

2020-2021

**ADAMS CENTRAL
ELEMENTARY
SCHOOL**

**PARENT/STUDENT
HANDBOOK**

222 West Washington Street
Monroe, IN 46772



Home of the Flying Jets

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Adams Central Community Schools

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Secretary, Mrs. Rhonda Isch
Member, Mrs. Heather Frank
Member, Mr. Phillip Garwood
Member, Mrs. Jeremi Schortgen
Member, Mr. Tim Tobias
Mrs. Audra Snyder, School Attorney

Superintendent, Mr. Joel Mahaffey
Secretary to the Superintendent, Mrs. Kelli Fuhrmann
Director of Human Services, Mrs. Arnita Heyerly
Corporation Treasurer, Mrs. Dawn Cook

2020-2021 CALENDAR

Adams Central Community Schools

Board Approved 1/8/19

	S	M	T	W	R	F	S		
							1		
	2	3	4	5	6	7	8		
AUG	9	10	11	12	13	14	15	First Full Teacher Day - Aug. 11	1
	16	17	18	19	20	21	22	First Student Day - Aug. 14	5
	23	24	25	26	27	28	29		5
	30	31	1	2	3	4	5		5
	6	7	8	9	10	11	12	Labor Day - September 7 - No School	4
SEP	13	14	15	16	17	18	19		5
	20	21	22	23	24	25	26		5
	27	28	29	30	1	2	3		5
	4	5	6	7	8	9	10		5
OCT	11	12	13	14	15	16	17		5
	18	19	20	21	22	23	24	Fall Vacation - Oct. 23-26	4
	25	26	27	28	29	30	31		4
	1	2	3	4	5	6	7		5
NOV	8	9	10	11	12	13	14		5
	15	16	17	18	19	20	21		5
	22	23	24	25	26	27	28	Thanksgiving Vacation - Nov. 26-27	3
	29	30	1	2	3	4	5		5
	6	7	8	9	10	11	12		5
DEC	13	14	15	16	17	18	19		5
	20	21	22	23	24	25	26	Winter Break - Dec. 23 - Jan. 1	2
	27	28	29	30	31	1	2		88
	3	4	5	6	7	8	9	First Student Day - Second Semester - Jan. 4	5
JAN	10	11	12	13	14	15	16		5
	17	18	19	20	21	22	23	MLK Day - Jan. 18 - No School (possible make up day)	4
	24	25	26	27	28	29	30		5
	31	1	2	3	4	5	6		5
	7	8	9	10	11	12	13		5
FEB	14	15	16	17	18	19	20	President's Day - Jan. 15 - No School (possible make up day)	4
	21	22	23	24	25	26	27		5
	28	1	2	3	4	5	6		5
	7	8	9	10	11	12	13		5
MAR	14	15	16	17	18	19	20		5
	21	22	23	24	25	26	27	Spring Vacation - March 22-26	0
	28	29	30	31	1	2	3	Good Friday - April 2 - No School	4
	4	5	6	7	8	9	10		5
APR	11	12	13	14	15	16	17		5
	18	19	20	21	22	23	24		5
	25	26	27	28	29	30	1		5
	2	3	4	5	6	7	8		5
MAY	9	10	11	12	13	14	15		5
	16	17	18	19	20	21	22	Last Student/Teacher Day - May 21	5
	23	24	25	26	27	28	29		0
	30	31	1	2	3	4	5	Memorial Day - May 31	92
JUNE	6	7	8	9	10	11	12	Graduation - June 6	

Staff Only
 End of Quarter
 First/Last Student Day
 No School

Days may be added to the end of the school year to make-up for lost days due to inclement weather.
 Calendar is subject to change by the School Board.

**ADAMS CENTRAL ELEMENTARY SCHOOL
STAFF DIRECTORY**

POSITION	NAME	SECTION	PHONE EXT
Principal	Mary McCullough		#1013
Guidance Counselor	Sarah Rhymer		#1012
Social Worker	Megan Ross-Espinosa		#1122
Secretary	Liz Davis		#1011
Building Aide	Laura Wheeler		#1192
Kindergarten	Samantha Beer	KA	#1134
	Shelby Dalrymple	KB	#1191
	Alyssa Hildebrand	KC	#1175
	Mandi Herring	KD	#1135
First Grade	Katie Linder	1A	#1152
	Mandy Andrews	1B	#1178
	Kaitlyn Busse	1C	#1201
	Mindy Dubach	1D	#1170
	Taya Gonzalez	1E	#1139
Second Grade	Carrie Aschliman	2A	#1196
	Carla Bluhm	2B	#1158
	Leann Schwartz	2C	#1180
	Chyenne Wilder	2D	#1198
	Doug Linthicum	2E	#1035
Third Grade	Hayli Fiechter	3A	#1164
	Ashley Stewart	3B	#1190
	Thad Harter	3C	#1193
	Christie Beer	3D	#1154
	Mykala Liter	3E	#1056
	Tayia Meadows	3F	
Fourth Grade	Adam Yates	4A	#1037
	Alison Yoder	4B	#1172
	Tamber Hildebrand	4C	#1161
	Lanette Buchan	4D	#1147
Fifth Grade	Allison Timmons	5A	#1174
	Ashley Stafford	5B	#1157
	Kristin Latman	5C	#1059
	Beverly Conkling	5D	#1186
Art	Karen Flesch		#1151
Computer Explorer	Jeanne Steffen		#1089
K-12 Librarian	Debbie Acord		#1148
Library Asst.	Stephanie Patterson		#1192
	Debbie Foor		#1192
Music	Leslie King		#1030
Physical Ed.	Bryce Richey		#1166

STAFF DIRECTORY CONTINUED

POSITION	NAME	SECTION	PHONE EXTENSION
Classroom Aides	Aimee Currie, Aide		#1175
	Michelle Frock, Aide		#1175
Deaf & Hard of Hearing	Susie Amstutz, Instructor		#1031
	Ron Payne, Interpreter		#1031
ESL Coordinator	Amy Wenger		#1055
High Ability	Shannon Dines		#1053
Intense Intervention	Nicole Pett, Instructor		#1159
	Lydia Steffen, Aide		#1159
	Mary Davis, Aide		#1159
	Jeremy Wischart, Aide		#1159
	Kelli Sheehan, Aide		#1159
	Natalie Tonner, Aide		#1159
Latchkey/Preschool	Marybeth Irwin		#1039
	Michelle Beer, Assistant		
Pre-K	Vikki Minger, Instructor		#1176
	Casey Lothridge, Aide		#1176
	Janelle Sharpe, Aide		#1176
Recess Monitor	Keri Schwaller		-
School Nurse	Donna Barger		#1125
Special Ed.	Angie Lengerich, Instructor		#1051
	Missy Martin, Instructor		#1051
	Natalie Clark, Aide		#1051
	Kristin Clark, Aide		#1051
	Brandy Grover, Aide		#1051
	Jamie Miller, Aide		#1051
	Robin Pfeiffer, Aide		#1051
	Bobbie Rue, Aide		#1051
	Kelli Sharp, Aide		#1051
Speech	Abby Manley		#1128
	Jill Fromader		#1128
Title One Admin.	Abby DeRoo		#1182
Title One Secretary	Erin Laukhuf		#1155
Title One	Deb Bonham		#1032
	Kathy Fox		#1202
	Kay Frey		#1153
	Kristi Homan		#1207
	Nedra Engle		#1150
	Shelby McDonald		#1207
	Kim Roe, Aide		
	Jennie Powell, Aide		

ATTENDANCE

Good attendance is essential if students are to achieve success and reach their potential. The State of Indiana places education at the top of its priorities. The faculty, staff, and administration believe the following about the importance of regular attendance at Adams Central Elementary School:

- Regular school attendance is a valuable characteristic to help develop responsibility in students.
- Legitimate reasons do exist for students to miss school but should be rare.
- When a student is not in attendance, school does go on and the student falls behind.
- It is legitimate and proper for the school to set limits on absences from school.
- Tardiness to school and/or missing part of a school day negatively affects student performance. This will be recorded and will accumulate toward a student's absence limits. Coming to school 10 minutes late or leaving 10 minutes early from class every day adds up to 60 hours of missed instruction, which is like missing almost 2 weeks of school.
- Parents should keep in mind that we only have 1,260 hours of instruction in a school year. A child that misses 10 days of school is missing 70 of these critical hours. It is difficult to get back lost days of instruction. This can potentially cause a student to fall behind.

Attendance Procedures for Parents and Students

- When a student is absent, the office (260-692-6629) must receive a note or a phone call by the student's parent/guardian explaining the reason for the absence.
- If the office does not receive a note or phone call, a phone call to parents will be made. Provide doctor notes when possible.
- If a parent/guardian is not able to be reached a school official may make a home visit as a precaution for the safety of the child.
- Parents picking up students who need to leave for doctor, dentist, etc. appointments during the school hours must check in at the Elementary Office. Your child will then be called down to the office to be checked out. If your child will be returning that day, he/she must be checked in at the Elementary Office before returning to his/her classroom.

Excused Absences

A student will be allowed a maximum of EIGHT parent/guardian excused absences per semester. Personal illness that is excused by a written note from a physician will not be counted toward the eight parent/guardian excused absences. After the maximum of eight parent/guardian excused absences, all following absences that semester will be counted as unexcused without documentation. The following circumstances are considered excused absences:

- Personal illness (verified by parent by 8:30 a.m. or doctor within 2 days of the student's return to school)
- Illness that requires the school nurse or administration to send a student home for the day (exception is head lice after the first day)
- Death or serious illness of an immediate family member
- Funeral if school is notified in advance
- Student medical, dental, legal appointments or court hearings. (Every effort should be made to schedule medical, dental, or other appointments outside of school hours.)
- Religious observance when approved in advance.
- Head lice (first day only)
- Suspensions from school
- Other reasons excused by the administration

Unexcused Absences

- Any absence without medical documentation after the maximum of eight parent/guardian excused absences per semester

- Vacations during school time are considered unexcused. Parents/guardians are encouraged to plan family activities when school is not in session. However, this is not always possible. In this case, pre-arranged absence requests must be completed 5 days prior to the intended leave.
- Truancy
- Any absence not reported to the school office by parent/guardians by 10:00 a.m. on the day of the absence
- Head lice after the first day
- Absences due to missing the bus, oversleeping, alarm clock malfunctions, car trouble, etc. that cause the student to arrive at school after 8:00 a.m.
- Other reasons not noted as excused

Tardies

The school day begins at 8:00 a.m. and students are expected to be in their classrooms at this time. Any student entering the building after 8:00 a.m. and up until 8:30 a.m. will be considered TARDY. The parent/guardian must sign the student in at the office when they arrive after 8:00 a.m. Five tardies will equal one day of unexcused absence. Students who arrive between 8:30 a.m. - 11:30 a.m. will be considered to have a 1/2 day absence. Students who arrive at school after 11:30 a.m. will be considered to have a full day absence. Any student who accumulates ten (10) tardies per semester may be referred to DCS, Department of Child Services.

Early Release

Students who need to leave school between 2:15 p.m. and 2:45 p.m. will be granted an Early Release. A parent or guardian must sign the student out in the office. **Once a student has accumulated five Early Releases, it automatically becomes a full day unexcused absence.** Students who leave school between 11:30 a.m. and 2:15 p.m. will be counted as being half day absent.

Makeup Work

Students may make up academic assignments missed in class due to an absence. It is the student's responsibility to make up the missed assignments. As a rule, the absent student will have the same number of days to make up missed assignments as the length of the absence. **During out of school suspensions, students are still expected to complete any homework assignments missed during their suspension. In order to receive credit, assignments must be turned in within a reasonable amount of time as communicated by the teacher. Suspended students will also be permitted to make up tests, quizzes, and major projects.**

The student will initiate the need to make up the homework, test, quiz, and/or major project. In most cases, the test, quiz, and/or major project will be made up the day the student returns. If an eLearning day is called on the day of a student's suspension, that will not count as one of the student's suspended days. The next day we are in school will count as their suspension day.

Attendance for Extra-Curricular Activities

Students must be in attendance on the day of an extracurricular activity. If the student goes home ill from school, he/she is ineligible to attend or participate in any events scheduled that day. Students are not permitted to be on school property or attend any school related activities during the days that they are serving an out of school suspension.

Compulsory Attendance

Parents/guardians are ultimately responsible for their child's school attendance. It is unlawful for a parent to fail, neglect, or refuse to send his/her child to a public school for the full term as required under this chapter unless the child is being provided with instruction equivalent to that given in public schools. This section does not apply during any period when the child is excused from attendance under this chapter. Penalty: A person who knowingly violates this chapter commits a Class B Misdemeanor. *Reference: Indiana Code 20-8.1-3-34 and 20-8.1-3-37.*

Excessive Absences

- A maximum of eight (8) days will be excused per semester by the parent/guardian. After that, all days will be unexcused unless appropriate documentation is provided within 2 days of the student's return to school.
- All absences will be excused when medical documentation is given within 2 days of return to school.
- Parents will be notified by letter after 3 or more unexcused absences per semester. Reporting periods will be at midterm and end of each grading period.
- Parents will be notified and the student will be placed on an Attendance Contract for that semester after six (6) or more unexcused absences per semester.
- A total of five (5) tardies will be considered a 1-day unexcused absence
- A total of ten (10) tardies may result in a report to DCS.
- Consequences of excessive unexcused absences of 10 or more days per semester:
 - Meeting may be scheduled with parents and administration
 - Truant and Educational Neglect papers will be filled with DCS, Department of Child Services (Once a report is made, the agency, Not ACES, will determine consequences.)

AHERA NOTICE

In accordance with the US EPA'S AHERA Standard (ref: 40 CFR 763.84[c] and 763.93[g][4]), all information concerning asbestos-containing materials in the schools of Adams Central Community Schools is available for review and copying by students, staff and guardians during normal business hours.

ALL-SPORT PASS

\$35.00 per student

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

ARRIVAL TIME

If your child walks or comes by car, please time his/her arrival to be **no earlier than 7:50 a.m. on Monday, Tuesday, Thursday, and Friday** so that he/she can be supervised. The arrival time on **Wednesday should be no earlier than 8:20 a.m.**

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

BALLOONS, FLOWERS, AND OTHER GIFTS DELIVERED TO SCHOOL

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

BOOK RENTAL FEES

Kindergarten	- \$59.68
First Grade	- \$59.68
Second Grade	- \$59.68
Third Grade	- \$58.72
Fourth Grade	- \$72.91
Fifth Grade	- \$67.94

BREAKFAST

The breakfast program is offered to all K-12 students. The serving times are from 7:30-7:55 a.m. on Monday, Tuesday, Thursday, and Friday and from 8:00-8:25 a.m. on Wednesday. **Breakfast will not be served on the mornings when school is delayed for weather.** The cost of breakfast is \$1.50 for students and \$1.75 for adults. Breakfast is free to students who qualify for free lunches and \$.30 for students who qualify for reduced lunches.

BULLYING

REF: 'I.C. '20-33-8-0.2 and I.C. '20-33-8-13.5

1. This rule applies when a student is:
 - A. On school grounds immediately before or during school hours, immediately after school hours or at any other time when the school is being used by a school group (including summer school);
 - B. Off school grounds at a school activity, function, or event;
 - C. Traveling to or from school or a school activity, function, or event; or
 - D. Using property or equipment provided by the school.
2. Bullying by a student or groups of students against another student with the intent to harass, ridicule, humiliate, intimidate, or harm the other student through overt, repeated acts or gestures, including verbal or written communications transmitted, and/or physical acts committed, or any other similar behavior is prohibited.
3. Parents or students who suspect that acts of bullying are taking place should report the matter to the school principal or designee. School personnel shall investigate all reports of bullying.
4. A student or group of students who have committed acts of bullying shall be disciplined and/or referred to law enforcement. Discipline may include, but is not limited to, counseling, suspension or expulsion.

5. An individual who has been found to be the victim of an act of bullying shall receive support from the school corporation including appropriate intervention(s), restoration of a positive climate, and support for victims and others impacted by the bullying.
6. Educational outreach and training will be provided to school personnel, parents, and students concerning the identification, prevention, and intervention in bullying.
7. All school in the corporation are encouraged to engage students, staff, and parents in meaningful discussions about the negative aspects of bullying. The parent involvement may be through parent organizations already in place in each school.

"Bullying" IC 20-33-8-0.2

Sec. 0.2. As used in this chapter, "bullying" means overt, repeated acts or gestures, including:

- (1) Verbal or written communications transmitted;
- (2) Physical acts committed; or
- (3) Any other behaviors committed; by a student or group of students against another student with the intent to harass, ridicule, humiliate, intimidate, or harm the other student.

As added by P.L.106-2005, SEC.6.

Discipline rules prohibiting bullying required IC 20-33-8-13.5

Sec. 13.5.

- (a) Discipline rules adopted by the governing body of a school corporation under section 12 of this chapter must:
 - (1) prohibit bullying; and
 - (2) include provisions concerning education, parental involvement, reporting, investigation, and intervention.
- (b) The discipline rules described in subsection (a) must apply when a student is:
 - (1) on school grounds immediately before or during school hours, immediately after school hours, or at any other time when the school is being used by a school group;
 - (2) off school grounds at a school activity, function, or event;
 - (3) traveling to or from school or a school activity, function, or event; or
 - (4) using property or equipment provided by the school.
- (c) This section may not be construed to give rise to a cause of action against a person or school corporation based on an allegation of noncompliance with this section. Noncompliance with this section may not be used as evidence against a school corporation in a cause of action.

BULLYING continued

As added by P.L.106-2005, SEC.7.

To report a bullying incident, you can go to the school's web site, select Parents, and then select Report a Bullying Incident. If you do not have access to the internet, you can contact the office for a report form.

BUS PASS

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

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

The Bus Pass form is available on the district website and in all school offices. Adopted: 11/10/2009

BUS RIDER CONDUCT REGULATIONS

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

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

Bus riding is a privilege, which may be revoked.

CODE OF STUDENT CONDUCT

The Adams Central Community School Code of Student Conduct policy will be followed. A copy of the Code of Student Conduct can be provided upon request.

CONDUCT AT SCHOOL/SPORTING EVENTS

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

CONTACTING TEACHERS

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

DELAY & CLOSING

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

- For two-hour delays Monday - Friday, all kindergarten – 5th grade students will meet from 10:00 a.m. – 2:55 p.m. **Please note – If school is delayed on a Wednesday morning, classes begin at 10:00 a.m.**
- For three-hour delays Monday - Friday, all kindergarten – 5th grade students will meet from 11:00 a.m. – 4:00 p.m.
- Breakfast & Lunch will not be served on these days.

DIRECTORY INFORMATION / RELEASE OF STUDENT INFORMATION

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

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

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

Before Adams Central Community Schools makes public any "Directory Information," it will provide, through its annual "Guide to Students and Parents," annual public notice of categories of information designated as "Directory Information" for a specific school year. For the current 2019-20 school year, the categories of information listed above will be designated as "Directory Information" which may be released without student or parent consent.

Parents and adult students may refuse to allow Adams Central Community Schools to disclose any or all of such "Directory Information" upon written notification to Adams Central Community

Schools within twenty (20) days after receipt of this notice provided in the “Guide to Students and Parents.”

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

DRESS CODE

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

DRILLS

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

EARLY DISMISSAL

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

EQUAL OPPORTUNITY

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

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

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

GENERAL HEALTH GUIDELINES

General Health Guidelines:

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

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

Illness at school:

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

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

Medications:

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

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

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

- If the amount of medication that should be given exceeds the recommended dosage on the bottle, a doctor's note must be provided.

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

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

Emergency Medications:

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

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

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

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

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

GENERAL HEALTH GUIDELINES continued

Head Lice:

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

- The child's parent/guardian is notified to pick up the student and take home for proper treatment for head lice.
- Written information can be sent home with the student regarding how to treat for head lice on the student and in the home.
- Upon request, friends of the student may be checked for head lice by the school nurse.

- Infested students should be treated at home, using a lice shampoo according to the package instructions or as ordered by the physician.
- The parent/guardian must accompany the student to school the next school day. The parent/guardian must stay at school until the child is re-checked by the school nurse and has found him/her to be free of live lice.
- The student will not be allowed to stay in school if any live lice are found on the student's head.

GRADING PERIODS

1st 9-weeks --- August 14, 2020 – October 16, 2020

2nd 9-weeks --- October 19, 2020 – December 22, 2020

3rd 9-weeks --- January 4, 2021 – March 5, 2021

4th 9-weeks --- March 8, 2021 - May 21, 2021

IMMUNIZATION AND TESTING (ENTRANCE REQUIREMENTS)

Section 5015

1. All students will be required to meet the state health regulations and standards when enrolling at Adams Central for the first time.
2. The School Nurse, under the direction of the Superintendent, will be responsible and has the authority to make prompt examination and request medical information of all school children.
3. Previous school health records will be secured, and may be used to determine current immunization status of the student.
4. If the child is not in school for any medical reason, at the discretion of the School Nurse or the building principal, a doctor's release will be required as a prerequisite for re-entry into school. The School Nurse may accept telephone verification for the attending physician involved.
5. Every child receiving services for the Adams Central Community School system shall be immunized following recommendations of the Indiana State Department of Health.
6. A child may not be permitted to attend school beyond the first day of school without furnishing an adequately documented statement of the child's immunizations which shall show that the child has received at least the minimum of doses for his/her age as recommended by the Indiana State Department of Health unless:

- A. The school give the parents of the child a waiver: or
- B. The local health department or a physician determines that the child's immunization schedule has been delayed due to extreme circumstances and that the required immunizations will not be completed before the first day of school. The waiver referred to above may not be granted for a period that exceeds twenty (20) days. If this section applies the parent of the child shall furnish the written statement and a time schedule, approved by a physician or the local health department, for the completion of the remainder of the immunizations.

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

Reference: I.C. 20-8.1-7-9.5; Title 410 IAC 1-1-1; I.C. 20-8.1-7-10.1 (c)(1)
 ADOPTED: 09/08/87; REVISED: 06/08/99, 01/08/02; REVIEWED: 07/06/00

IMMUNIZATION REQUIREMENTS

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

- Children entering the school corporation will have received at least:
- five (5) - doses of DTaP (diphtheria-tetanus-pertussis)
 - four (4) - doses of OPV or IPV (polio virus)
 - two (2) - doses of MMR (measles, mumps, rubella) vaccine
 - three (3) - doses of Hepatitis B vaccine
 - two (2) - doses of Varicella (Chicken Pox) or record of chickenpox disease for all students
 - two (2) - doses of Hepatitis A for all Kindergarten students
 (New for the 2014-2015 school year.)

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

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

Please check to see if your child has already received these vaccinations. Once your child has received these vaccinations please bring a copy to the school nurse or contact the school nurse at 692-1125 so their records will be up to date and compliant with the law. These vaccinations **must** be completed **prior to the first day of school.** (2013-2014 school year)

LIBRARY INFORMATION

Library

- The library is open from 7:50-11:00 and 12:00-3:15 daily.
- The collection and tools can be accessed at <http://accs.follettdestiny.com> .
- All students coming to the library independently should check in at the circulation desk.
- Food and drinks are not permitted in the library, except for scheduled events.

Borrowing Materials

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

LUNCH INFORMATION

CAFETERIA CHARGING POLICY (Section 9006)

Adams Central Community Schools Food Services is not required by State or Federal mandate to provide meals to non-paying, full price, or reduced price students. However, Adams Central does recognize that emergency situations do occur making it necessary.

Elementary students will be allowed to charge two (2) lunches. Parents will be notified by phone that the student has charged two times consecutively. If funds have not been deposited into the student’s account, the third day the student will be given a “light lunch” consisting of two (2) pieces of bread, peanut butter, and a carton of milk.

Middle and High School students will be allowed to charge one (1) lunch. There is no “light lunch” option.

Significant negative lunch account balances shall not be permitted. A significant negative lunch account balance is any balance owed in excess of \$5. Once a student enters a negative lunch balance, s/he will be limited to two (2) charged regular meals. If the balance remains in a negative balance after the allotted two (2) charged meals, the student(s) in question will be provided with an alternative meal selection until the balance is no longer in the negative.

LUNCH FEES

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

Pre-K.....	\$2.00 per day
Grades K-4.....	\$2.00 per day
Grades 5-12.....	\$2.15 per day
5th will not be offered a la carte.	
Adults.....	\$3.00 per day

Parents, grandparents, relatives, etc. are welcome to have lunch with their elementary student. We ask that you first sign in at the office and wear a visitor badge. Visitors for lunch will either wait outside their student's classroom door or wait in the cafetorium for their student to arrive. Lunch fees will be paid to the cashier in the cafeteria line.

LUNCH SCHEDULES

Regular Schedule (M, T, Th, F) and 2-Hour Delay Schedule

	Lunch	Recess
Grade 3	10:55-11:15	11:15-11:40
Grade 4	11:05-11:25	11:25-11:50
Grade 2	11:10-11:30	11:30-11:55
Grade 1	11:15-11:40	11:40-12:00
Kindergarten	11:30-11:50	11:50-12:15
Grade 5	12:10-12:30	12:30-12:55

Wednesday Lunch Schedule

	Lunch	Recess
Grade 3	11:05-11:25	11:25-11:50
Grade 4	11:15-11:35	11:35-12:00
Grade 2	11:25-11:45	11:45-12:10
Grade 1	11:30-11:50	11:50-12:15
Kindergarten	11:40-12:00	12:00-12:25
Grade 5	12:00-12:20	12:20-12:45

3 Hour Delay Lunch Schedule (M-F) *subject to change*****

	Lunch	Recess
Grade 5	11:10-11:30	11:30-11:55
Grade 3	11:15-11:35	11:35-12:00
Grade 4	11:20-11:40	11:40-12:05
Grade 2	11:30-11:50	11:50-12:15
Grade 1	11:40-12:00	12:00-12:25
Kindergarten	12:05-12:25	12:25-12:50

MOMENTS OF SILENCE

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

PETS/ANIMALS

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

PLEDGE OF ALLEGIANCE

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

RECESS

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

1. All children are required to go out to recess. The only exception is when a child brings a written note from his or her parent/guardian stating the medical reason for staying in the classroom.

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

SCHOOL'S RIGHT TO SEARCH

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

SPECIAL CLASS SCHEDULES *Special Classes include: Art, Library, Music, P.E. & Technology.*

SPECIAL CLASS SCHEDULE (M, T, TH, F):

GRADE	TIME PERIOD
Kindergarten	8:30-9:15
5 th Grade	9:20-10:05
4 th Grade	10:10-10:55
3 rd Grade	12:00-12:45
2 nd Grade	12:50-1:35
1 st Grade	1:40-2:25

SPECIAL CLASS SCHEDULE (Wednesday):

GRADE	TIME PERIOD
Kindergarten	9:00-9:40
5 th Grade	9:45-10:25

4 th Grade	10:30-11:10
3 rd Grade	12:15-12:55
2 nd Grade	1:00-1:40
1 st Grade	1:45-2:25

SPECIAL CLASS SCHEDULE (2-Hour Delay M-F):

GRADE (will be based on rotation schedule)	TIME PERIOD
1 st Period	10:10-10:55
2 nd Period	12:00-12:45
3 rd Period	12:50-1:35
4 th Period	1:40-2:25

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

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

2 & 3 Hour Delay Special Class Schedule

Special classes will resume regular schedule upon arrival. Adjustments for alternating special classes will take place as needed.

STUDENT HOURS

Monday, Tuesday, Thursday, & Friday	8:00 a.m. – 2:55 p.m.
Wednesday	8:30 a.m. – 2:55 p.m.
2-Hour Delay	10:00 a.m. – 2:55 p.m.
3-Hour Delay	11:00 a.m. – 4:00 p.m.

TREATS

A common practice among elementary students is to share treats with classmates on or around their birthday. All treats that are to be shared will need to be “prepackaged” or purchased items. Students may not be aware of certain ingredients of items prepared at home that may cause a risk of illness or allergic reactions.

VISITORS TO THE SCHOOL(S)

Section 9017

The Board welcomes the active interest of parents and citizens in their public schools and invites the community to visit at any time. However, since schools are a place of work and learning, certain limits must be set to visits. The building Principal is responsible for all persons in the building and on the grounds. For these reasons, the following policy applies to visitors to the school:

1. Anyone who is not a regular staff member or student of the school will be termed a “visitor”.
2. Visitors must have the Building Principal’s approval to be in the building.
3. Any visitor to the school must report to the Building Principal or Superintendent of Schools upon arrival at the school.
4. The “visitor” will be provided a name-tag, which must be worn at all times while inside the facility.
5. Parents or citizens who wish to observe a classroom while school is in session are urged to arrange such class visits at least 24 hours in advance with the Teacher and Principal so that class disruption may be kept to a minimum.
6. Teachers are not to take class time to discuss individual matters with visitors.

ADOPTED: 04/13/93; REVISED: 07/06/00; REVIEWED: 12/12/01

Behavior Management

Adams Central Elementary will utilize the Positive Behavior Interventions and Supports (PBIS) framework to guide student discipline. ACES began the implementation of PBIS in the 2019-2020 school year. This framework is a proactive approach to establishing behavioral supports and social culture needed for all students to achieve social, emotional, and academic success. Consistent expectations are taught, modeled, and practiced by every student from preschool to fifth grade. These expectations are:

Jets work hard
Exercise self-control
Treat others and things with respect
Safety first

By having clear, established expectations, students can be continually taught and encouraged to follow the procedures. When students follow the procedures, encouragement will be given. If students choose not to follow the procedures, appropriate consequences will be given.

Reward System

With a focus on positive reinforcement, students will be able to earn JETS Fuel Tickets when they display appropriate behavior. Staff members will use these Fuel Tickets along with verbal reinforcement to promote a positive environment where all students can feel successful.

Positive reinforcement helps shape appropriate behaviors and will be given at a rate of 4 positives to every 1 correction. Students will be able to redeem their tickets every two weeks to earn special privileges in their classrooms (ex: write with a pen, no shoes in the classroom, eat lunch with the teacher, etc.)

*Staff members may also keep track of Fuel Tickets electronically using a classroom management system called ClassDojo. A point on this system is the same as a Fuel Ticket.

Discipline System

Behaviors will be tracked and handled by staff members when they are considered minor offenses. The office will handle all major offenses. Definitions of minor and major behaviors are included in this handbook. When a student displays a major behavior, an office referral form is filed in order to monitor problem behaviors and help with decision-making and interventions. Parents will be contacted regarding all major offenses. Contact may be made through various formats such as phone calls, texts, emails, notes, etc.

In the event that a student displays the same minor behavior four times in one month, the behavior will become a major offense and warrant an office referral. Parent contact will be made by the classroom teacher prior to the fourth offense. Communication with parents will be key in supporting positive student behavior.

Student Behavior Matrix:

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

Adams Central J.E.T.S.

	<u>Classroom</u>	<u>Cafeteria</u>	<u>Recess</u>	<u>Restroom</u>	<u>Bus</u>	<u>Hallway</u>	<u>Special Events</u>
L ets Work Hard	<ul style="list-style-type: none"> -Complete work. -Be prepared. -Follow directions quickly. -Listen to speaker. 	<ul style="list-style-type: none"> -Clean up area. -Get trays ready to leave. -Wash tables when it is your turn. 	<ul style="list-style-type: none"> -Listen to whistle and line up quickly. -Line up with voices at I. -Wear appropriate clothing for weather. 	<ul style="list-style-type: none"> -Use the restroom quickly. -Wash and dry hands as taught. 	<ul style="list-style-type: none"> -Listen and follow directions the first time. -Keep bus clean. -Keep aisle clear. 	<ul style="list-style-type: none"> -Go directly to location. 	<ul style="list-style-type: none"> -Listen to speaker. -Follow directions.
E xercise Self- Control	<ul style="list-style-type: none"> -Keep hands and feet to yourself. -Raise your hand when needed. -Make smart choices. -Voices at level asked by adult. 	<ul style="list-style-type: none"> -Keep hands and feet to yourself. -Voices at level asked by adult. -Stay in seat. -Eat food on your tray <u>ONLY</u>. 	<ul style="list-style-type: none"> -Keep hands and feet to yourself. -Use school-appropriate words when upset. -Stay in assigned areas. 	<ul style="list-style-type: none"> -Wait for your turn patiently. -Voices at 0 or I. -Keep hands and feet to yourself. 	<ul style="list-style-type: none"> -Keep hands, feet, and objects to yourself. -Voices at I. -Sit on your bottom. 	<ul style="list-style-type: none"> -Voices at 0. -Quiet feet. -Walk in line, behind person in front of you. 	<ul style="list-style-type: none"> -Voices at level asked by adult. -Keep hands and feet still and to yourself.
T reat Others and Things with Respect	<ul style="list-style-type: none"> -Keep hands and objects to yourself. -Take care of classroom tools and resources. 	<ul style="list-style-type: none"> -Use good manners. -Use kind words in conversations. 	<ul style="list-style-type: none"> -Share the recess toys. -Take good care of recess equipment. -Be a good sport and play fair. -Tell the truth and use kind words. 	<ul style="list-style-type: none"> -Keep water in the sink. -Flush the toilet. -Keep restroom clean. -Respect privacy. 	<ul style="list-style-type: none"> -Take care of all property, yourself, and others. -Keep your area clean. -Use kind and school-appropriate words. 	<ul style="list-style-type: none"> -Keep hands by your side. -Face forward in line. 	<ul style="list-style-type: none"> -Voices at 0 when someone is talking or performing.
S afety First	<ul style="list-style-type: none"> -Walking feet. -Keep things/desk picked up. -Sit properly. 	<ul style="list-style-type: none"> -Voice at 0 in line when being served. -Stay in seat. -Walking feet. -Report spills. 	<ul style="list-style-type: none"> -Go down slides on bottom. -Stay inside cones and fence. -Get an adult if someone is hurt or needs help. 	<ul style="list-style-type: none"> -Walking feet. -Use restroom equipment as intended. 	<ul style="list-style-type: none"> -Sit on your bottom. -Stay in your seat. -Face forward. -Walking feet. 	<ul style="list-style-type: none"> -Follow directions. -Walking feet. -Stay together. -Walk on the right side of the hallway. 	<ul style="list-style-type: none"> -Stay together.

Student Behavior Definitions

Minor	Definition	Major	Definition
Defiance	Brief or low-intensity failure to respond to requests. -saying "No" or yelling (not directed at someone or directed at a peer) -not following directions -refusing to participate -off task with the intention of avoiding a task	Bullying/ Harassment	Disrespectful messages* (verbal or gestural) toward another person that includes threats and intimidation, obscene gestures, pictures or written notes. *Disrespectful messages include negative comments based on race, religion, gender, age, and/or national origin; sustained or intense verbal attacks based on ethnic origin, disabilities, or other personal matters.
Disruption	Low-intensity inappropriate disruption. -e.g. blurting out, making noises intentionally, volume issues, excessively out of seat, talking while the teacher is instructing	Defiance	Forceful or prolonged refusal to follow directions or complete work; talks back and/or delivers socially rude interactions. -yelling at an adult
Incomplete Work	In-class work or homework is not completed in allotted time or by due date	Disruption	Behavior causing a continual interruption in a class or activity. - continual loud talk, yelling, or screaming -noise with materials -horseplay or roughhousing - continual out-of-seat behavior.
Inappropriate Language	Low-intensity inappropriate language without intent to harm others. e.g. hate, stupid, loser, shut up, name calling/profanity, talking back to an adult	Dress Code Violation	Clothing that does not fit within the dress code guidelines practiced by the school/district. Has to be sent home to fix the issue.
Lying/ Cheating	Student gives untrue message or copies off someone without malicious intent -trying to help someone on their work -signing parent's/guardian's name without permission (forgery)	Abusive Language/ Inappropriate Language/ Profanity	Verbal messages that include profanity, sexual remarks, and/or gestures with the intent to harm or intimidate . -flipping off (at teacher's discretion) -inappropriate hand gestures
Physical contact	Unnecessary physical contact with no injury -rough play -poking	Inappropriate Display of Exposure/ Affection	Inappropriate, consensual (as defined by school) verbal and/or physical gestures/contact, of a sexual nature to another student/adult. -kissing
Property Misuse	Damage of school/personal property. -breaking any pencil/crayon/classroom supplies. -writing on books/desks/school property. -jumping up and hitting signage	Lying/ Cheating	Student delivers message that is untrue and/or deliberately violates rules. -knowingly seeking the answer -plagiarism -knowingly signing a parent or guardian's name with intent to manipulate . (forgery)
Safety Violation	Includes any safety concerns not otherwise listed on this sheet. -outside the cones at recess -climbing on equipment/furniture -rowdy during drills -running in hallways	Physical Fighting	Mutual participation in an incident involving physical violence.
Tardy	Being Late -late to class from another class -late to class from restroom break -late to class from locker	Physical Aggression/ Inappropriate Touching	Actions involving serious physical contact where injury may occur -e.g. hitting, punching, hitting with an object, kicking, hair pulling, scratching, touching in inappropriate areas
Technology Violation	Misuse of technology. -cell phones (out of backpack during the school day) -other devices from home used without permission -accessing unapproved websites/apps	Property Damage/ Vandalism	Major destruction or disfigurement of property.
Theft	Taking items that don't belong to you. -pencil, glue stick, etc.	Technology Violation	Inappropriate (as defined by school) use of cell phone, music/video players, camera, and/or computer. -logging in to others' accounts. -accessing inappropriate websites/apps -inappropriate pictures/videos
Other Behavior	Student engages in problem behavior not listed.	Theft	Breaking into another person's property (desk, bookbag, locker) with the purpose of taking something that doesn't belong to them.
		Other Behavior	Student engages in problem behavior not listed.

JETS SOAR

WITH POSITIVE BEHAVIORAL INTERVENTIONS AND SUPPORTS (PBIS)

QUICK GUIDE

Adams Central Elementary School will promote positive reinforcement of student expectations. Students will be encouraged by staff members each day to work hard, exercise self-control, treat others and things with respect, and be safe. Staff members will reinforce positive behaviors with specific statements and JETS Fuel Tickets. Students will be able to redeem their tickets every two weeks for special experiences in their classrooms.

consequences

1st offense--Verbal warning and reteaching

2nd offense--Think Sheet and reteaching during recess

3rd offense--Call home (by Teacher or Student) and reteaching during recess

4th offense--Office referral

*These offenses will be for the *same* minor behavior. If a child runs in the hallway four times in one month, these are the four consequences that will happen for that offense. But if a child runs in the hallway and then shouts out in class, each behavior would be given the "first offense" consequence.



WHAT DOES PBIS OFFER OUR STUDENTS?

1. Creates and maintains a safe and effective learning environment
2. Ensures all students have social skills needed for success at school and beyond
3. Provides a proactive system-wide framework for implementation

The purpose of PBIS is to establish a climate in which appropriate behavior is the norm.

Please see the J.E.T.S. Matrix printed on the back of this page.

For more information on PBIS, visit www.pbis.org. There you will find articles and videos to better understand the research behind this approach.