

# Covington Elementary

# Student Handbook

## MISSION STATEMENT

Covington Elementary School strives to provide an educational program that inspires and intellectually challenges all students to reach their potential to become self-confident, self-directed life-long learners.

## COVINGTON SCHOOL CORPORATION VISION STATEMENT

We are a caring, learning, community where everyone actively participates and contributes with pride, allowing our learners to realize their potential to reach their dreams.

## SCHOOL HOURS

Mon, Tues, Thur, Friday 8:05am - 2:55pm

Wednesday 8:05am - 2:25pm

## Reentry Protocol

Please visit the corporation website for updated COVID protocol and reentry information!

[www.covington.k12.in.us](http://www.covington.k12.in.us)

## SCHOOL VISITATION

We ask that you make prior arrangements/appointments for a visit and to not have an excessive number of visits. We enjoy seeing our families here at school but it does break consistency in the student's day therefore we must monitor the number of disruptions. Due to limited space in the cafeteria and a newly condensed schedule, we are asking that parents not attend lunch with their child. We will have several parties and special activities throughout the year where families will have ample time to visit.

## MESSAGES TO STUDENTS AND TEACHERS

Students and teachers are not called to the telephone except in emergency situations. You may call the main office and leave a message that will be relayed to the student or teacher at the end of the day. Please make all after school arrangements in the morning if at all possible.

## GETTING TO SCHOOL SAFELY

We want you to have a safe and a pleasant experience at school, but we need your help.

***If you walk to school*** - Walk on the sidewalks where you can. Cross the streets carefully and at intersections only. Stay away from buses as they load and unload whether it is at our school or the high school. **Bus students must enter the building through the front doors.**

***If you ride a bicycle to school*** - You may be asked to leave your bicycle at home unless you park it when you arrive and leave it parked until you go home. Kindergartners and first graders are not permitted to ride bikes to school unless accompanied by an adult. The school will not be responsible for lost or damaged bicycles. **You must enter and leave the building through the southwest entrance.**

***If someone brings you to school or picks you up from school*** – Buses unload on 7<sup>th</sup> Street and load in the afternoons on Market Street. All cars should load and unload in the south parking lot (by the playground). **You must enter and leave the building through the south entrances. *Students being picked up by ms/hs students* are to use the SW walker doors. NO ONE should be picking students up at the front doors. PLEASE USE THE CAR LINE.**

Remember, never accept a ride from a stranger. If anyone causes you problems, run to the nearest house and ask for help.

## EQUAL EDUCATIONAL OPPORTUNITY

Each individual should be given the opportunity to develop and achieve to the maximum extent possible, being limited only by individual differences. Therefore, the district will foster an educational environment that provides equal educational opportunity for all students.

Educational programs and services will be designed to meet the varying needs of all students and will not discriminate against any individual for reasons of race, creed, color, sex, national origin, economic status, or disability.

## TEACHING QUALIFICATIONS

Parents may request information about the professional qualifications of all classroom teachers at any time.

## RECESS/FREE PLAY

We think recess is important! Recess gives you time to exercise your growing bones, to socialize with your friends, and to get a breath of fresh air. USUALLY, if you are too sick to go outside for recess, you are too sick to be at school! If you must remain inside for more than two days in a row, please bring a note from your doctor.

You will be going on the playground except in very bad weather (cold, rainy, etc). Except in cases of extreme temperature changes, you will be expected to wear the coat or jacket on the playground that you wore to school. Please remember to dress appropriately.

## CAFETERIA

Our cafeteria provides balanced and nutritious breakfast and lunch meals for you. Breakfast is served between 7:45am and 8:05am. Students should arrive by 7:55 to eat breakfast to ensure they are not tardy to class. Students will be returning to a normal lunch rotation during the 2021-2022 school year.

The food program is a computerized system. You should bring your breakfast and/or lunch money to school in an envelope, marked with your name, ID number, your teacher's name, and the amount enclosed. Your parents/guardians may pay weekly, monthly, etc. Applications for free or reduced meals are available in the school office.

### **FIELD TRIPS**

Field trips are planned to provide you with opportunities to experience activities that would not be possible in the regular classroom. All students must have permission forms signed by their parents/guardians and returned to school prior to leaving the building to attend the field trip.

### **TEXTBOOKS**

The textbooks you use must last for six years and are very expensive. Since tax money may not be used to buy textbooks at school, we must charge rent to help pay for them. The fee your parents/guardians pay also includes the cost of your workbooks and some of the supplies you need. Lost and damaged books must be replaced. REMEMBER, you will be charged either a fine for damaged books or devices or the cost of replacing lost books or devices. This will apply to both the books you use in the classroom and the books you borrow from the library. Applications for free textbooks are available online through Harmony Family Access.

### **SAVE YOUR BOOKS**

Keep them away from younger brothers and sisters and pets!

Keep them out of the rain.

### **GOOD ATTENDANCE IS IMPORTANT**

We want to help YOU learn. We can only do this if you are here. Be fair to your teacher, to your friends, but most of all, to YOURSELF - arrive at school on time. Each day you are absent it becomes harder to catch up on any work you might have missed.

The Covington Community School Corporation has adopted an attendance policy that limits the number of days/class periods a student may be absent from school each semester. This policy places the responsibility for attending school upon the student and his/her parents.

All students are expected to attend school regularly and to be on time for class in order to benefit from the instructional program and to develop habits of punctuality, self-discipline, and responsibility. A student, who is not regular in attendance, loses interest, tends to feel isolated and drops out of school. The procedures we follow eliminate chronic absences, yet provide a manner in which a student may miss if there is a need – provided the school is notified.

### **CLASSIFICATION OF ABSENCES**

Any absence from school will be classified as excused (will not count) or unexcused (will count). Any unexcused absence will count toward the allowable absences per semester. Any excused absence will not count toward the number of

allowable absences per semester. The examples of each classification listed below are intended to eliminate confusion and provide clarification as to how an absence will be recorded in relation to the semester attendance policy.

All absences require parent or guardian notification on the day of the absence. When a student is absent the parent or guardian should call 793-2254 before noon on each day of the absence. On occasion, the school may call the parent (at home or work) to verify the student's absence.

#### **Excused Absences (will not count) – Verification Required Upon Return**

1. Doctor's notes verifying visits/illness
2. Being sent home by the school nurse due to illness
3. Family member funeral/visitation

#### **Unexcused Absences (will count) – Limit 8 per class per semester**

Examples include but are not limited to:

1. Illness, not under physician's care
2. Truancy
3. Absence due to parent call in (i.e. oversleeping, transportation issues, etc.)
4. Family vacations (refer to vacation section below)
5. Failure to provide verification for excused absences upon return to school.

#### **Do Not Count Absences**

1. Court related absences
2. Probation Office appointments
3. Approved college visitations
4. Field Trip
5. Legislature Page

#### **PROCEDURES FOR EXCESSIVE ABSENCES**

We record absences only when a student is absent for half of the day (arriving after 10:00am or leaving before 12 noon) or for a complete day.

If a student reaches 8 absences during a semester, an attendance notice will be mailed to the child's parent. If a child reaches 10 days within a semester then a phone call will be made to the parents by the principal. If a children reaches 12 days within a semester, a phone call will be placed to the Division of Child and Family Service. (a report of educational neglect will be made at that time.) If a child has excessive absences from school (over 18 days for the school year), the child will be referred to the principal for possible retention.

*If you are absent . . .*

1. It is necessary for a parent/guardian to call the school office prior to 9:00 a.m. to report your absence.
2. Try to have someone get your homework so you won't fall too far behind in your schoolwork.
3. Do not plan to attend any activities after school. If you are sick enough to stay home during the day, you need to get all the rest you can.
4. REMEMBER TO BRING YOUR TEACHER A NOTE telling when and why you were absent.
5. Be certain you catch up on missed work as soon as possible

Parents/guardians please note that a student needs to be signed in and out of the office when arriving late or needing to leave school early.

If a student will be absent for an extended period of time, the parents/guardians must complete prior arrangements with the teacher and principal.

## VACATIONS

Since the school calendar allows approximately four weeks of vacation time during the school year, other absences for vacations are strongly discouraged. In order to make up assignments because of a vacation, the parent must make arrangements with the office one week prior to vacation. Parents must provide a written request at this time for the principal. After approval, the student should get the weekly assignments from his/her teacher. The absence will be unexcused.

## HEALTH PROBLEMS

Records are kept by the school nurse regarding special health problems. If you have a special health problem such as asthma, diabetes, allergies, etc please inform the teacher, the bus driver, and the school nurse. The school enrollment form provides a place for your parents/guardians to note such information. It is your parents/guardians responsibility to keep this information current.

Vision and hearing screenings are conducted for students in designated grades. Parents are notified if a student may be in need of professional care.

Your parents/guardians should check you frequently for any contagious or transmittable conditions such as head lice, impetigo, pink eye, etc. You may be excluded from school until the condition is treated and noncontagious.

As a school, we are under duty by State Law to report any suspected child abuse or neglect. Such a report is made directly to the Division of Child and Family Services of Fountain Warren County. These agencies handle the investigation directly.

## MEDICATION

If you take medication while at school, the following guidelines must be observed:

1. Give all medication to the school nurse or designee.
2. Medication must be in a prescribed container from the pharmacist or doctor.
3. The container must be properly labeled.
4. The prescription must be kept in the nurse's area.
5. The school nurse or designee will supervise the taking of medicine.

## IMMUNIZATION POLICY

State law requires that all students must be immunized against diphtheria, whooping cough, tetanus, measles, rubella, polio, mumps, varicella, hepatitis B and hepatitis A. Further, State Law states that no child will be permitted to attend school beyond the first day without a written immunization statement.

#### **ACCIDENT INSURANCE FOR SCHOOL-AGED CHILDREN**

Insurance is available as a courtesy to your parents/guardians and is not sponsored by the school. The school carries no coverage on students and can make no payments to cover medical costs. The insurance plan offered covers accidents which require medical attention that happen at school and on the bus. Forms are available in the school office.

#### **REPORTING TO PARENTS**

Students will receive marks of: A (very good), B (good), C (average), D (poor), and F (not passing). Report cards are sent home each nine week. Progress reports will be sent home midway through the 9 weeks. Each student has a username and password for the Harmony computer system so you can easily access your child's grades anytime. You should talk to your parents/guardians about your marks and review homework, class work, and test papers. These are good indicators of how you are doing. If your parents/guardians feel that a conference is necessary to discuss your progress, they should contact your child's teacher to make an appointment to discuss their concerns and answer their questions with the teacher.

#### **HOMEWORK**

You will receive homework to help reinforce what you are learning at school. Occasionally, a special project may require extra time. You are encouraged to get all regular class work done during the school hours so the amount of homework you have is not excessive.

If you leave school during the day for a dentist or doctor's appointment, you are expected to get the assignments for your school work, tests, etc and be prepared for the following day of school.

If you are going to be out of school, your parent/guardian should call the school in the morning to make arrangements for picking up or getting the assignments. These assignments may be picked up between 3:15pm and 3:30pm in the school office.

#### **PROMOTION/RETENTION**

Determination of marks and decisions about promotion or retention is a serious responsibility of teachers and administrators. Your parents/guardians will be consulted and informed at an early date when retention is advisable.

#### **STUDENT AWARDS**

There are many awards that you may earn through hard work and effort. Each year students are recognized for exceptional marks, exemplary attendance, good citizenship among many other activities and/or endeavors. Various levels of honor rolls, attendance awards, and other recognition are awarded to students.

### COUNSELING SERVICES

Counseling services are available by request for every student in the school and are provided in a confidential manner. Requests for counseling can be made by you, your teachers, administrators, and parents/guardian.

### SCHOOL DISCIPLINE

You come to school to learn! In order to accomplish this goal, you must keep your behavior under control and stay focused on instruction.

We approach discipline through a positive manner; and, as much as possible, avoid negativism. School rules will be explained and discussed with you by your teachers. Please discuss this policy with your parent/guardian. Following are rules for Covington Elementary School:

1. I will respect and obey the faculty and other school personnel.
2. I will do nothing that would hurt me or others, such as:
  - a. calling others names
  - b. throwing objects
  - c. interrupting others
  - d. using equipment incorrectly
  - e. fighting
3. I will use the proper voice, language and behavior wherever I am.
4. I will dress in a non-offensive and non-disruptive manner.
  - a. wearing nothing crude or obscene
  - b. wearing nothing suggestive or revealing
  - c. wearing nothing that disrupts the educational process
5. I will respect school property and the property of others, such as:
  - a. using school facilities properly
  - b. keeping the building clean
  - c. keeping other school property clean
  - d. respecting personal property of others

Classroom rules are to be determined by the classroom teacher with consistency at the grade level.

School officials may find it necessary to discipline students when their behavior interferes with school purposes or educational functions of the school corporation. In accordance with the provisions of IC 20-8.1-5.1, administrators and staff members may take the following actions:

1. **Removal from Class or Activity - Teacher:** An elementary teacher may remove a student from the teacher's classroom or activity for a period of up to one (1) school day if the student is assigned regular or additional work to be completed in another school setting.

2. **In-School or Out of School Suspension - Principal:** The school principal (or designee) may deny a student the right to attend school or take part in any school function for a period of up to 10 school days.
3. **Expulsion -** A student may be expelled from school for a period no longer than the remainder of the current semester plus the following semester. In cases where the student is being expelled for possession of a firearm, a destructive device, or a deadly weapon, the maximum length of the expulsion period is listed under the Grounds for Suspension and Expulsion, Section C and Section D.

### GROUNDS FOR SUSPENSION OR EXPULSION

The grounds for suspension or expulsion listed in section A. below apply when a student is:

1. On school grounds immediately before, during and immediately after school hours and at any other time when the school is being used by a school group (including summer school);
2. Off school grounds at a school activity, function, or event;
3. Traveling to or from school or a school activity, function, or event.

#### A. STUDENT MISCONDUCT AND/OR SUBSTANTIAL DISOBEDIENCE

Grounds for suspension or expulsion are student misconduct and/or substantial disobedience. Examples of student misconduct and/or substantial disobedience for which a student may be suspended or expelled include, but are not limited to:

1. Using violence, force, noise, coercion, threat, intimidation, fear, passive resistance, or other conduct constituting an interference with school purposes, or urging other students to engage in such conduct. The following enumeration is only illustrative and not limited to the type of conduct prohibited by this rule:
  - a. Occupying any school building, school grounds, or part thereof with intent to deprive others of its use.
  - b. Blocking the entrance or exits of any school building or corridor or room therein with intent to deprive others of lawful access to or from, or use of the building, corridor, or room.
  - c. Setting fire to or damaging any school building or property.
  - d. Prevention of or attempting to prevent by physical act the convening or continued functioning of any school or education function, or any meeting or assembly on school property.
  - e. Intentionally making noise or acting in any manner so as to interfere with the ability of any teacher or any other person to conduct or participate in an education function.
2. Engaging in any kind of aggressive behavior that does physical or psychological harm to another person or urging of other students to engage in such conduct. Prohibited conduct includes coercion, harassment, bullying, hazing, or other comparable conduct.
3. Engaging in violence and/or threat of violence against any student, staff member, and/or other persons. Prohibited violent or threatening conduct includes threatening, planning, or conspiring with others to engage in a violent activity.
4. Causing or attempting to cause damage to school property, stealing or attempting to steal school property.
5. Causing or attempting to cause damage to private property, stealing or attempting to steal private property.
6. Causing or attempting to cause physical injury or behaving in such a way as could reasonably cause physical injury to any person. Self-defense or reasonable action undertaken on the reasonable belief that it was necessary to protect some other person is not a violation of this rule.
7. Threatening or intimidating any person for any purpose, including obtaining money or anything of value.
8. Threatening (whether specific or general in nature) damage or injury to persons or property, regardless of whether there is a present ability to commit the act.



9. Failing to report the actions or plans of another person to a teacher or administrator where those actions or 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.
10. Possessing, handling, or transmitting a knife or any object that can reasonably be considered a weapon, is represented to be a weapon, or looks like a weapon.
11. Possessing, using, transmitting, or being affected by any controlled substance, prescription drug, narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage, intoxicant, or depressant of any kind, or any paraphernalia used in connection with the listed substances. Also prohibited is the consumption of any of the stated substances immediately before attending school or a school function or event.
  - a. **Exception to Rule 11:** A student with a chronic disease or medical condition may possess and self-administer prescribed medication for the disease or condition if the student's parent has filed a written authorization with the building principal and nurse. The written authorization must be filed annually. The written authorization must be done by a physician and must include the following information:
    - i. That the student has an acute or chronic disease or medical condition for which the physician has prescribed medication.
    - ii. The nature of the disease or medical condition requires emergency administration of the prescribed medication.
    - iii. The student has been instructed in how to self-administer the prescribed medication.
    - iv. The student is authorized to possess and self-administer the prescribed medication.
12. Possessing, using, or transmitting any substance which is represented to be or looks like a narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage, tobacco, stimulant, depressant, or intoxicant of any kind.
13. Possessing, using, transmitting, or being affected by caffeine-based substances other than beverages, substances containing phenylpropanolamine (PPA), stimulants of any kind, or any other similar over-the-counter products.
14. Possessing, using, distributing, purchasing, or selling tobacco products of any kind or in any form including e-cigarettes.
15. Offering to sell or agreeing to purchase a controlled substance or alcoholic beverages.
16. Failing to comply with directions of teachers or other school personnel during any period of time when the student is properly under their supervision, where the failure constitutes an interference with school purposes or an educational function.
17. Failing to completely and truthfully respond to questions from a staff member regarding school-related matters including potential violations of the student conduct rules or state or federal law.
18. Falsely accusing any person of sexual harassment, or of violating a school rule, and/or a state or federal law.
19. Engaging in any activity forbidden by the laws of Indiana that constitutes an interference with school purposes or an educational function.
20. Aiding, assisting, or conspiring with another person to violate these student conduct rules or state or federal law.
21. Engaging in academic dishonesty, including cheating, intentionally plagiarizing, wrongfully giving or receiving help during an academic examination, and wrongfully obtaining test copies or scores.
22. Taking or displaying pictures (digital or otherwise) without the consent of the student or staff member in a situation not related to a school purpose or educational function.
23. Engaging in pranks that could result in harm to another person.
24. Use or possession of gunpowder, ammunition, or an inflammable substance.
25. Violating any rules that are reasonably necessary in carrying out school purposes or an educational function, including, but not limited to:

- a. engaging in sexual behavior on school property;
  - b. engaging in sexual harassment of a student or staff member;
  - c. disobedience of administrative authority;
  - d. willful absence or tardiness of students;
  - e. engaging in speech or conduct, including clothing, jewelry, or hair style, that is profane, indecent, lewd, vulgar, or refers to drugs, tobacco, alcohol, sex, or illegal activity, or is plainly offensive to school purposes;
  - f. violation of the school corporation's acceptable use of technology policy or rules;
  - g. violation of the school corporation's administration of medication policy or rules;
  - h. possessing or using a laser pointer or similar device.
26. Possessing or using on school grounds during school hours an electronic device, a cellular telephone, or any other telecommunication device in a situation not related to a school purpose or educational function.
27. Any student conduct rule the school building principal establishes and gives publication of it to all students and parents in the principal's school building.

#### B.BULLYING

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 repeated acts of bullying are taking place should report the matter to the school principal or designee. School personnel will investigate all reports of bullying.
4. 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 violation.
5. Educational outreach and training will be provided to school personnel, parents, and students concerning the identification, prevention, and intervention in bullying.
6. 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.

#### C.POSSESSING A FIREARM OR A DESTRUCTIVE DEVICE

1. No student shall possess, handle or transmit any deadly weapon on school property.
2. The following devices are considered to be a firearm under this rule:
  - any weapon which will or is designed to or may readily be converted to expel a projectile by the action of an explosive
  - the frame or receiver of any weapon described above
  - any firearm muffler or firearm silencer

- any destructive device which is an explosive, incendiary, or a poison gas bomb, grenade, rocket having a propellant charge of more than four ounces, missiles having an explosive or incendiary charge of more than 1/4 ounce, mine, or any similar device
  - any weapon which will, or which may be readily converted to expel a projectile by the action of an explosive or other propellant, and which has any barrel with a bore of more than 2 inch in diameter
  - any combination of parts either designed or intended for use in converting any device into any destructive device described in the two immediately preceding examples, and from which a destructive device may be readily assembled
  - an antique firearm
  - a rifle or a shotgun that the owner intends to use solely for sporting, recreational, or cultural purposes
3. For purposes of this rule, a destructive device is:
- an explosive, incendiary, or over pressure device that is configured as a bomb, a grenade, a rocket with a propellant charge of more than four ounces, a missile having an explosive or incendiary charge of more than 1/4 ounce, a mine, a Molotov cocktail or a device that is substantially similar to an item described above,
  - a type of weapon that may be readily converted to expel a projectile by the action of an explosive or other propellant through a barrel that has a bore diameter of more than 2 inch, or
  - A combination of parts designed or intended for use in the conversion of a device into a destructive device. A destructive device is NOT a device that although originally designed for use as a weapon, is redesigned for use as a signaling, pyrotechnic, line throwing, safety, or similar device.
4. The penalty for possession of a firearm or a destructive device: suspension up to 10 days and expulsion from school for at least one calendar year with the return of the student to be at the beginning of the first semester after the one year period. The superintendent may reduce the length of the expulsion if the circumstances warrant such reduction.
5. The superintendent shall immediately notify the appropriate law enforcement agency when a student engages in behavior described in this rule.

#### D. POSSESSING A DEADLY WEAPON

1. No student shall possess, handle, or transmit any deadly weapon on school property.
2. The following devices are considered to be deadly weapons as defined in IC 35-41-1-8:
  - a weapon, taser or electronic stun weapon, equipment, chemical substance, or other material that in the manner it is used, or could ordinarily be used, or is intended to be used, is readily capable of causing serious bodily injury.
  - an animal readily capable of causing serious bodily injury and used in the commission or attempted commission of a crime.
3. The penalty for possession of a deadly weapon: up to 10 days suspension and expulsion from school for a period of one calendar year.
4. The superintendent shall immediately notify the appropriate local law enforcement agency when a student engages in behavior described in this rule.

#### E. UNLAWFUL ACTIVITY

A student may be suspended or expelled for engaging in unlawful activity on or off school grounds if the unlawful activity may reasonably be considered to be an interference with school purposes or an educational function, or the student's removal is necessary to restore order or protect persons on school property. This includes any unlawful activity meeting the above criteria that takes place during weekends, holidays, other school breaks, and the summer period when a student may not be attending classes or other school functions.

## F. LEGAL SETTLEMENT

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.

### RIGHT TO APPEAL

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

### SUSPENSION PROCEDURE

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

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

### EXPULSION PROCEDURE

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

1. The superintendent (or designee) may conduct an expulsion meeting, or may appoint one of the following persons to conduct the expulsion meeting:
  - a. legal counsel,
  - b. a member of the administrative staff who did not expel the student during the current school year and was not involved in the events giving rise to the expulsion.
2. An expulsion will not take place until the student and the student's parent are given notice of their right to appear at an expulsion meeting conducted by the superintendent or the person designated above. Failure to request and to appear at this meeting will be deemed a waiver of rights administratively to contest the expulsion or to appeal it to the school board.
3. The notice of the right to an expulsion meeting will be in writing, delivered by certified mail or by personal delivery, and contain the reasons for the expulsion and the procedure for requesting the meeting.

4. At the expulsion meeting, the principal (or designee), will present evidence to support the charges against the student. The student or parent will have the opportunity to answer the charges against the student, and to present evidence to support the student's position. An attorney may not represent the student at the expulsion meeting, but the attorney may be available for consultation outside the meeting room during the course of the meeting.
5. If an expulsion meeting is held, the person conducting the expulsion meeting will make a written summary of the evidence heard at the meeting, take any action found to be appropriate, and give notice of the action taken to the student and the student's parent.

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

#### COVINGTON COMMUNITY SCHOOL CORPORATION GUIDELINES FOR STUDENT SCHOOL BUS CONDUCT

Riding a school bus is a privilege and must be regarded as such by the student. Rules of school bus conduct and safety are established for the protection of the student himself, other students riding the bus, and for the school system. The following guidelines for student school bus conduct are provided. Violation of these guidelines may result in suspension of the bus riding privilege and/or other discipline authorized by law.

1. School bus transportation is a privilege.
2. The student should arrive at the pick-up on time and be waiting when the bus arrives. If the bus is on time the longest they will wait for a student at the stop is one minute or until someone from the home notifies the bus driver to go ahead. If the bus is behind schedule, it is required to stop then go ahead without waiting, if the riders are not in sight.
3. Always walk so that you can watch the on-coming traffic.
4. Do not crowd to load and unload.
5. Go immediately to a seat and remain seated. The driver may choose to assign seats.
6. Cooperate with the bus driver.
7. Any type of object(s) which totally or partially obstructs aisle, doors, or the view of the driver will be prohibited. All other objects which may be held in a pupil's lap, below seat level, without visual obstruction of the driver not depriving another pupil of seating space, or which may be stored under the seat, may be transported. Items which, in the reasonable belief of the bus driver, prove potentially hazardous or dangerous to other students, will be eliminated from the bus.

8. Any form of vandalism will be assessed and payment will be the responsibility of the student.
9. Masks will be required on the bus at all times. Students must follow a seating chart and will only be permitted to sit with siblings.
10. Other students will not be transported to another child's home as a guest. Due to seating restrictions, bus space is limited and will be reserved for regular bus riders.
11. Children can be dropped off at a babysitter or caretakers house as long as it's a regular routine and practice.

#### HARASSMENT

The school corporation is committed to a policy that harassment of school personnel and/or students by agents, employees, or students of the Covington School Corporation is unacceptable. You should report any incident(s) to the building principal. If you have any questions about the consequences for such actions, see the building principal.

### RADIOS...ETC

Radios, recorders, electronic music devices and electronic games are not permitted in school unless previously discussed and approved. Such items are a disruption to the educational process. Often these items are valuable and may be stolen. If these items are found at school they will be taken by the principal and not returned until the end of the day. Pagers and cellular telephones are popular devices used by several members of our student body. Cell phones may not be on during school hours in the school building and must be kept inside your child's backpack. Disruption of class with either device will be considered a class 2, 3, or 4 violation depending on the circumstances.

### TITLE I

The Title I program is a federally funded program that allows for any student in the elementary to receive additional assistance with necessary reading and math skills. Covington Elementary School is a school wide Title I School. The grant is written each year by June and submitted to the Department of Education. The school receives notification of funds awarded to the school by the beginning of school each year. These funds are used to hire staff and purchase materials designed to reinforce critical reading and math skills.

K-2 students are tested three times a year by the testing team using NWEA testing. These tests provide teachers and administrators with important data to show what skills have been met and what skills are in need of reinforcement activities. K-2<sup>nd</sup> grade parents receive a NWEA report three times a year to keep up to date on student progress. 3-5<sup>th</sup> grade students are given an NWEA test that will predict how the student will perform on ISTEP. This data is used to decide what skills are in need of remediation.

Tier Time is a 30 minute block of time that allows teachers the opportunity to reinforce necessary skills with small groups of students. Tier time is in addition to and does not take place during the 90 minute reading block. Each grade level has a 30 minute Reading Tier. Most grade levels have a 30 minute math tier also. The tier groups are decided by how the student performs on NWEA testing. A Data Team reviews the results of the testing and puts students with common needed skills into skill groups. These groups will receive intense instruction in a small group setting for 30 minutes a day for approximately 2 weeks. At the end of 2 weeks, there will be a progress monitoring assessment that will show if the student has mastered the skill or needs more reinforcement activities. When the student masters the skill, he or she is moved to another needed skill group or is with the benchmark group. A benchmark group is a group of students who at that time do not need skill instruction. These students are working on grade level material. Benchmark groups are subject to change as students need skill instruction.

If the student continues to struggle with the skill in a small group setting, the child could receive Tier 3 assistance. This is a very small group consisting of one teacher and one or two students who need assistance on the skill

Covington Elementary School strives to provide a variety of opportunities and activities to promote and enhance learning. There is a variety of types of learning styles and we strive to find what a student responds well to and provide appropriate

instruction. We all care deeply about our students and want each one to be successful. We always welcome parent input and discussion about student progress. Please feel free to contact us with any questions or concerns.

Title I has a variety of hands on activities to reinforce a wide array of skills and concepts. Parents are welcome to call and come in to check out activities to support student learning at home.

## What to do if . . .

Your child is late to school..... sign him/her in and report directly to class.

You need to drop something off for your child  
.....leave it in the school office with your child's name and teacher's name attached.

You need to pick up your child early  
..... sign him/her out with the SRO and he will call him/her down.

Your child will be absent  
.....call 793-2254 between 7:30 and 9:00am and bring a written excuse upon return.

You have a concern about your child's attendance.....contact Mrs. Pinkerton at 793-2254.

You have a concern about your child's health or health records  
.....contact Mrs. Pinkerton at 793-2254.

You need to talk with someone about Special Education Services  
.....contact Mrs. Beck at 793-2254.

You need to talk to your child's teacher  
.....write a note in the agenda book, call and leave a message, or message on the classroom app and ask for an appointment for a conference.

You have a question/concern about your child's progress ..... talk to your child's teacher.

You'd like to visit your child's classroom.....make an appointment with your child's teacher.

You will be visiting your child's classroom  
..... report to the SRO, sign in with ID, get a visitor badge and then report to the classroom.



Your child has lost a personal item..... look in the lost and found located outside the nurse's office.

You find something that is not yours or your child's

.....place it in the lost and found outside the nurse's office.

You have a concern about a bus issue..... contact Mrs. Beck at 793-2254.

You will be moving..... talk to a secretary in the School Office.

You have contacted your child's teacher and still have concerns

.....Contact Mrs Beck at 793-2254 to talk, leave a message, or make an appointment.

You have contacted the Principal and still have concerns

..... contact Dr. Smith at 793-4877 to talk, leave a message, or make an appointment.

You have contacted the Superintendent and still have concerns..... contact a School Board Member.

## CELL PHONE POLICY

In order to address the excessive student use of cell phones during the school day Covington Schools have established the following guidelines...

1. Students may possess a cell phone device when on school property. Cell phones/pagers are to remain turned off and remain in backpacks.
2. The use (out-going calls, in-coming calls, text messages, camera use, game or music playing, or any other use) of cell phones in the school building between 7:45 a.m. and 3:00 p.m. is strictly prohibited. This includes lunch periods, recess, restroom breaks, as well as school sponsored trips.
3. The school will not be responsible for loss, damaged, or theft of any electronic devices brought to school.

4. Parents or guardians should contact the office to communicate with their child from 7:45 a.m. to 3:00 p.m. Students will have access to phone use in the classroom or office as permitted by the teacher or office staff.

Any Cell phone seen, heard, carried or used in any manner other than previously mentioned in section #1 will be confiscated (including SIM card and battery) by an adult, turned into the building administrator and returned in the manner described below. Failure to forfeit the cell phone (including SIM card and battery) to an adult will be an act of insubordination and will result in an automatic 1 day out of school suspension in addition to the consequence as prescribed according to the following numbered offense.

**1<sup>st</sup> offense:** phone returned to student after 3:10 p.m., parent contacted, lunch detention

**2<sup>nd</sup> offense:** phone returned to parent/guardian during school hours (7:30-3:30), 1 day ISS

**3<sup>rd</sup> offense:** phone returned to parent/guardian during school hours, 3 day In-school detention

**4<sup>th</sup> offense:** phone returned to parent/guardian during school hours, 3 day OSS

**5<sup>th</sup> offense:** phone returned to parent/guardian during school hours, 5 day OSS pending expulsion

For offenses 2 through 5, returning the phone to parent can include a relative or other adult as specified by parent/guardian. This does not include a sibling, relative, or family friend in high school.

Any student who allows another student to use his/her cell phone will be subjected to the same consequences as the person using the phone.

The reason for a cell phone policy is to deter classroom disruptions, cheating, bullying, "sexting" and other acts that violate child exploitation and child pornography laws.

Cell phones will be searched if administrators have reasonable suspicion that a student has violated a school rule or the law. Law enforcement will be contacted if the student violates a law such as but not limited to, harassment, bullying, or child pornography.