or federal law.
- Failing to report the actions of another person to a teacher or administrator where those actions of plans, if carried out, could result in harm to another person or persons or damage property when the student has information about such actions or plans. Failing to completely comply and respond to questions from a staff member regarding school related matters including potential violations of school rules or state or federal laws.
- Aiding, assisting, agreeing or conspiring with another person to violate any school rule and/or state or federal law.
- Taking, recording, displaying and/or distributing pictures, video or audio without the consent of the student or staff member in a situation not related to a school purpose or educational function.

#### REFERRAL DISCIPLINARY MEASURES:

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

All steps must be completed before the student returns to that class. These removals will be documented on the new form also, but using all of the lines. It will include suggested behavior modifications and a line to document parent contact. Parent contact can take place in any of the following ways.

  1. A conference at school with parents.
  2. Conference phone call from the office.
  3. Individual phone calls by teacher and administrator.
- Conference with parents.
- Referral to appropriate social agency.
- Detention.
- Extended restriction of social activities.
- In-school isolated study.

- Out-of-school suspension. (Automatic one day may be issued with receipt of the third referral; three days may be issued with the fourth referral; and five days may be issued with the fifth referral). Students will not receive credit for work done in class while on an out-of-school suspension. Students will be allowed to make up tests, quizzes, and projects.
- In-School Suspension. Students will be assigned to spend the entire day(s) in the office time out room. Students will receive credit for work completed.
- Expulsion (recommended with the receipt of the sixth referral or for extremely serious rules infractions.)

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

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

GENERAL EDUCATION INTERVENTION  
511 IAC 7-17-40

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

1. GEI team(s) is/are established in each building. *CACSC/GEI Form 1: General Education Intervention Team(s)* is submitted to central administration on or before September 15 of each academic year. In developing a GEI team consideration should be given to:

- a. Size of building – Large buildings may wish to establish more than one team to ensure that issues will be addressed in a timely manner without overwhelming the few who comprise the GEI team.
- b. Diversity on the GEI team – Team members from different grade levels and content areas bring different perspectives to the table which can result in more creative problem-solving.
- c. GEI is a general education initiative – The teacher of students with exceptional needs is available as a resource person. However, it is inappropriate for this person to chair the GEI team.

2. Regular meeting times are scheduled for each GEI team in the building.

- a. In order to attend to issues in a timely manner.
- b. If there are no concerns to be brought to the team the scheduled meeting can then be cancelled.

3. All education personnel in the building are apprised of the purposes of GEI and how to access the process early in the academic year.

4. Academic and behavioral interventions are implemented in the classroom as a normal and natural part of daily teaching and learning. When a classroom teacher has implemented two or more interventions for a particular student whose classroom performance is substantially affecting educational outcomes and the pattern indicates those interventions have not been as successful as expected, the teacher should begin to record objective data with regard to the interventions implemented and the result of these interventions in regard to student outcomes

- a. Use *CACSC/GEI Form 2: Documentation of Classroom Interventions*
- b. Continued interference with outcomes indicates referral to GEI

To access GEI, a teacher will use *CACSC/GEI Form 3: Request for GEI* and forward it to the designated person in the building. Note that appropriate and objective data are to be attached to GEI Form 3. In addition to GEI Form 3 the following may also be included:

- a. Work samples exhibiting academic concerns,
- b. Behavioral data collection (ABC charts, time-samplings, etc.) and/or
- c. Other pertinent data that further support reasons for request.

6. Within twenty (20) instructional days from the date a request is received by the designated building person, the GEI team will meet with the requesting teacher to discuss and design appropriate interventions and/or determine if referral to another support process is warranted.

It is noted that a parent may also request GEI and would therefore be an important member of the initial GEI meeting concerning the student.

7. At the initial meeting the team will:

- a. Discuss the concern that prompted the request and review current documentation relative to the concern;
- b. Review interventions used to date and the success rate of each;
- c. Discuss student strengths on which to build successive interventions;

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

8. Parental support and involvement is sought and maintained throughout a student's education. If the parent was not in attendance at the GEI meeting to engage in the discussion, contact is made either in writing, via phone conversation, or in person. Written documentation of parental contact is included in the student's GEI file.

9. The GEI action plan for each student is reviewed in a timely manner. Date of review is determined at the time of creation of the Intervention Action Plan. In determining the date for review consideration should be given to:

- a. Complexity of the intervention strategy;
- b. Need for consistency for behavior/habit to change; and
- c. Age and/or developmental level of the student and the impact that may have on the time needed for internalization of the appropriate change.

10. Accurate records of all GEI meetings are maintained. These include:

- a. **CACSC/GEI Form 1: General Education Intervention Team(s)**
- b. **CACSC/GEI Form 2: Documentation of Classroom Interventions**
- c. **CACSC/GEI Form 3: Request for GEI** and attached supporting documentation
- d. **CACSC/GEI Form 4: GEI Meeting Notes**
- e. **CACSC/GEI Form 5: Intervention Action Plan**
- f. **CACSC/GEI Form 6: GEI Intervention Action Plan Review**
- g. **CACSC/GEI Form 7: GEI Summary Sheet**
- h. Letter to the parent(s)/guardian(s) (See **CACSC/GEI Form 8a: GEI Parent Notification Sample Letter** or **CACSC/GEI Form 8b: GEI Parent Notification Record of Contact**)

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

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



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

**CORPORAL PUNISHMENT:** School Board Policy states:

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

### **RESTRAINT & SECLUSION**

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

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

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

Other stipulations regarding Seclusion/Isolated Time Out:

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

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

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

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

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

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

#### **Training**

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

### **Regulations Pertaining to Controlled Substances:**

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

1. Possess, provide to another, or be under the influence of any substance which is or contains tobacco, alcohol, marijuana, stimulant, a depressant, an intoxicant, an anabolic steroid, a narcotic or a hallucinogen substance represented by the provider to be any of the listed substance. This includes

“look alike” drugs such as synthetic marijuana, bath salts, spice, E-cigarettes, etc. Use of medication by a student prescribed by a medical doctor, dentist, or other health care provider authorized by law to prescribe medication for that student does not violate the Disciplinary Code. Any student who is unsure if possession, use, or providing another person with any particular medicine or substance would violate the Disciplinary Code should contact the Centerville Junior High School principal before possession, using, or providing the medication or substance.

2. Possess or provide to any person anything used or designed to be used primarily for the storage, processing, delivery, or consumption of alcohol, smoking tobacco, marijuana, stimulants, intoxicants, narcotics, depressants, anabolic steroids, or hallucinogens. Examples of things which are not to be possessed or provided to another person are: pipes, rolling papers, clips, bowls, lighters, matches, etc.

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

I. Under the influence and/or possession:

Under the influence of alcohol, or other unauthorized drug or narcotic

Disposition: 1<sup>st</sup> offense

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

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

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

2<sup>nd</sup> offense:

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

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

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

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

Disposition: 1<sup>st</sup> offense

A. Recommendation of expulsion to the superintendent.

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

DRUG FREE SCHOOL ZONE

Schools in the state of Indiana have been declared Drug-Free-Zones. Indiana Code 35-48-4-4 states that it is illegal to possess, use or sell a controlled substance or alcoholic beverages on school property, within 1000 feet of school property, or on a school bus. All individuals (including students) in violation of this law must be reported to law enforcement authorities. Violation of this law is a Class B or D offense depending on the circumstances.

Possessing a knife on school property or on a school bus will be a Class B misdemeanor. The offense is a Class A misdemeanor if the offender has a previous unrelated conviction and a Class D felony if the offense results in bodily injury or serious bodily injury to another person. Battery against, and the harassment of, a school employee are also offenses that must be reported to a local law enforcement agency. PL 72-2006

#### STUDENT HARASSMENT/BULLYING

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

7. False reporting of bullying conduct as defined in this rule by a student shall be considered a violation of this rule and will result in any appropriate disciplinary action or sanctions if the investigation of the report finds it to be false.
8. A violation of this rule prohibiting bullying may result in any appropriate disciplinary action or sanction, including suspension and/or expulsion.
9. Failure by a school employee who has a responsibility to report bullying or investigate bullying or any other duty under this rule to carry out such responsibility or duty will be subject to appropriate disciplinary action, up to and including dismissal from employment with the school corporation.
10. Counseling, corrective discipline, and/or referral to law enforcement will be used to change the behavior of the perpetrator. This includes appropriate intervention (s), restoration of a positive climate, and support for victims and others impacted by the bullying.
11. Educational outreach and training will be provided to school personnel, parents, and students concerning the identification, prevention, and intervention in bullying.
12. All schools in the corporation are encouraged to engage students, staff and parents in meaningful discussions about the negative aspects of bullying. The parent involvement may be through parent organizations already in place in each school.
13. The Superintendent or designee will be responsible for developing detailed administrative procedures consistent with the Indiana Department of Education guidelines for the implementation of the provisions of this rule.  

LEGAL REFERENCE: I.C. 20-33-8-0.2  
I.C. 20-33-8-13.5
14. An anonymous online reporting link is available on the corporation website in order to report bullying/harassing behavior, safety concerns and/or suspicious activity confidentially.

#### SEXUAL HARASSMENT

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

## ORGANIZED CRIMINAL ACTIVITY

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

### DEFINITION

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

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

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

### Reporting

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

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

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

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

1. Shall wear, possess, use, distribute, display or sell any clothing, jewelry, emblem, badge, symbol, sign or other thing which is evidence of membership in or affiliation with any gang.
2. Shall commit any act or omission or use any speech, either verbal or nonverbal (gestures, hand shakes, etc.) showing membership in or affiliation in a gang.
3. Shall use any speech or commit any act or omission in furtherance of the interests of any gang or gang activity, including, but not limited to:
  - a. Soliciting others for membership in any gangs;
  - b. Requesting any person to pay for “protection” or otherwise intimidating or threatening any person;
  - c. Committing any illegal act or violation of school district policies;
  - d. Inciting another person to act with physical violence upon any other person.

### Intervention Procedures

Any of all of the following steps may be taken if a student in any school activity is suspected of or identified as being a member of a gang, shows interest in joining a gang, initiates or participates in any gang-related activity, or has been approached for recruitment.

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

#### Enforcement

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

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

#### **A. Types of Incidents**

##### 1. Incidents of Violent Crime

Examples: Assault, fighting, or imminent danger.

##### 2. Incidents of Other Illegal Activity

Examples: Intimidation, extortion, possession of beepers, cellular phones or weapons; arrest or detainment by policy in company of known gang member.

##### 3. Suspicion of Gang Involvement and/or Activity

Examples: Any manner of grooming, hair style, clothing, jewelry, or other accessories that may indicate membership; use of gang slogans, hand signals, nicknames, etc. indicating affiliation or association; graffiti on school or personal property; reasonable suspicion of the above.

#### **B. Initial Actions**

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

### **C. Follow-Up**

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

## ACADEMICS

### Curriculum

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

#### 7th Grade

A.	Digital Citizenship		1 sem.
B.	Geography		1 yr.
C.	Language Arts	Honors Lang. Arts	1 yr.
D.	Science		1 yr.
E.	Math 87/Algebra IA		1 yr.
F.	Band		1 yr.
G.	Choir		1 yr.
H.	Physical Education		1 sem.
I.	Health		1 sem.
J.	SRT		
K.	French		Rotation
L.	Art - Grade 7		Rotation
M.	General Music		Rotation
N.	Spanish		Rotation
O.	Career Information and Exploration		Rotation

#### 8<sup>th</sup> Grade

A.	Introduction to Business		1 sem.
B.	U.S. History		1 yr.
C.	Language Arts	Honors Lang. Arts	1 yr.
D.	Science		1 yr.
E.	Pre-Algebra/ Algebra IA/Algebra I		1 yr.
F.	Band		1 yr.
G.	Choir		1 yr.
H.	Physical Education		1 sem.
I.	Health		1 sem.
J.	SRT		
K.	Spanish		Rotation
L.	Art - Grade 8		Rotation
M.	Career Information & Exploration		Rotation
N.	French		Rotation
O.	General Music		Rotation



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

1. Centerville-Abington Junior High School provides honor classes in Math and Language Arts. Each parent is contacted relative to the student's eligibility to participate in one or more of these honor classes. In the event you are not contacted and feel that your son/daughter should be enrolled, contact the building principal for further program eligibility review.
2. Character Education – Centerville-Abington Community Schools work to develop a school of character, and create an environment in which students take responsibility for themselves and their actions. It is important that students learn to treat others with respect, because a more humanistic environment is essential for student's academic success. Character education training can increase a student's self-worth, increase a positive learning environment, provide student safety and well being, as well as, improve student's academic achievements. The program has been compiled after much research from multiple sources. The following are character skills incorporated into the curriculum of the Centerville-Abington Junior High. Over the school year, concentrating on one trait per month, the students experience three activities per month. The specific traits addressed are as follows:

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

The administration, faculty, students, and parents of Centerville-Abington Schools continue to work and share our vision to provide opportunities for students to realize their potential, and become positive and productive citizens of character. **“Take It To The Wall”** incorporating the Nine Fundamental Traits of Good Character, wall plaques are hung in every hallway and classroom, listing these traits. As students

demonstrate, or fail to demonstrate these qualities, they are recognized for their successes, and areas needing improvement. All staff are familiar with these traits and this program, and can take any student

“to the wall” at any time. Students may be submitted for RAK (Random Acts of Kindness) awards for setting positive examples of good character.

### 3. Grade Scale/Grade Criteria

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

A student who receives an “A” grade should be one who consistently:

- A. demonstrates outstanding scholarship and a high level of achievement of specific knowledge and skills;
- B. evidences understanding and proper application of fundamental concepts of the subject area;
- C. goes beyond the goals established for the class in achievement and contribution; independently applies knowledge and skills to new situations;
- D. completes assignments thoroughly, accurately, and promptly;
- E. frequently demonstrates originality and initiative;
- F. expresses himself/herself, both orally and in writing, clearly and effectively;
- G. evidences unique perception and depth of study in the field.

- A student who receives a “B” grade should be one who frequently:
- . demonstrates above average scholarship and achievement in the designated subject area and in mastery of specific knowledge and skills;
  - B. does his/her assignments less thoroughly and accurately than the “A” student but with above average quality; occasionally contributes creatively, usually applies knowledge and skills independently;
  - C. demonstrates some originality and initiative
    - D. expresses himself/herself, both orally and in writing, clearly and effectively;
  - D. show the capability to do advanced work in the field.

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

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

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

4. Honor Roll - Students’ grades will be figured on a 13 point nine week honor roll system. All grades will be included. A student attaining a 9.0 average with no grade below a “C” will be deemed to have achieved the honor roll. The honor roll will be the basis for judging a student’s eligibility for the Principal’s Honor Club which is recognized at the Teacher’s Honors Recognition program held at the close of the school year. Principal’s Honor Club “Wall of Fame” is achieved when a student averages 11.0 for all four semesters of the junior high experience.

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

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

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

It shall be the policy of Centerville-Abington Junior High School that each student be moved forward in a continuous pattern of achievement and growth that is in harmony with his/her own development. Such pattern will coincide with the system of grade levels established by the School Board of Trustees and the instructional objectives established for each. A student will be promoted to the succeeding level when he/she has:

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

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

7. Homework - Please see [www.centerville.k12.in.us](http://www.centerville.k12.in.us) (See Appendix “A” for staff e-mail addresses. HOMEWORK HOTLINE – Rose-Hulman’s Homework Hotline

Free math and science help available – 7 p.m. to 10 p.m. – Sunday through Thursday (Eastern Standard Time) Toll Free 1-877-Ask-Rose ([www.AskRose.org](http://www.AskRose.org))

Parents Can Help - The home plays a significant role in the student’s attitude and interest in homework. Parents are encouraged to become interested in and aware of the child’s daily school experience. Parents should follow these guidelines. Homework is an out-of-school assignment that contributes to the educational process of the students.

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

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

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

8. Student Evaluation Procedure

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

- Parent-Teacher Conference - The Centerville-Abington School Corporation believes that both the school and the home benefit from Parent-Teacher conferences. Conferences may be scheduled by calling 855-5113. At this time you should indicate which staff member(s) you wish to talk with. We will then attempt to schedule a conference time convenient to all concerned.
  - Grade Reports – Grade reports will be issued at the end of each nine weeks. Remember, you earned the grades you receive. The reports are to be signed by the parents and returned. Students should make every effort to return the signed reports on the first Monday following the issuing of grade reports.
  - Daily Assignment Book - Each student receives a student assignment book upon enrollment at Centerville-Abington Junior High School. The student is expected to carry the Daily Booklet with them to each class throughout the regular school day to log the assignments as they are made. The parent should require their son/daughter to bring their daily assignment booklet home each evening so the parent can check to see if the assignments have been completed. Also, there is space to communicate with the teacher each day. Staff may check the books of students failing to hand in homework on a daily basis. Replacement cost for the Assignment Book will be \$3.50 per book.
  - Power School – Parents and students can access current grades and assignments using the internet .Each student will have a password that can be retrieved from the office.
- E. E-mail – Parents can e-mail teachers with questions and concerns. Addresses are available on the corporation website and on previous page.

9. CLASS CHANGES

A parent shall schedule a parent conference with the principal/guidance counselor and staff to discuss any request for a schedule change throughout the school year.

10. Procedures For Comments, Complaints, and Concerns About Curriculum

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

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

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

#### Informal Complaint Level

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

#### Formal Complaint Level

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

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

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

#### The committee will take the following steps:

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

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

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

#### Matters Regarding Personnel

##### Public Complaints and Concerns

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

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

#### **Matters Regarding a Professional Staff Member**

##### A. First Level

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

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

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

##### B. Second Level

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

##### C. Third Level

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

1. the specific nature of the complaint and a brief statement of the facts giving rise to it;
2. the respect in which it is alleged that the complainant (or child of the complainant) has been affected adversely;
3. the action which the complainant wishes taken and the reasons why it is felt that such action be taken. Should the matter be resolved in conference with the Superintendent, the Board may be advised of the resolution

D. Fourth Level

Should the matter not be resolved, or if it is one beyond the Superintendent's authority and requires  
a Board decision or action, the complainant shall request, in writing, a hearing by the Board.

The Board, after reviewing all material relating to the case, shall provide the complainant with its written decision.

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

**Matters Regarding an Administrative Staff Member**

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

Matters Regarding Policies

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

Matters Regarding Corporation Services or Operations

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

Matters Regarding Extra-Curricular Activities-Discipline or other Misunderstandings:

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

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

## GENERAL INFORMATION

### 1. Equal Educational Opportunity (Title IX)

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

The Superintendent shall appoint a compliance officer whose responsibility it will be to ensure that Federal and State regulations are complied with and that any complaints are dealt with promptly in accordance with law. All questions regarding compliance should be referred to Mr. Rick Schauss at 855-5113 (Principal at Centerville-Abington Junior High School).

#### Compliance

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

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

### EQUAL EDUCATIONAL OPPORTUNITY FOR INDIVIDUALS WITH DISABILITIES SECTION 504

#### ***Purpose***

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

#### ***Centerville-Abington Community School's Assurance of Compliance***

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



### **What Is A Section 504?**

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

- Section 504 of the Rehabilitation Act of 1973 (29 U.S.S. 794 (a) provides in relevant part, that:  
***No otherwise qualified individual with handicaps..shall, solely by reason of her or his handicap, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance.***
- Subpart D of the Section 504 regulations requires public schools to provide qualified students with disabilities an education comparable to the education provided to students without disabilities.

### **How Does Section 504 Define "Disability"**

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

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

### **What Are The School's Responsibilities?**

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

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

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

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

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

The hearing will be conducted within (30) days of the receipt of the written request for the hearing. A copy of the Corporation's Hearing Officer's disposition of the appeal shall be sent to the concerned party within (15) business days of this hearing.

#### PARENT/STUDENT RIGHTS

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

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

You have the right to:

1. Have your child take part in, and receive benefits from public education programs without discrimination because of his/her handicapping conditions;
2. Have the school district advise you of your rights under federal law;
3. Receive notice with respect to identification, evaluation, or placement of your child;
4. Have your child receive a free appropriate public education. This includes the right to be educated with non-handicapped students to the maximum extent appropriate. It also includes the right to have the school district make reasonable accommodations to allow your child an equal opportunity to participate in school and school-related activities;
5. Have your child educated in facilities and receive services comparable to those provided non-handicapped students;
6. Have your child receive special education and related services if he/she is found to be eligible under the Individuals with Disabilities Education Act (PL 101-476) or Section 504 of the Rehabilitation Act;
7. Have evaluation, educational, and placement decisions made based upon a variety of information sources, and by persons who know the student, the evaluation data, and placement options;
8. Have transportation provided to and from an alternative placement setting at no greater cost to you than would be incurred if the student were placed in a program operated by the district.
9. Have your child be given an equal opportunity to participate in non-academic and extra-curricular activities offered by the district;
10. Examine all relevant records relating to decisions regarding your child's identification, evaluation, educational program, and placement;
11. Obtain copies of educational records at a reasonable cost unless the fee would effectively deny you access to the records;
12. A response from the school district to reasonable requests for explanations and interpretations of your child's records;

13. Request amendment of your child's educational records if there is reasonable cause to believe that they are inaccurate, misleading, or otherwise in violation of the privacy rights of your child. If the school district refuses this request for amendment, it shall notify you within a reasonable time, and advise you of the right to a hearing;
14. Request mediation or an impartial due process hearing related to decisions or actions regarding your child's identification, evaluation, educational program or placement. You and the student may take part in the hearing and have an attorney represent you.
15. File a local grievance.

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

Rose Hamilton Elementary	Lee Stienbarger	966-4491
Centerville Elementary	Kelly VanWinkle	855-5132
Centerville-Abington Junior High	Rick Schauss	855-5113
Centerville Senior High	Mike McCoy	855-3481

### Student Surveys

20.10.1-4-15 in general states:

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

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

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

In the event parents have questions or concerns regarding the above, they should contact Mr. Rick Schauss, 855-5113.

### Student Service Program

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

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

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

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

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

- The goal of crisis counseling is to restore the client to equilibrium. As a result it is more limited in its scope and briefer in duration than regular counseling. Encounters will be limited to one to three sessions.
- Action or intervention is usually initiated rather than listening and allowing the student or adult to take responsibility and control of his/her own decision making and understanding. Crisis counseling is usually more directive than usual.
- In crisis counseling there may be times when temporary dependency takes a much more active role in giving information and offering strategies to the individual as well as giving advice and suggestions...active listening remains a main skill.
- Concerns for an individual's welfare should cause concern and heightened awareness of ethical principles that are not normally invoked in traditional counseling and interventions. There are times when the counselor must breach confidentiality (i.e. if individual is in danger to self or others), and when the counselor must evaluate his own competence to continue with the individual.

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

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

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

3. Building Visitation

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

4. Trespass

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

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

5. Lost and Found

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

6. Gym Lost and Found Policy

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

7. Curriculum Material Payments and Refunds

Curriculum materials consist of a laptop and all classroom fees assessed for each teacher's program. Indiana law provides that parents who meet the financial eligibility standards for receiving free lunches under the National School Lunch Program may make an application to the school district and may not be required to pay the total curriculum fees. An application form may be obtained through the school.

Payments:

- Students enrolling during 1<sup>st</sup> semester – full amount
- Students enrolling during 2<sup>nd</sup> semester – ½ amount

Refunds:

If a student transfers, withdraws, or is expelled from school, or withdraws or is cut from a school activity for which the student or his/her parents have paid fees for curricular materials and are owed a refund of all, or a proportional share of any fees amounting to at least \$5.00, the Corporation will promptly refund such fees if the address of the student or his/her parent is known or if requested by the student or his/her parents by the end of the school year in which the fees were paid, or within thirty (30) days, whichever is longer. The Corporation shall refund an amount equal to the total fee multiplied by the percentage of the semester, grading period or activity season remaining at the time the student transfers, withdraws, is expelled from the class, quits, or is cut from the activity, so long as one-third (1/3) or more of the semester, grading period, or activity season remains and the amount of refund, rounded up to the nearest dollar amount, equals or exceeds \$5.00. The right to a refund fee shall be forfeited if not requested by the end of the school year in which the right to a refund accrues, or within thirty (30) days, whichever is longer. Parents and students shall be given written notice of this policy at the time of school enrollment.

Each student is responsible for the care of all textbooks and library books and school materials assigned to or signed by him. An adjustment fee will be charged for a book damaged during the time it is assigned to a particular student. Textbook adjustment is fixed by the school board policy. Do not lend your materials to others. Use only your assigned textbook. This will help everyone concerned take care of the materials assigned to them. Even your locker is on loan and school materials should be kept inside it.

8. Special Education

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

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

9. Insurance Coverage

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

Applications may be secured from the main office. The responsibility for filing claims rests with the student and parent and forms are available in the main office.

STUDENT ACCIDENT INSURANCE - The School Board recognizes the need for insurance coverage for injuries to students caused by accidents occurring in the course of attendance at school and participation in the athletic and extra-curricular programs of the schools. Therefore, at the beginning of each school year, the Board shall offer parents the opportunity to participate in group accident insurance at the expense of the parents.

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

10. Pupil Records

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

**Model Notification of Rights Under the Protection of Pupil Rights Amendment (PPRA)**

PPRA affords parents certain rights regarding our conduct of surveys, collection and use of information for marketing purposes, and certain physical exams. These include the right to:

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

These rights transfer from the parents to a student who is 18 years old or an emancipated minor under State law. Centerville-Abington Community Schools has developed and adopted policies, in consultation with parents, regarding these rights, as well as arrangements to protect student privacy in the administration of protected information surveys and the collection, disclosure, or use of personal information for marketing, sales, or other distribution purposes.

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

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

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

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

#### **Model Notification of Rights under FERPA for Secondary Schools**

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

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

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

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

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

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

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

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.



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

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

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

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

11. School Lunch

The Centerville/Abington Community Schools participate in the National School Lunch Program. Nutritious meals are served every school day. Children from households that meet federal income guidelines are eligible for free or reduced priced lunches. To apply for free or reduced price meals complete the application included in the student orientation packet.

12. Lockers

Your locker is school property and is assigned to you for storage of school materials and outdoor wearing apparel. Personal property and/or valuable materials are not to be brought to school nor stored in a locker. The school will not assume responsibility for items lost or stolen. Students will be issued a combination to the lock on the lockers each year. It is the student's responsibility not to share that number with any other student.

School officials reserve the right to inspect lockers when information is received that indicates a locker search is warranted. All searches and seizures will be conducted within the Centerville Board of School Trustees' Policy.

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

13. Hallway Behavior

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

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

14. Search and Seizure

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

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

A. **School Property**

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

B. **Student Person and Possession**

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

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

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

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

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

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

1. the information upon which the search was based,
2. The time, date, location, students, or places searched, and persons present,
3. a description of any item seized and its disposition,
4. the time and date of notice to the parent or guardian in the case of the search of the person of a student.

15. Cafeteria Procedures

Junior high students will be expected to clean up their table and return their utensils to the cleaning station. Milk cartons and paper items must be placed in waste containers and food spilled on the floors must be picked up by the student who spilled it.

In order to make our noon hour program run smoothly, students will be asked to cooperate with the following rules:

- Students eating in the cafeteria will observe the rules of the cafeteria supervisors. Quiet talking **ONLY** will be permitted.
- Students are to line up in single file to pass through the cafeteria line. Lunch payments will be made either by ID number or fingerprint.
- There should be no pushing, shoving, or horseplay in the lunch line.

16. Dress Guidelines

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

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

1. Hair should be neat and clean.
2. Blouses and shirts should be worn that adequately cover the body and undergarments. All shirts are to have sleeves and should not be excessively low cut in the front. Shirts that are cut below an imaginary line from top of the armpit to top of the opposite armpit are not permitted.
3. Shorts, skirts, and holes in pants should be knee length or lower. The wearing of leggings under shorts, skirts, or pants with holes **does not** change the rule.
4. Leggings or yoga pants are permissible as long as they are worn under another piece of clothing that follows the rule of knee length. No leggings or yoga pants are to be worn as a primary article of clothing.
5. The feet are to be covered with some form of safe footwear.
6. Students are not to wear apparel that displays or advertises drugs, alcohol or tobacco. Students are not to wear apparel that is sexually suggestive, racially biased, displays inappropriate innuendoes or double-meanings, etc.

7. No baggy pants or ripped jeans – pants must be belted up around the waist so that undergarments are not showing and cannot be so long they are walked on.
8. Special dress and appearance guidelines will be recognized for special activities.
9. Students are not to wear hats, head coverings, sweatshirts with the head covered, sunglasses, bandannas, gloves, distracting clothing or costumes in the building or classroom.

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

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

17. Directory Information

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

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

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

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

18. Pesticide Use

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

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

2. Provide at least two days notice of planned pesticide applications to parents and staff members who wish to receive such notice. The notice will include the date of application, general area to be applied, and a telephone number where more information may be obtained.

3. Establish a registry of parents and staff who request (in writing) advance notification of pesticide applications. Send written requests to the Office of the Superintendent of DCSC each school year.

4. Provide an annual notice of the Corporation's pest control policy at the time of student registration in the corporation newsletter, or in the student handbook.

5. Maintain records for two years after any pesticide application.

6. The Assistant to the Superintendent or his designee will be responsible for information concerning pest control.

7. In case of emergency pesticide applications due to immediate threats to the public health, the Corporation will give written notice as soon as possible

19. Conduct at Athletic Events

Please follow these rules of conduct at all athletic events:

- Attend as many athletic events as possible and support our teams,
- Be a good sport, and never boo the opposing team or an official,
- Have respect for the visiting school and adult guests,
- Be a good guest when visiting other schools,
- All fans will please stay seated throughout the ballgame.

Concessions will be open at the half of each ballgame and between games. Please do not leave the stands until the half is completed.

- Student fans may sit on the lower level of the south bleachers. Visitors will use the WEST portion of the bleachers, and Centerville the EAST portion.
- Restrooms will be available to student fans only during the half and between games. Please refrain from using them at all other times, except in emergencies.
- Fans should be seated when the game begins. Please cooperate. There will be no loitering allowed in the teen center at any time except between ballgames and at the half.
- Failure to comply with the above regulations and the rules of the gym or athletic field may result in suspension or expulsion from attendance at athletic contests.

20. Telephone Usage

Students are reminded that the office telephones are for business purposes only. Private phone calls or phone calls that relate to school work or activities that were previously announced will not be permitted.

21. Emergency Drills

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

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

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

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

22. School Sponsored Publications and Productions

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

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

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

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

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

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

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

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

CJHS also prohibits publications and productions which:

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

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

- 23. Bicycle - If a student chooses to ride a bike to school it should be parked in the bike racks behind the multi-purpose room. A student should register a scooter with the principal before riding to school.
- 24. One to One Learning – Beginning with the 2013-14 school year, students in grades 7-12 were introduced to a one to one learning program. Students will be issued a Lenovo laptop. With pedagogical change, technology will significantly increase student engagement and help prepare our students for the 21<sup>st</sup> Century workforce and global economy. All students and parents must read and sign off on the two forms concerning using the internet and the laptop. The forms must be signed before devices will be issued.  
Student Technology Responsible Use Policy  
Student/Parent Laptop Agreement Form

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

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

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

### .Library

Library Staff

Librarian

Mrs. Holly Stiggleman

Hours: 7:45 A.M. to 3:30 P.M.

Welcome to the Centerville Junior/Senior School Library. The new library was opened in August 1995. Both Junior and Senior High School libraries were combined, and we now serve grades 7-12. The school library media program is an important part of the school curriculum.

It is a place where students may explore classroom subjects as well as independent study. The school library provides a setting where students may develop into lifelong learners. Students are encouraged to develop skills to help them become informed citizens in an educated society. The library has approximately 13,000 books and subscribes to 60 magazines.

### **Resource Time**

SRT students may come three at a time with a pass for 20 minutes. If students are doing a research project, they must have a pass from the teacher assigning the research. Research students may stay all period, and they will return to SRT the last five minutes of the period. The SRT teacher will sign the time passes when students come to the library. Passes are to be left on the checkout counter immediately as the student enters the library.

The library staff will stamp and time passes with a special library stamp when students leave the library. Students are not to talk and are to remain busy using library materials. Students will sit in the area designated for SRT students, and they will sit one per table.

### **Check Out**

Reference books and magazines will remain in the library. Books are checked out for two weeks. To check out books students will present their library card. Library cards are issued once each year, and must be kept until new cards are issued the following year. There is a replacement cost for lost cards. Any misplaced library card should be returned to the library.

### **Overdue Notice**

Overdue notices will be given out, and the library charges fines of five cents per school day for overdue materials. If you have an overdue book or fine you cannot check out more materials until overdue materials are returned and fines are paid.

### **Security System**

The library has a security system in place to protect all materials from theft. Students who set off the alarm or misuse the security system will be sent to the principal.

### **Library Orientation**

Library instruction and orientation are given to seventh grade students on library procedures and on how to use all of the on-line programs. Other classes are taught as requested by teachers or as new programs are purchased.

### **Computers**

The library has state-of-art facilities which include a 3M security system and the Winnebago automation system. The Winnebago is used for both circulation and an on-line catalog, and it is networked throughout both the junior and senior high school buildings. The library network includes Internet. Students must have a signed parental form on file with the office to access the Internet. Students have access through Internet to INSPIRE, a one million dollar Indiana database which offers a wide range of library catalogs and commercial databases. INSPIRE allows students to have access to several thousand magazines and newspaper articles. The library has the following programs which are on the network:

- Britannica Encyclopedia
- Dictionary of American Biography
- COIN Jr
- COIN Sr
- SIRS
- Discovery Nation



- Microsoft Excel, Powerpoint and Work
- Scholastic Reading Counts Quizzes
- Understanding Alcohol and Drugs

Students have access to the computers during their classes and with a research pass during resource time.

## **Area Libraries**

### Centerville Public

Hours are Monday, Wednesday, and Friday, 10:00 A.M. to 5:30 P.M., Tuesday and Thursday, 12:00 P.M. to 8:00 P.M., and Saturday 10:00 A.M. to 5:00 P.M. To check out library materials you must have a Centerville Public card.

### Earlham Library

Hours are Monday thru Friday, 8:00 A.M. to 12:00 Midnight, Saturday 10:00 A.M. to 6:00 P.M. and Sunday 12:30 P.M. to 12:00 Midnight. To check out materials you must pick up and return a form from Earlham Library which must be signed by your parents. An Earlham Library card will be mailed to you in 3-4 days.

### Morrison Reeves

Hours are Monday thru Thursday, 9:00 A.M. to 9:00 P.M., Friday and Saturday 9:00 A.M. to 5:30 P.M., closed Sunday. To check out materials you need a \*PLAC card if you live outside of their district.

### Indiana University East Library

Hours are Monday thru Thursday, 8:00 A.M. to 10:00 P.M., Friday 9:00 A.M. to 5:00 P.M., Saturday 8:30 A.M. to 5:00 P.M., and Sunday 1:00 P.M. to 6:00 P.M. To check out materials you need a current driver's license and social security card.

## **Bus Rules**

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

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

- 17. Each student will observe same conduct as in the classroom.
- 18. Bus drivers may assign seats at any time before and during the school year.
- 19. Students will be denied bus privileges if they cannot obey the above rules.

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

Extra-Curricular Participation Policies

As a participant in extra-curricular activities, you both represent our school and model behavior that is observed by your classmates, teachers, parents, and community. Since this is the case there is set forth a specific set of guidelines that govern each student's eligibility for and participation in **all** extra-curricular activities.

**It is important that you and your parents have reviewed this handbook thoroughly to prevent any misunderstandings about eligibility and/or participation.**

Centerville-Abington Junior High School encourages each student to participate in one or more extra-curricular activity. Major studies of successful citizens find a single common denominator that contributed to their success. That factor was their willingness to become involved in extra-curricular school activities. To that end Centerville-Abington Junior High School is committed to providing a variety of activities that appeal to the interests and abilities of each student.

Extra-Curricular Activity Council

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

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

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

Extra-Curricular Activities

- Student Council
- Spell Bowl
- Dances
- Field Trips

Athletics:	Fall	Cheerleading Volleyball Cross Country Football Swimming
	Winter	Cheerleading Girls Basketball Boys Basketball Wrestling
	Spring	Girls Track Boys Track Golf

### Extra-Curricular Participation Standards

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

#### STANDARD #1 - GRADE ELIGIBILITY

- A. A student must not be on academic probation in order to be eligible to be considered for any extra-curricular activity/sport. This statement applies to a sport with try outs and cuts.
- B. If a student is placed on academic probation after the start of the season the student can still practice and attend games if in good standing with the coach/sponsor. The coach/sponsor will monitor the student's grades and academic progress. This is also in effect for students who are on probation before the beginning of a sport season as long as it is not a cut sport/activity.
- C. The class grade will be checked at the mid-point of the activity/sport. The exception will be Student Council. Student Council members must maintain a 3.0 or D in all classes at the completion of each grading period
- D. All students' grades will be checked at mid-term and the end of each nine grading period. The semester grade will be the grade checked at the semester. If a student earns a "F" grade in a class he/she will be placed on academic Probation until grade is a "D-" or better when grades are checked again at mid-term and nine weeks.
- E. Grade seven students must maintain a passing grade in all classes (no F's and not on academic probation ) for the second semester grades in order to be eligible to be considered for a fall activity/sport at grade eight.
- F. Students from the elementary participating in a middle school sport will follow the junior high grade policy for eligibility as a minimum standard. If an elementary student is placed on probation at the elementary, this will affect their eligibility.

#### STANDARD #2 - DISCIPLINARY ELIGIBILITY

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

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

#### STANDARD #3 - SCHOOL ATTENDANCE

- A. Extra-curricular participants must be in attendance for the last period/block to participate in the activity scheduled for that day.
- B. A student involved in truancy will automatically be considered ineligible for practice, contest or activity until the student has completed their assigned time make-up.

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

#### STANDARD #4 - PARTICIPANT APPEARANCE

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

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

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

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

#### STANDARD #5 - TRANSPORTATION/TRIPS

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

- A. Participants being transported will travel to and from the event by means provided by Centerville Junior High.
- B. Exceptions are allowed with the permission of the principal and/or sponsor/coach.
- C. Students shall remain seated per seating directions for each trip.
- D. Participants shall be aware of, respect, and follow transportation regulations outlined in the Student Handbook.

#### STANDARD #6 - AWARDS FOR EXTRA-CURRICULAR PARTICIPATION

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

#### STANDARD #7 - REGULATIONS FOR PARTICIPATION IN ATHLETICS

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

- D. Athletes who are injured and unable to try out for a particular sport including cheerleading are eligible to try out only upon their release by a licensed physician. The written release must be submitted to the coach of said sport at the time the athlete makes arrangements for try out sessions.
- E. Athletes that move into the Centerville-Abington School Corporation during a sporting season must show a physical form to the coach of the sport that they desire to try out for and make arrangements for a try out session before they will be considered for a team. The coach has the right to refuse the players if their skill and conditioning are considered inadequate.

### **JUNIOR HIGH SCHOOL CODE OF CONDUCT ATHLETIC, EXTRA-CURRICULAR AND CO-CURRICULAR**

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

#### Possession or Use of Tobacco, Alcoholic Beverages and/or Illegal Drugs and Conduct Unbecoming an Extra-Curricular Participant at CJHS.

##### **First Offense:**

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

##### **Second Offense**

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

##### **Third Offense**

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

#### School Events Recording Policy

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

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

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











