

## CBIS Handbook Proposed Changes

Changes marked by **yellow highlighting**

2024-2025 Original Version	2025-2026 Updated August
Mr. Andrew Murray/Director of Transportation	Director of Transportation: Mr. Joe Houglan
Mr. Jake Sappenfield/President Mr. Andy Lamm/Vice President Mrs. Kristi Ott/Secretary Mrs. Becky Nelson/Member Mr. Bryan Wertz/Member	Mrs. Becky Nelson President Mrs. Debbie Gill Vice-President Ms. Jennifer Mann Secretary Mr. Brett Jones Member Mr. David Yount Member
<b>SCHOOL COUNSELING SERVICES</b> CBIS offers full-time guidance services. The door is open to all students and parents. Students should feel free to talk with one of the counselors. Any conversations that students have with the counselors are private and confidential. Counseling services are delivered through individual, group experiences and classroom guidance lessons.	<b>SCHOOL COUNSELING SERVICES</b> CBIS offers full-time <b>school counseling</b> services. The door is open to all students and parents. Students should feel free to talk with one of the <b>school counselors</b> . Any conversations that students have with the <b>school counselors</b> are private and confidential. <b>Human Skills</b> services are delivered through individual, group experiences and classroom lessons.
<b>CLASSROOM PARTY OR BIRTHDAY TREATS</b> Parents should check with the classroom teacher ahead of time to organize any snacks or classroom parties. The classroom teacher will decide if and how to have a snack daily, as well as how and when to have classroom parties such as birthday parties. For classroom parties or snacks, all food should be store-purchased and still be sealed when provided to the classroom teacher, and all ingredients need to be listed on the package. We do not accept deliveries such as balloons and/or flowers to students during school hours.	<b>CLASSROOM PARTY OR BIRTHDAY TREATS</b> Parents should check with the classroom teacher ahead of time to organize any snacks or classroom parties. The classroom teacher will decide if and how to have a snack daily, as well as how and when to have classroom parties such as birthday parties. For classroom parties or snacks, all food should be store-purchased and still be sealed when provided to the classroom teacher, and all ingredients need to be listed on the package. We do not accept deliveries such as balloons and/or flowers to students during school hours. <b>These items are not permitted on the bus.</b>
<b>OUTDOOR RECESS POLICY</b> It is always best for our students to enjoy as much physical activity during the school day as possible. Following our weather guidelines, students will spend time outside daily. Our schools use the following guidelines to make a determination about going outside to recess during the winter months: If the weather “feels like” 20 degrees and above (considers wind chill factor), then we will have outdoor recess. Students should wear appropriate winter coats,	<b>OUTDOOR RECESS POLICY</b> It is always best for our students to enjoy as much physical activity during the school day as possible. Following our weather guidelines, students will spend time outside daily. Our schools use the following guidelines to make a determination about going outside to recess during the winter months: If the weather “feels like” <b>25</b> degrees and above (considers wind chill factor), then we will have outdoor recess. Students should wear appropriate winter coats, gloves/mittens, hats, and/or scarves will be expected. Medical conditions must have

<p>gloves/mittens, hats, and/or scarves will be expected. Medical conditions must have appropriate documentation from the doctor to deviate from the normal recess plan. Also, rain, lightning, slick conditions, or other outdoor hazards could cancel outdoor recess as well.</p>	<p>appropriate documentation from the doctor to deviate from the normal recess plan. Also, rain, lightning, slick conditions, or other outdoor hazards could cancel outdoor recess as well.</p>
<p><b>EARLY DEPARTURE FROM SCHOOL/PROFESSIONAL APPOINTMENTS DURING THE SCHOOL DAY</b></p> <p>When a student has a doctor or dentist appointment during school hours, a parent should communicate with the office the time of the appointment. Parents/Guardians must report to the Main Office to sign their child out of the school any time they will be leaving during the school day. For security purposes they may be requested to show a picture I.D. If someone other than the parent/legal guardian is signing out a student, that person's name must be listed on the student emergency contact information. Any changes to emergency contact information must be made in a written statement from the parent/guardian. Upon returning to school, the student should provide the office with a doctor's note with the following information: name, date of the appointment, expected return date to school, any limitations and their duration.</p>	<p>When a student has an appointment during school hours, a parent/guardian should communicate with the front office the appointment time within 10-15 minutes upon pick-up of the student. Parents/Guardians must sign their student out using the chrome book located in the vestibule outside of the main office. For security purposes a photo I.D. may be required. If someone other than parent/legal guardian is signing out a student, the person's name must be listed on emergency contact information within PowerSchool. Any changes/updates to emergency contact information must be communicated to the office. Upon returning to school, the student should provide the secretaries with an excused note with the following information: name, date of appointment, expected return date to school, and any limitations the student has and the duration student has said limitations.</p>
<p><b>STUDENT FOLDER</b></p> <p>Each student will receive a student folder at the beginning of the year. This folder is considered an essential school supply, and should be with them at all times. The folder is expected to be used by each student on a daily basis. Important information such as positive behavior, honor card, and assignments will be contained within the folder.</p>	<p><b>STUDENT FOLDER AND/OR AGENDA</b></p> <p>Each student will receive a student folder at the beginning of the year. This folder is considered an essential school supply.. The folder is expected to be used by each student on a daily basis. The agenda must be with students at all times.</p>
<p>4. Students may not have food or drinks at CBIS unless the items are brought from home for lunch to be eaten in the cafeteria or the items are provided by the teacher and are eaten in a designated area. Energy drinks and soft drinks are not permitted. Students are permitted to have a water bottle.</p>	<p>4. Students may not have food or drinks at CBIS unless the items are brought from home for lunch to be eaten in the cafeteria or the items are provided by the teacher and are eaten in a designated area. Energy drinks and soft drinks are not permitted. Students are permitted to have a water bottle containing only water.</p>
<p>5. Students should not bring items to school that could interfere with learning. This includes, but is not limited to, such items as electronic games, balls, lasers, and skateboards. All personal electronic devices shall be in the off position and stored out of site or in teacher designated location. This includes phones, smart watches and personal or school-issued</p>	<p>5. Students should not bring items to school that could interfere with learning. This includes, but is not limited to, such items as electronic games, balls, lasers, and skateboards. All personal electronic devices shall be in the off position and stored out of site or in teacher designated location. This includes phones, smart watches used as a personal communication device and personal or</p>

<p>computers. These devices can only be utilized by the following directives:</p> <ol style="list-style-type: none"> <li>1. Medical Necessity</li> <li>2. Teacher-Directed</li> <li>3. IEP</li> <li>4. Emergency</li> </ol>	<p>school-issued computers. These devices can only be utilized by the following directives:</p> <ol style="list-style-type: none"> <li>1. Medical Necessity</li> <li>2. Teacher-Directed</li> <li>3. IEP</li> <li>4. Emergency</li> </ol>
<p><b>Friday Evening School</b> - Friday Evening school is assigned by an administrator. Students may receive Friday Evening School for misbehaviors such as: forgery, electronic policy violation, profanity, truancy, excessive tardiness to school or class, cafeteria misconduct, etc. Students work individually on homework or additional assignments. A staff member supervises students assigned to Friday Evening School from 3:00 - 5:00 pm on the assigned date.</p>	<p><b>Removed Friday Evening School</b></p>
	<p><b>Removed MAP/NWEA GOAL SETTING page and replaced with ILEARN Checkpoint Data Tracking Sheet</b></p>
<p>A. Upon the <b>fifth unexcused</b> absence within a 10-week period, a parent/guardian will receive an attendance letter informing him/her of the number of unexcused absences from school. Per Senate Bill 282, families are required to conference with school administrators within five instructional days of the fifth unexcused absence. At this meeting, an attendance plan will be developed and should be followed. Schools will work with families to schedule the conference at a convenient time. A school administrator, teacher, counselor, and parent/guardian should attend the conference. The parent/guardian may bring a representative if notice is provided to the school at least 48 hours before the conference.</p>	<p>B. Upon the <b>fifth unexcused</b> absence within a 10-week period, a parent/guardian will receive an attendance letter informing him/her of the number of unexcused absences from school. Per Senate Bill 282, families are required to conference with school administrators within <b>ten instructional days</b> of the fifth unexcused absence. At this meeting, an attendance plan will be developed and should be followed. Schools will work with families to schedule the conference at a convenient time. A school administrator, teacher, counselor, and parent/guardian should attend the conference. The parent/guardian may bring a representative if notice is provided to the school at least 48 hours before the conference.</p>
<p>According to Senate Bill 376, students in grades K-8 may not take any medications home from school. Students will not be allowed to transport medications to, or from, school for any reason, as per Indiana Law and FCSC guidelines. Exceptions to this rule, as outlined in Senate Bill 376, include medications for life threatening conditions such as asthma and diabetes. The prescription must require that the student carry these medications during school. Parents may authorize, in writing, that someone 18 years or older may pick up the medication.</p>	<p>The administration of prescribed medication and/or medically-prescribed treatments to a student during school hours will be permitted only when failure to do so would jeopardize the health of the student, the student would not be able to attend school if the medication or treatment were not made available during school hours, or the child requires medication to benefit from his/her educational program.</p> <p>Before any medication or treatment may be administered by school personnel to any student during school hours, the Board shall require the written prescription from the child's</p>

School personnel shall not be responsible to dispense medication, but may assist under properly authorized instructions and under the following conditions:

1. For prescription medications, the ordering physician's written instructions shall accompany the medication.
2. The written permission of a parent or guardian is filed in the office.
3. All medications are transported to and from school by the parent in minimum amounts and in the original medical container and delivered directly to school personnel.
4. Only the principal and/or that person's designee(s) may dispense medication at school.

If there are questions, please see the school nurse.

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physician for all prescription drugs accompanied by the written authorization of the parent. In the case of nonprescription drugs, preparations, or remedies, a written authorization from the parent must be on file in the office of the principal.

All medications must be brought to the school nurse's office by a parent or guardian. Only prescription medication in its original container; labeled with the student's name, date, and exact dosage will be administered. Parents may administer medication to their child in the presence of Health Services personnel or designee once the above criteria are met. Parents must give written authorization for medication to be administered to their child by Health Services personnel or designee during school hours.

Medication that is possessed by a school for administration during school hours or at school functions for a student may be released to:

1. The student's parent or guardian;
2. An individual who is at least eighteen years of age and designated in writing by the student's parent or guardian to receive the medication; or
3. The student, if the student's parent provides written permission for the student to receive the medication.

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Counselors  
Melissa Bryant, Tricia Bender and Jason Dockery

