

## CLINTON CENTRAL ELEMENTARY SCHOOL

725 N State Road 29

Michigantown, IN 46057

765-249-2244

<http://el.clinton.k12.in.us>

### ADMINISTRATION

PRINCIPAL

ASSISTANT PRINCIPAL

SUPERINTENDENT

SCHOOL SECRETARY

SCHOOL TREASURER

SCHOOL NURSE

MAINTENANCE

Dr. Betsy Biederstedt

Mr. Jeremy Rodibaugh

Mr. Ralph Walker

Mrs. Brenda Spray

Mrs. Stephanie Orem

Ms. Pam Ostler

Mr. Dana McGill

## CLINTON CENTRAL ELEMENTARY SCHOOL

### WELCOME!

Dear Students and Families,

We would like to welcome you to Clinton Central Elementary School. The many years you will spend with us preparing for your education are very important for you both academically and socially. The skills and habits you form throughout your duration with us will be ones that can impact your life for many years to come. Our goal and desire is to see each student have a positive and successful educational experience. We believe by working together with the involvement of the students, their families, our staff, and the community we can achieve our goal.

### NONDISCRIMINATION POLICY

It is the policy of the Clinton Central School Corporation not to discriminate on the basis of race, color, religion, sex, national origin, age or handicap in its educational programs or employment policies as required by the Indiana Civil Rights Act of 1964, the Equal Pay Act of 1973, Title IX (1972 Educational Amendments), and Section 504 of the Rehabilitation Act of 1973. Inquiries regarding compliance with Title IX, ADA, and Section 504 should be directed to the Superintendent or building principal at Clinton Central School Corporation, or the Office of the Civil Rights, U.S. Department of Education, Washington D.C.

### POLICY STATEMENT

The Clinton Central Board of School Trustees recognizes that a written document cannot provide for all contingencies that could or might occur during the course of a school year any more than it can anticipate every eventuality that might arise in any of the areas covered in this handbook. Therefore, the Clinton Central Board of School Trustees authorizes the school administration to take the appropriate action when dealing with items, issues and situations, etc., not outlined in this handbook, and in doing so, apply any reasonable and appropriate disciplinary measures when needed.

### MISSION STATEMENT:

Clinton Central School Corporation will provide an educational setting that promotes rigor, relevance, and relationships to develop a student's full potential in a safe and stimulating environment.

### VISION STATEMENT:

Clinton Central School Corporation empowers all students to meet or exceed individual expectations for academic, social, and emotional growth and success.

## CLINTON CENTRAL ELEMENTARY'S ACADEMIC COMMITMENT:

Explicit instruction that includes differentiation to meet the needs of all learners will be embedded with fidelity and rigor for student success. CCE teachers will use current and standardized data to drive instruction for all learners.

**Curriculum Mapping:** curriculum mapping is a process for recording what content and skills are actually taught in a classroom, school, or district during a longer period of time. Lesson plans describe in detail what and how a teacher intends to teach on a day to day basis the sequence of activities, student grouping, and resources used.

**Differentiation:** differentiated instruction is the way in which a teacher anticipates and responds to a variety of student needs in the classroom. To meet student needs, teachers differentiate by modifying the content (what is being taught), the process (how it is taught) and the product (how students demonstrate their learning).

**Lesson Planning:** a process that educators use to design learning experiences and instructional techniques to achieve specific learning goals. Backward design begins with the objectives of a unit or course – what students are expected to learn and be able to do – then proceeds “backward” to create lessons that achieve those desired goals.

**Rigor:** something that is “challenging” or causes extraordinary thought.

**Formative Assessment:** means to monitor student learning and provide ongoing feedback that can be used by instructors to improve their teaching and by students to improve their learning. More specifically, formative assessments:

- Help students identify their strengths and limitations and target areas that need work.
- Help educators recognize where students are struggling and address problems immediately.

Clinton Central Elementary provides 90 minutes of reading instruction each day.

Guided reading is one component of a four-block reading program, which consists of self-selected reading, shared reading, writing, and working with words.

Guided reading is one component of the shared reading block during which the teacher provides support for small, flexible groups of beginning readers. The teacher helps students learn to use reading strategies, such as context clues, letter and sound knowledge, and syntax or word structure, as they read a text or book that is unfamiliar to them. The goal of guided reading is for students to use these strategies independently on their way to becoming fluent, skilled readers.

The steps for a guided reading lesson are:

**Before reading:** Set the purpose for reading, introduce vocabulary, make predictions, and talk about the strategies good readers use.

**During reading:** Guide students as they read, provide wait time, give prompts or clues as needed by individual students, such as “Try that again. Does that make sense? Look at how the word begins.”

**After reading:** Strengthen comprehension skills and provide praise for strategies used by students during the reading.

The steps of a guided reading lesson will vary according to the needs of the students in the flexible group. As teachers become more comfortable planning and leading guided reading lessons, they will also become more skilled in structuring the lesson to best meet those students' needs.

Flexible groupings are based on student abilities and needs. There are various ways to determine a child's ability level, such as running records, print tests, and teacher observations. Since students' progress at different levels, the teacher will need to have a plan for ongoing observation and assessment to track student growth, select appropriate texts, and to regroup students as their needs change. Again, teacher observations and running records can provide valuable information.

A wide variety of books at different ability levels, sometimes called “leveled texts,” are necessary so that the teacher can fit the book to the group. Teachers should choose books that are easy enough for independent reading, meet the instructional goals for the group, and are interesting and motivating to students. As students become more skilled at using a range of reading strategies, the ability level of the texts used in guided reading lessons can be increased. Previously read texts should always be available so that students can reread them independently, with a partner, or at home as they become fluent, confident, and self-motivated readers.

Clinton Central Elementary provides 60 minutes of Math instruction each day.

As a 1:1 technology school, Clinton Central Elementary is devoted to using a Blended Learning model to improve academic performance. This allows each student to receive face-to-face instruction, hands-on instruction, as well as on-line instruction.

## **THE CLINTON CENTRAL ELEMENTARY SCHOOL DAY**

7:45 a.m. – Students enter building

7:45 – 8:00 a.m. – Students breakfast

8:05 a.m. – Classes begin

3:00 p.m. – Students dismissed

## **SCHOOL RULES**

### ***Do the right thing, treat people right***

No students shall be allowed to do anything that could harm himself/herself, another student, or school property. No students shall be allowed to disrupt the learning atmosphere for other students. Any disciplinary action taken will be appropriate for that particular situation.

## **CODE OF SCHOOL SPIRIT**

Clinton Central Elementary School students are noted for their spirit of friendliness, courtesy, and cooperation. This spirit might be outlined as follows:

1. School loyalty: Take pride in the school and its endeavors; Support all school policies.
2. Good sportsmanship: Display good sportsmanship in classrooms, activities, and athletics.
3. Courtesy, thoughtfulness, and good conduct that will reflect favorably on the pupil and the school.
4. Personal pride in the appearance of the school.
5. Preparedness: All pupils should have the necessary materials for class work at all times; all lessons and assignments should be prepared.
6. Respect for the property of others.
7. Promptness at all times.

## **LANGUAGE ASSISTANCE AND INTERPRETERS**

The Clinton Central Schools and the Bilingual Education Program Staff regularly provide translation services for parents regarding school issues. If a parent needs an interpreter for Spanish, or any other language, please call the main office at (765) 249 - 2244 for assistance.

Las escuelas de Clinton Central y los trabajadores del programa de Educacion Bilingue normalmente prove servicios de traduccion a los padres de los estudiantes con respect a cosas relacionadas con la escuela. Si usted necesita un interprete en espanol e otro idiomas, favor de llamar a la Senora Bilingual Director a la escuela de Clinton Central Elementary School al numero telefonico (765) 249 - 2244.

## **ATTENDANCE POLICY**

Our goal at Clinton Central Elementary School is to create a positive environment to foster academic success for your child(ren). A necessary part of that commitment is a working partnership between the parent, student and school. We are asking your assistance in making sure your child follows the Indiana Law regarding school attendance.

At this time, your child's attendance is jeopardizing his/her academic success and is in violation of Indiana attendance law: IC 20-33-2, 20-33-2-3.2, 20-33-2-5, 20-33-2-6 and further defined in IC 20-2-8-8:

(18) Chronic absenteeism, which includes the number of students who have been absent from school for ten percent (10%) or more of a school year for any reason (162 out of 180 days).

(19) Habitual truancy, which includes the number of students who have been absent ten (10) days or more from school within a school year without being excused or without being absent under a parental request that has been filed with the school (170 out of 180 days).

If your child is ill:

- A telephone call needs to be made to the school by 8:30 a.m. on the day of the absence. Any absence that is not verified by the custodial parents/legal guardian within 24 hours of the absence will be considered truant.
- The school reserves the right to check absences by calling custodial parents/legal guardian at home or work.

The custodial parent will be sent a letter when/if their student reaches his/her **8th absence** of the school year. This letter will advise the parent of the attendance information. Additionally a copy of this letter may be sent to the CCSC's School Resource Officer. This contact may result in a home visit upon the child's next absence and/or a report being filed by the CCSC's School Resource Officer with the Indiana Department of Child Protective Services. School Attendance Contracts may be utilized by CCES for any student showing habitual attendance difficulties. An attendance contract will be created with the parent, student and an administrator for set amounts of time, as agreed upon by the CCES administration and custodial parent(s) of the habitually absent student.

## **LEGAL POLICIES AND GUIDELINES GIVEN TO SCHOOLS UNDER INDIANA LAW**

### **Indiana Law I.C. 20-8.1-5-2 Delegation of Authority**

Each principal may take action concerning his/her school or any school activity within his jurisdiction which is reasonably necessary to carry out or prevent interference with an educational function or school purpose. Such action may include establishing written rules and standards to govern student conduct.

### **Indiana Law I.C. 20-33-2-28 Compulsory Attendance Duty of Parents**

It is unlawful for a parent to fail, neglect, or refuse to send his child to a public school for the full term as required under this chapter unless the child is being provided with education equivalent to that given in the public schools

### **Indiana Law I.C. 20-33-2-44 Penalties**

Any person who knowingly violates this chapter commits a Class B misdemeanor which is punishable by imprisonment up to 180 days and/or a fine up to \$1,000.

## **Exempt ABSENCES**

**Exempt ABSENCES:** All exempt absences require written notification of the absence, such as, a doctor's note, court documents, etc.

1. Illness or injury of child
  - a. First 5 days of absence due to illness with appropriate notification to the school will be considered exempt (excused)
  - b. After day 5 of illness, (does not have to be consecutive), the absence will be considered non-exempt (unexcused) unless a doctor's note is provided.
2. Death in the family
3. Required court appointment
4. Required church observances
5. Child exhibiting at the state fair (4-H only)

6. Medical, dental, and/or clinical appointments (not to exceed 1/2 day unless verified with a physician's or dentist's note)
  - a. Appointments should not be scheduled during testing such as, NWEA, ISTEP test days
7. Head lice (not to exceed 2 days)
8. Other absences as approved by the principal. The approval must be requested five (5) days in advance of the absence.

### **ABSENCES COUNTED AS PRESENT**

1. Homebound instruction
2. Placement in a hospital or juvenile facility providing instruction
3. In School Suspension

### **Exempt ABSENCES PROCEDURES**

1. Call school (765) 249-2244 by 9:30 a.m. on the morning of the absence. Homework requests must be made by 10:00 a.m.
2. If a telephone call cannot be made, a dated note should accompany the child upon his/her return.
3. If the child is going to be out of school for any extended period of time, the school should be notified as soon as it is known the student will miss more than two consecutive days.

### **Non-exempt ABSENCES**

1. An absence will be considered unexcused in the event that a student is absent from school for any other reason than specified in the excused section of this handbook. Calling a student off school for being ill without a doctor's note will be considered non-exempt beginning with the sixth absence.
2. A student absent from school without authorization (doctor's note, court document, etc.) is non-exempt.
3. Absences not reported to the school within two days of the child returning to school will also be recorded as unexcused and truant.
4. Out of school suspension.

### **TRUANCY POLICY**

A student is considered truant in any of the following situations:

1. Student's absence is not verified by a parent or guardian.
2. Student is not in assigned area or assigned activity while on school property during the school day.
3. Student leaves school without receiving prior approval from the office.

### **GENERAL POLICIES**

1. A student with excessive absences may be retained and/or parents reported for educational neglect.
2. "Perfect attendance" is defined as: No full or half days of school missed, no tardies and no early departures from school.

### **STUDENT TARDINESS**

Students arriving at school after 8:05 a.m. will be counted as tardy. A student who is late due to problems with school provided transportation would not be counted as tardy.

### **GROUNDS FOR DISCIPLINARY ACTION**

We believe an attitude of respect and personal responsibility must form the cornerstones for behavior in our school. Actions that are disrespectful or reflect an unwillingness to accept reasonable levels of responsibility, severely detract from the educational process, and will not be tolerated. In addition, it is the responsibility of school administration and staff to maintain an orderly environment wherein all students and staff feel safe. In light of these standards, there are times when it is necessary for school officials to make a decision concerning the acceptability of student's behavior in school or at a school-sponsored activity. Their decision must be based on the welfare of the total school community as well as the individual student. Communication and

cooperation between staff members, parents, and students is encouraged in all matters regarding student discipline.

**ALCOHOL/DRUGS/CONTROLLED SUBSTANCES**

Students may not possess, use, or be under the influence of/ or provide to any other person, drug paraphernalia and/ or any substance, which is or contains alcohol, amphetamine, barbiturate, marijuana, a stimulant, a depressant, or a hallucinogen whether prescription or sold over the counter (without a prescription) or any substance that closely resembles any of the listed substances. Students may not provide to any other person drug paraphernalia and/ or any substance as listed above nor any substance represented to be any of the above:

- on the way to or from school or school activity
- on school grounds at any time or
- during any school sponsored activity at any location including the school bus or other school-sponsored transportation.

Use of medication by a student prescribed by a medical doctor, a dentist, or other health care provider authorized by law to prescribe medication for that student does not violate this rule. However, all medications (prescription or over-the-counter) must be approved, dispensed, and kept by the nurse. No student, under any circumstance, is to provide medication (prescription or over-the-counter) to any other student.

Students may not possess/use/provide to any person anything used or designed to be used primarily for, but not limited to, the storage, processing, delivery or consumption of amphetamine, barbiturate, marijuana, stimulants, intoxicants, narcotics, depressants or hallucinogens

- on school premises at any time or
- during any school sponsored activity at any location including the school bus.

Use, purchase, or possession of drugs, inhalants, alcohol or look-a-like substance as well as drug paraphernalia (pipes/rolling papers, needles) at school or any school-sponsored activity.

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|--|
| 1st Infraction:  |
| 10 days Out of School Suspension with recommendation for Expulsion |

**Attending class or any school-sponsored activity under the influence of any drug or alcohol.**

|                                  |   |
|----------------------------------|---|
| 1st Infraction:                  | 2nd Infraction:   |
| 5 days Out of School Suspension. | 10 days Out of School Suspension with recommendation for expulsion. |

**BULLYING/HAZING/RACISM**

**I.C. 35-42-2-2, Sec. 2 – Hazing**

**I.C. 20-22-8-0.2 – Bullying**

Bullying, hazing, and/or use of racism will not be tolerated in the Clinton Central School Corporation.

**Bullying** is defined as any repeated aggressive behavior displaying physical, verbal, written, abusive treatment to negatively affect others. Bullying, hazing, and/or use of racism include but are not limited to the following behaviors:

- repeated name calling including but not limited to jokes, slurs, rumors, pranks, gestures
- written bullying may include but is not limited to threats, slander, name calling, cartoons, pictures, innuendos, and/or demeaning comments
- social media sites (Facebook, Twitter, etc.) texting via telephone or internet bullying which directly involves school related time, threats to take place at school, made from school, referencing school
- any communication, including but not limited to verbal, written, or drawn material that represents or promotes

racism, cults, etc.

The following outline issues of bullying which become a legal matter and require immediate notification of the local Sherriff's department:

- credible threats of repeated violence made in any way, shape, or form verbally, written or via social media

**Students committing these acts are also subject for IMMEDIATE suspension and notification of the authorities.**

|   |                  |                      |   |
|---|------------------|----------------------|---|
| Administrative discretion will be used to assign one of the following detentions: |                  |                      |   |
| 1 hour Detention  | 2 hour Detention | In-School Suspension | 10 day Suspension with recommendation for Expulsion |

### **BUS MISCONDUCT**

While riding on a school bus students must adhere to the following rules:

- take a seat immediately and remain seated until instructed by the driver to leave the bus
- keep doors and windows closed unless given permission to open them
- keep head, arms and hands inside the bus at all times
- do not litter the bus
- do not do damage to the school bus
- cooperate with the bus driver and follow the rules of the school (IC 20-9.1-5-19)

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|---------------------------|---|
| 1st Infraction:           | 2nd Infraction:   |
| 1-5 Days Removal from Bus | Additional time removed from the bus with the potential of being removed from bus for the remainder of the school year. |

***Fighting on the bus is immediate removal from the bus for the remainder of the school year.***

### **CAFETERIA BEHAVIOR**

Breakfast and lunch time should be an enjoyable and relaxing time for students. Lunches are served in the cafeteria. Students may bring their own lunch from home. However, food from restaurants is not to be eaten in the cafeteria and is not to be brought to school. Students must consume their food and drink in the cafeteria. EACH STUDENT WILL RETURN HIS/HER OWN TRAY, AND PUT SILVERWARE IN THE RECEPTACLE AND/OR PAPER PRODUCTS IN THE APPROPRIATE RECEPTACLE.

**During lunch period students must remain in the cafeteria unless given permission to go elsewhere.**

**Parents (with a current background check) are allowed to eat breakfast or lunch with students. Clinton Central Elementary School has a closed campus during lunch hours; no students are allowed to leave the building.**

All students are responsible for their environment in the cafeteria and must adhere to the following rules:

- food and non-food items on their table or on the floor surrounding their table must be cleaned up prior to dismissal
- cutting in line is not allowed
- students who do not clean up their breakfast and/or lunch area will be given lunch detention
- students are expected to maintain order in the cafeteria or they will be assigned to lunch detention

|   |   |
|---|---|
| Administrative discretion will be used to assign one of the following detentions: |   |
| Lunch Detention for 1-3 days  | Lunch Detention for remainder of the grading period or semester |

*When students are assigned a lunch detention, they will report to the main office. The administrator of record will take attendance (students must report on time or additional days of detention will be assigned). A school lunch will be provided for the students to eat in the detention room. During Lunch Detention, students will not be permitted to talk or communicate with other*

students. Students must bring something constructive to work on when they are finished eating their lunch; if work is not brought to detention, an assignment will be assigned.

### **CHEATING/PLAGIARISM**

Violating rules of honesty such as copying another student's test, assignment, etc. is unacceptable as well as using the work of others or published work and/or violating copyright provisions without permission. Allowing other students to copy is also considered cheating.

Cheating occurs when students submit work for academic evaluation that is not their own, when they copy answers from another student during an examination, when they use prepared notes or materials prohibited during an examination, or other acts of misrepresentation of academic achievement that is submitted for evaluation or grade. We encourage healthy collaboration among students. Sometimes students will be asked to work together in teams for certain projects. Sometimes students will seek the assistance of another student to help them understand a course concept or assignment. This is not cheating. Cheating occurs when students copy another student's work and submits it under the pretext that they have independently done the work themselves.

Plagiarism occurs when you include someone else's writing, information, or idea in a paper and fail to acknowledge what you took by indicating whose work it was. Plagiarism involves the misuse of the intellectual property of another. It occurs when a writer fails to document a source so that the words and ideas of someone else are presented as the writer's own work. When a student copies verbatim or closely paraphrases a chart, illustration, or material from any book, article, or web site without clearly identifying the source from which it was obtained, plagiarism has occurred.

As a general rule of thumb for assignments, quoted or paraphrased material with cited references should not exceed 25% of an assignment. In other words, 75% of an assignment should consist of your own words, thoughts, or ideas. Students are expected to give credit when borrowing, quoting, or paraphrasing, using appropriate in text citations and a reference list.

|                    |                            |
|--------------------|----------------------------|
| 1st Infraction:    | 2 <sup>nd</sup> Infraction |
| Zero on Assignment | Teacher Digression         |

### **CLASSROOM NON-COMPLIANCE**

Each classroom has specific rules developed by the teacher. Failure to comply with classroom rules will be disciplined accordingly.

|                           |                               |                               |
|---------------------------|-------------------------------|-------------------------------|
| 1st Infraction:           | 2nd Infraction:               | 3rd Infraction:               |
| 30 minute Lunch Detention | 1 hour After School Detention | 2 hour After School Detention |

### **DISRESPECT/DISRUPTIVE BEHAVIOR**

Behaving in a disrespectful manner towards staff, an adult in authority, or peers is inappropriate and is subject to disciplinary action, including expulsion.

Disrespect defined: to regard or treat without respect; regard or treat with contempt or rudeness. Rude conduct is usually considered to indicate a lack of respect.

Any action that disrupts or interferes with educational activities or the school environment or has the potential for such disruption will not be tolerated. Examples of disruptive behavior include, but are not limited to:

- Chronic talking in the classroom or other school events wherein students have been directed to remain quiet.
- Continuously and intentionally making noise or acting in any manner so as to interfere seriously with the ability of any teacher or any of the other school personnel to conduct the educational function under his/her supervision.

|                 |                 |                 |
|-----------------|-----------------|-----------------|
| 1st Infraction: | 2nd Infraction: | 3rd Infraction: |
|-----------------|-----------------|-----------------|



|                           |                               |                               |
|---------------------------|-------------------------------|-------------------------------|
| 30 minute Lunch Detention | 1 hour After School Detention | 2 hour After School Detention |
|---------------------------|-------------------------------|-------------------------------|

**FALSE REPORTING/FORGERY**

Students must not provide false information (written or oral).

Examples include, but are not limited to: knowingly filing false charges against an employee or a student in an attempt to demean, harass, abuse, or embarrass that individual; tampering with report cards, official passes and notes; changing grades or forging names to excuses or on official school communications; creating/falsifying a doctor's note; reporting false alarms of any nature including pulling of a fire alarm without good cause. Forgery of legal documents may warrant notification of the local Sherriff's Department.

|   |                               |                               |
|---|-------------------------------|-------------------------------|
| Administrative discretion will be used to assign one of the following detentions: |                               |                               |
| 30 minute Lunch Detention   | 1 hour After School Detention | 2 hour After School Detention |

**FIGHTING**

Fighting, posturing, or using verbal or physical violence in the school building, on school grounds, en-route to and from school and at school-sponsored activities are grounds for suspension and/or expulsion. Students failing to comply with staff member's instructions to stop fighting or using physical/verbal violence will be subject to expulsion.

**Physical Altercation** is defined as ANY physical contact or altercation including but not limited to punching, kicking, slapping, pulling of hair, flicking, pushing, or attacking.

|   |                               |                               |
|---|-------------------------------|-------------------------------|
| Administrative discretion will be used to assign one of the following detentions: |                               |                               |
| 30 minute Lunch Detention   | 1 hour After School Detention | 2 hour After School Detention |

**Verbal Altercation** is defined as ANY verbal or heated attack with words including but not limited to use of profanity, or vulgar comments.

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|---|-------------------------------|-------------------------------|
| Administrative discretion will be used to assign one of the following detentions: |                               |                               |
| 30 minute Lunch Detention   | 1 hour After School Detention | 2 hour After School Detention |

**HARRASSMENT/INSTIGATION/INTIMIDATION/THREATS**

Instigating a physical/verbal altercation or use of harassment/intimidation/threat towards another person in the school building, on school grounds, en-route to and from school and at school-sponsored activities are grounds for disciplinary measures. Individuals who are spectators, promote, challenge others to fight, or instigate fights or any physical violence may be subject to the same corrective action(s) as the participants.

Harassment, instigation, intimidation, and/or threats include but are not limited to the following behaviors:

- name calling including but not limited to jokes, slurs, rumors, pranks, gestures
- instigation, intimidation, and/or threats may include but is not limited to slander, name calling, cartoons, pictures, innuendos, and/or demeaning comments
- social media sites (Facebook, Twitter, etc.) texting via telephone or internet harassment, instigation, intimidation, and/or threats which directly involves school related time, threats to take place at school, made from school, referencing school
- sexual harassment including but not limited to sexual innuendo, touching of breasts, buttocks or crotch, referencing or requesting sexual acts, unwanted and repeated sexual advances.

|   |                               |                               |                      |   |
|---|-------------------------------|-------------------------------|----------------------|---|
| Administrative discretion will be used to assign one of the following detentions: |                               |                               |                      |   |
| 30 minute Lunch Detention   | 1 hour After School Detention | 2 hour After School Detention | In School Suspension | 10 day Suspension with recommendation for Expulsion |

**HORSEPLAY/ RECKLESS ENDANGERMENT**

**Horseplay** is defined as any loud, boisterous, disruptive play that disrupts the learning environment or natural flow of activity in any school setting. This behavior includes, but is not limited to,

- hitting, punching, shoving, kicking, pinching, or any other bodily contact done in a playful, non-aggressive manner
- running through any part of the school
- playing roughly
- screaming, yelling, screeching, or any other generally annoying and disruptive sound effect
- inappropriate use of any and all classroom or school furniture or fixtures, throwing anything, anywhere on school grounds

**Reckless endangerment** is defined as any action that creates substantial risk of serious bodily injury or death to oneself or others or the substantial risk of destruction of property. There is a blatant disregard for the safety of others and oneself. Actions that lead to reckless endangerment include, but are not limited to:

- horseplay that escalates to reckless endangerment
- using anything as a weapon
- false fire alarm pulling
- setting fire to school property causing personal injury to another person

|   |                               |                               |                      |   |
|---|-------------------------------|-------------------------------|----------------------|---|
| Administrative discretion will be used to assign one of the following detentions: |                               |                               |                      |   |
| 10 minute Lunch Detention   | 1 hour After School Detention | 2 hour After School Detention | In School Suspension | 10 day Suspension with recommendation for Expulsion |

**ILLEGAL ACTIONS**

Behavior not covered by other rules listed in this section but that is prohibited by Indiana State Law will be subject to disciplinary action and reported to the school resource officer.

**INAPPROPRIATE USE OF COMPUTERS/TECHNOLOGY**

While in the computer lab or while using the 1:1 technology, students must adhere to the computer usage policy. Failure to comply with the computer usage policy may result in suspension from the technology use for a specified period of time.

|   |                               |                               |                      |   |
|---|-------------------------------|-------------------------------|----------------------|---|
| Administrative discretion will be used to assign one of the following detentions: |                               |                               |                      |   |
| 30 minute Lunch Detention   | 1 hour After School Detention | 2 hour After School Detention | In School Suspension | 10 day Suspension with recommendation for Expulsion |

**COMPUTER USE AND IPAD POLICY**

**1. GENERAL INFORMATION**

2. **iPAD CARE**
3. **iPAD USE AT SCHOOL**
4. **MANAGING FILES AND SAVING WORK**
5. **CONTENT MANAGEMENT**
6. **RESPONSIBLE USE**
7. **BEHAVIORS AND DISCIPLINE RELATED TO STUDENT iPAD USE**
8. **LIABILITY**
9. **DAMAGE, REPAIR AND REPLACEMENT**

#### 1:1 iPad INITIATIVE GOALS

- Continually improve access to technology
- Guarantee an Engaging Curriculum
- Promote Collaboration
- Advance Critical Thinking

#### 1. **GENERAL INFORMATION**

The procedures and information within this document apply student iPad, network/computer and student account use at Clinton Central School Corporation.

##### a) **Receiving your iPad**

- iPads will be distributed during the month of August.

##### b) **Returning your iPad**

- iPads with accessories will be returned back to Clinton Central School Corporation during the last two weeks of the school year.
- If a student transfers out of Clinton Central School Corporation during the school year, the iPad and ALL accessories will be returned at that time.
- Students who withdraw, are expelled, or terminate enrollment at Clinton Central School Corporation for any reason must return their individual school iPad with accessories on the date of termination.
- Failure to return the iPad will result in a theft report being filed with local law enforcement.

##### c) **Personal iPad**

- Students are not allowed to use personal iPads in place of district issued iPads due to the use of a mobile device management system and mobile filtering.

#### 2. **IPAD CARE**

##### a) **General Care**

- Cords and cables must be inserted carefully into the iPad to prevent damage.
- Students are responsible for keeping their iPad battery charged for school each day using the appropriate iPad charger and cord.
- iPads should be away from food and liquids when students are eating.
- Avoid long-term exposure to temperature extremes and direct sunlight (leaving an iPad in a car for extended periods of time may result in a total loss of the device and will be considered neglect).
- Do not alter the iPad in any manner that will permanently change the iPad.
- Do not put any permanent marks on the iPad or case.
- Do not attempt to repair a damaged or malfunctioning iPad. All damaged and malfunctioning iPads will need to be reported to the teacher or taken to a member of the IT Staff.
- Do not upgrade the iPad operating system (IOS software update) unless directed by technology staff.
- Do not remove or circumvent the management system installed on each iPad. This includes removing restrictions or "jail breaking" the device.
- Do not sync the iPad with a district or home computer. Student documents or files will be emailed or saved to a cloud based storage app (Google Drive or Schoology).

##### b) **Carrying and Transporting iPads**

- iPads must always remain in their assigned cases and are NEVER to be removed by a student
- Do not leave the iPad unattended at any time during class, extra-curricular activities, lunch, and locker room, etc. unless secured in your locker.
- iPads may be used on buses and fall under all of the same rules and regulations while at school and home. Bus drivers reserve the right to change this at any time.

**c) Screen Care**

- When cleaning the iPad screen, use a soft, dry, anti-static cloth.
- Do not place anything against the screen.
- Do not drop the iPad or the screen could break
- Do not touch the iPad screen with anything other than your finger or an appropriate stylus.

**d) Security**

- Students are responsible for the safety and security of their school-owned iPad.
- iPads should not be stored in a vehicle and should never be left in view inside a vehicle, locked or unlocked.
- Labels, stickers, or screen protectors placed on the iPad and iPad case by the technology department shall not be removed.
- Each iPad will be registered with the district by an asset tag, along with the serial number which should never be altered or removed.
- Do not lend the iPad to friends, or family.

**3. IPAD USE AT SCHOOL**

iPads are intended for use during school each day. Students **MUST** bring their iPad to all classes, unless specifically instructed not to do so by their teacher or an administrator.

**Clinton Central School Corporation is not responsible for technical issues outside of normal school hours.**

**a) iPads Left at Home**

- Not having an iPad or not having a working iPad will not be an excuse for not participating in class or not completing assignments.

**b) iPad Undergoing Repair**

- Loaner iPads may be issued to students when the assigned iPad has been sent in for repair.

**c) Charging your iPad**

- Students are responsible for ensuring that their iPads are charged and ready to go for school each day.
- Students are to charge the iPad at home each evening to be sure to have a full charge.
- Repeated occurrences of their iPad may be grounds for discipline from the office for not coming to school prepared for class.

**d) Screensavers/Background Photos**

- A standard screensaver or background will be preset on the iPad. Changes to the background must be school appropriate.

**e) Sound, Music, Games, or Programs**

- Sound must be muted while in class unless permission is obtained from the teacher.
- All content including but not limited to games, apps, and music on the iPad must be appropriate, used in a responsible manner and at the discretion of the teacher.
- Streaming media such as Pandora or last.fm are not permitted.

**f) Use of Camera and Video**

- Each student iPad is equipped with a digital camera and video recorder. The camera will allow students to create projects to enhance the learning environment.

**Examples of Use:**

- Recording and/or taking pictures for project-based learning assignments.
- Assisting in ensuring accurate notes are taken in class.
- Submitting work digitally
- Students are not allowed to take pictures/video of staff and/or students without expressed permission by those individuals. All pictures/video taken must be school appropriate. Any violation of this directive will result in discipline measures.

## **IPADS ARE NOT TO BE USED IN LOCKER ROOMS, BATHROOMS OR AREAS WHERE THERE IS AN EXPECTATION OF PRIVACY.**

### **g) Photos and Videos**

- All videos, photos, and images that are taken or reside on the iPad must be appropriate and are subject to inspection by district staff at any time.
- Any videos, photos, and images found that contain questionable material (of a sexual nature, pornographic, genitalia, etc.) will be reported to local police authorities/agencies. Material of this nature is subject to felony prosecution.

### **h) Home Internet Access**

- Students have the ability to set up wireless networks on their iPads for use while at home but parental supervision is expected.
- The iPad internet content is filtered using the Clinton Central web filter.
- Clinton Central School Corporation is not responsible for network issues outside of Clinton Central School Corporation network.

## **4. MANAGING FILES AND SAVING WORK**

### **a) Saving Documents**

- Students may save work directly on the iPad through Google Drive or My Big Campus or another cloud-based storage or e-mail documents to their teachers or themselves as a backup.
- iPad malfunctions are not an excuse for not submitting school work.

### **b) Network Access and Network Accounts**

- Clinton Central School Corporation cannot guarantee the school network will be up and running 100% of the time.
- In the case that the network is down, the district will not be responsible for lost or missing data.
- At no time may a student use another student's account or attempt to circumvent school filtering and network based security.

## **5. CONTENT MANAGEMENT**

### **a) Originally Installed Software**

- The Software/Apps and profiles installed by Clinton Central School Corporation must remain on the iPad and be easily accessible at all times.
- The district may add/remove Apps for use in a certain situations.
- Devices will be monitored through our Mobile Device Management (MDM) system to ensure that students have not removed required apps or added apps that are not appropriate for school use. They will also monitor whether students have made changes to their iPad.

### **b) App Management and responsibilities**

- Students will be able to add/remove apps from the Filewave App portal. This is where district purchased and approved apps will be located.
- Removing a district purchased app from your iPad does not permanently remove the App; it is moved back to the MDM portal for future use if needed.
- All downloaded Apps/music must be appropriate and recommended for educational use.

### **c) Inspection**

- Clinton Central School Corporation owned iPads may be inspected by district staff at any time.
- Clinton Central School Corporation maintains the right to delete any App, song, video, picture, book, or file that is not deemed appropriate for student use.
- Storage/space on the iPad and iCloud is limited.
- Any non-required student Apps, songs, videos, pictures, books, or files will be subject to removal and be deleted to preserve storage space.

### **d) Restoring of iPad**

- If technical difficulties occur or non-authorized software/apps are discovered, the iPad may need to be restored.

- The school does not accept responsibility for the loss of any software or documents deleted due to a reformat and re-image.

**e) Personal iPad/iTunes Accounts**

- Students are NOT to use their school issued iPad to access their personal iTunes account.
- iPads are for school related content.

**6. RESPONSIBLE USE**

**a) Statement of Responsibility**

- The use of the Clinton Central School Corporation technology resources (hardware, software, etc.) is a privilege, not a right.
- The privilege of using the technology resources provided by the district is not transferable or extendible by students to people or groups outside the district and terminates when a student is no longer enrolled in the district.
- These guidelines are provided to make all users aware of the responsibilities associated with efficient, ethical, and lawful use of technology resources.
- If a person violates any of the guidelines contained within this document, privileges may be terminated, access to the school Clinton Central School Corporation technology resources may be denied, and the appropriate disciplinary action may be applied.
- Violations may result in disciplinary action up to and including suspension/expulsion for students.
- When applicable, law enforcement agencies may be contacted.
- Disciplinary action will follow district policy and the guidelines contained within each respective school's Student Handbook.

**b) Parent/Guardian Responsibilities**

- Discuss with your children the values and the standards you expect your children to follow with regard to the use and care of the iPad and the use of the Internet, just as you do on the use of all media information sources such as television, cell phones, movies, and radio.
- The parents release Clinton Central School Corporation and its personnel from any and all claims and damages of any nature arising from their child's use of, or inability to use the district technology, including but not limited to claims that may arise from the unauthorized use of the iPad to purchase products or services.
- The parents understand that it is impossible for Clinton Central School Corporation to restrict access to all controversial materials, and will not hold the school responsible for materials accessed on the network and agree to report any inappropriate iPad use to the respective building administration.
- Parent supervision is an expectation of the iPad Initiative. The district cannot control all aspects of student use while the student is off site. Please remember that students are subject to the same guidelines while not in school

**c) School Responsibilities**

- Clinton Central School Corporation Reserves the right to review, monitor and restrict information stored on or transmitted via district owned equipment and to investigate inappropriate use of resources. In addition, the district may at any time utilize GPS Software in order to track an iPad while on our school network in order to locate an iPad if lost or stolen. The school agrees to provide:
- Internet and Email access to its students while on campus.
- Curricular Apps and content.
- Internet blocking of inappropriate materials to the best of its ability.
- Support using cloud based storage.
- Staff guidance to aid students in doing research and help ensure student compliance of the guidelines contained within this document and those within the district's Student Technology Responsible Use Guidelines.

**d) Students Responsibilities**

- The following are the expectations for students in respect to the use of Clinton Central technology and equipment:
- Use computers/devices in a responsible and ethical manner.
- Follow the guidelines within this document.

- Report to a building administrator any email containing inappropriate or abusive language or if the subject matter is questionable.
  - Return the iPad at the end of each school year following district procedures. Remember you will receive the same iPad during the next school year.
  - Students who graduate early, withdraw, are expelled, or terminate enrollment at Clinton Central School Corporation for any reason must return the district issued iPad and all additional items (case, charger and cable) by the date of termination to their respective building Library.
  - Check in your iPad for periodic IOS updates. Do not update the iPad IOS unless you are told to do so.
  - Students are prohibited from plagiarizing (using as their own without citing the original creator) content, including words or images, from the Internet.
  - Students should not take credit for things they didn't create themselves, or misrepresent themselves as an author or creator of something found online.
  - Research conducted via the Internet should be appropriately cited, giving credit to the original authors.
  - Students are prohibited from accessing sites that promote plagiarism. These sites should be reported to school personnel.
- e) Student Activities that are Strictly Prohibited:**
- Using the school network for illegal activities such as copyright and/or license violations.
  - Using the iPad as the vehicle for plagiarism.
  - Unauthorized downloading of apps and/or jail-breaking of the iPad.
  - Accessing and/or using websites or materials that is not in direct support of the curriculum and is inappropriate for school.
  - Vandalizing equipment and/or accessing the network inappropriately.
  - Programs that are capable of hacking the network should not be possessed or used.
  - Gaining unauthorized access anywhere on the network.
  - Invading the privacy of individuals.
  - Using and/or allowing use of another person's login/password to access the network.
  - Being a passive observer or active participant with any unauthorized network activity.
  - Participating in cyber-bullying of any person.
  - Using objectionable language, photos or other content (e.g. racist, terroristic, abusive, sexually explicit, threatening, stalking, demeaning or slanderous).
  - Obtaining, modifying, or using username/passwords of others.
  - Modifying files belonging to another student.
  - Attempting to access or accessing websites blocked by the school's Internet filter.
  - Downloading apps, streaming media, or playing games without permission of a teacher or administrator.
  - Sending and/or forwarding emails that are chain letters, forwards, etc. via school mail.
- f) Cyber-Bullying**
- The National Crime Prevention Council defines cyber-bullying as "When the internet, cell phones, or other devices are used to send or post text or images intended to hurt or embarrass another person."
  - Cyber-Bullying will not be tolerated and is strictly forbidden.
  - The user should remember that digital activities are monitored and retained.
  - Report cyber-bullying immediately to school personnel.
- g) Student Discipline**
- If a student violates any part of the above guidelines and procedures, he or she will be subject to consequences as listed in the district Responsible Use Policy, Student Handbook, and School Board Policy.
- h) Student Technology Responsible Use Guidelines**
- Clinton Central School Corporation Student Technology Responsible Use Policy can be found in their Building Specific Student Handbook online.

## 7. BEHAVIORS AND DISCIPLINE RELATED TO STUDENT iPad USE

| iPad/Technology Violations   | Common Classroom equivalent                             |
|--|---|
| Failure to Bring iPad to school  | Coming to class unprepared                              |
| Not having iPad fully charged when brought to school                             | Coming to class unprepared                              |
| Missing Cover  | Not having required supplies                            |
| Email, texting, Face Time, Internet surfing as a disruption in class             | Passing notes, reading magazines, games, etc.           |
| Damaging, defacing, placing stickers, etc. to iPad                               | Vandalism/Property damage to school owned equipment     |
| Using account belonging to another student or staff member                       | Breaking into someone else's locker or classroom        |
| Accessing inappropriate material   | Bringing inappropriate material to school in print form |
| Cyber-Bullying   | Bullying/Harassment                                     |
| Using profanity, obscenity, racist terms   | Inappropriate language, harassment                      |
| Sending/Forwarding assignment to another student to use as their own and/or copy | Cheating, copying assignment, plagiarism Violations     |

|  |                                  |
|--|----------------------------------|
| Attempts to defeat or bypass the district's internet filter and/or security settings   | Violation of Computer Use Policy |
| Modifying the district's browser settings or other techniques to avoid being blocked from inappropriate sites or to conceal inappropriate internet activity. | Violation of Computer Use Policy |
| Unauthorized downloading/installing of Apps.   | Violation of Computer Use Policy |

## 8. LIABILITY

The parent/guardian/student is responsible for the cost to replace, at the date of loss, the iPad, case, or USB charging cable/charger if the property is:

- not returned
- lost, intentionally damaged or damaged due to neglect (normal wear is not considered neglect)
- stolen

## 9. DAMAGE, REPAIR AND REPLACEMENT

The following are guidelines to protect the iPad:

### a) Damage

- Students will keep the provided case on their iPad at ALL times.
- Student/Parent must report any damaged or lost iPads to School Authorities by the end of the next school day.
- Student/Parent will bring damaged iPad to the Library for assessment.
- Technology Staff will make final determination of what needs to be done with the iPad.
- Students/Parents are responsible for the costs based on the situations listed in the table below:

### b) Repair



- Cost will be accessed by the repair company used by Clinton Central School Corporation based on the extent of the damage. The cost will then be sent to the parent by mail from the CC business office.
- Full cost of replacement if necessary based on damage:
  - iPad Charge Cable: \$20
  - iPad Charge Block: \$20
  - Case Gen 4: \$31
  - Case iPad Mini: \$28
  - Case Air 2: 34
  - iPad Gen 4: \$379
  - iPad Air 2: \$424
  - iPad Mini: \$274
- Intentional damage, lost, stolen or destroyed iPads:
  - Students/Parents are responsible for full payment of intentional damages or damage due to neglect to their individual iPad or to another student's iPad.
  - Administrators will make final determinations on what costs will be passed onto the Student/Parent on a case by case basis.

**c) Replacement**

- Replaced iPad will become property of Clinton Central School Corporation.

**INSUBORDINATION**

Failure to comply with directions of teachers or other school personnel during any period of time when students are under their supervision is grounds for suspension and/or expulsion. Examples of insubordination include, but are not limited to:

- refusal to report to the office as directed
- refusal or failure to identify oneself when requested by a staff member or adult in authority
- refusal to follow the direction of a teacher, administrator or other adult in a supervisory position

***Insubordinate:*** (of a person) not willing to obey orders from people in authority, or (of actions and speech, etc.) showing that you are not willing to obey orders

***Insubordination:*** refusing to obey orders from people in authority

|   |                               |                               |                      |   |
|---|-------------------------------|-------------------------------|----------------------|---|
| Administrative discretion will be used to assign one of the following detentions: |                               |                               |                      |   |
| 30 minute Lunch Detention   | 1 hour After School Detention | 2 hour After School Detention | In School Suspension | 10 day Suspension with recommendation for Expulsion |

**MISSED DETENTION**

Parents can reschedule a detention without penalty by contacting the administration in the main office (765) 249 - 2244 prior to 2PM the day of the assigned detention; any detention may be rescheduled once without penalty. Should a student fail to serve an assigned detention, he/she will progress to the next tier for the infraction.

**PROFANITY/PORNOGRAPHY/OBSCENITY**

The following is not allowed:

- use of profanity, obscene gestures and/or possession of pornography or other inappropriate materials anywhere in school, on school grounds, at school sponsored activities or on school provided transportation
- making any sign that conveys an offensive, obscene, or sexually suggestive message
- using or writing derogatory written materials
- having any written material or pictures that convey an offensive, obscene, or sexually suggestive message

|   |                               |                               |                      |   |
|---|-------------------------------|-------------------------------|----------------------|---|
| Administrative discretion will be used to assign one of the following detentions: |                               |                               |                      |   |
| 30 minute Lunch Detention   | 1 hour After School Detention | 2 hour After School Detention | In School Suspension | 10 day Suspension with recommendation for Expulsion |

**Smoking/ Cigarettes /Lighters/Matches /Possession of Smoking Materials/Tobacco**

**P.L. 125-1998, Ser.5**

**I.C. 35-46-1-10.5**

**I.C. 34-4-32-4 (c)**

Clinton Central School Corporation is a tobacco free campus. Students may not possess, use, or provide to any other person, smoking paraphernalia and/or any substance, which is or contains tobacco, or any substance that closely resembles any of the listed substances. Students may not provide to any other person smoking paraphernalia and/or any substance as listed above nor any substance represented to be any of the above:

- on the way to or from school or school activity
- on school grounds at any time or
- at any school sponsored activity at any location including the school bus or other school-sponsored transportation

|   |                               |                               |                      |   |
|---|-------------------------------|-------------------------------|----------------------|---|
| Administrative discretion will be used to assign one of the following detentions: |                               |                               |                      |   |
| 30 minute Lunch Detention   | 1 hour After School Detention | 2 hour After School Detention | In School Suspension | 10 day Suspension with recommendation for Expulsion |

**THEFT/VANDALISM**

Stealing, the possession of stolen property, or damaging the property of the Clinton Central School Corporation, the property of students or staff members, or the property of visitors to our school before, during, or after school hours will not be tolerated. Stealing or damaging property at any location that a Clinton Central student is attending that is part of a school sponsored function will not be tolerated and will be subject to the Clinton Central School Corporation’s disciplinary consequences, including replacement or repair of the damaged item.

|   |                               |                               |
|---|-------------------------------|-------------------------------|
| Administrative discretion will be used to assign one of the following detentions: |                               |                               |
| 30 minute Lunch Detention   | 1 hour After School Detention | 2 hour After School Detention |

**WEAPONS/DANGEROUS ITEMS**

**Sections 921 of Title 18 of the United States Code**

**I.C. 35-47-5-2.5, Sec 2.5; I.C. 35-41-1-24.7 – possession of a knife on school property**

**I.C. 20-27-2-10; P.L. 72-2006, Sec. 9 – possession on a special purpose bus**

Students may not possess, handle, transfer or provide to any other person: guns of any type (real or not), knives, razors/razor blades, box cutters, any martial arts related weapons, brass/metal knuckles, tools (such as saws, awls, hole punches, hammers, etc.), explosives devices or materials used in making such devices, and any other item that could reasonably be considered and used as a weapon will be grounds for suspension and/or expulsion.

|                 |
|-----------------|
| 1st Infraction: |
|-----------------|

## **INDIANA LAW REGARDING SUSPENSION AND/OR EXPULSION**

Indiana Code 20-33-8, as well as local school board policy provides all school personnel with the authority to carry out this duty. Clinton Central School Administration will handle any disciplinary problems that arise which are not specifically cited herein.

The following excerpts are quoted from Indiana Code 20-33-8.

I.C. 20-33-8-9: Disciplinary powers of teachers and school staff members

20-33-8-8 School Discipline

(b) In all matters relating to the discipline and conduct of students, School Corporation personnel:

- (1) stand in the relation of parents to the students of the school corporation; and
- (2) have the right to take any disciplinary action necessary to promote student conduct that conforms to an orderly and effective educational system...

(c) Students must:

- (1) follow responsible directions of school personnel in all educational settings; and (2) refrain from disruptive behavior that interferes with the education environment.

20-33-8-14 Grounds for Suspension or Expulsion

(a) The following are the ground for student suspension or expulsion, subject to the procedural requirements of this chapter and as stated by school corporation rules

(1) Student misconduct

(2) Substantial disobedience

(b) The grounds for suspension or expulsion listed in subsection (a) apply when a student is:

- (1) On school grounds immediately before or during school hours, or 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; or (3) Traveling to or from school or school activity, function, or event

20-33-8-15 Unlawful Conduct

In addition to the grounds specified in IC 20-33-8-14, a student may be suspended or expelled for engaging in unlawful activity on or off school grounds if:

- (1) the unlawful activity may reasonably be considered to be an interference with school purposes or an education function; or
- (2) the student's removal is necessary to restore order to protect persons on school property; including an unlawful activity during weekends, holidays, other school breaks, and the summer period when a student may not be attending classes or other school functions.

20-33-8-16 Weapons

(d) a student who is:

- (1) identified as bringing a firearm or destructive device to school or on school property; or
- (2) in possession of a firearm or destructive device on school property;

must be expelled for a period of at least one (1) calendar year, with the return of the student to be at the beginning of the first semester after the end of the one (1) year period.

20-33-18 Due Process: Students will be afforded the basic rights of due process. That is, in any suspension or expulsion proceeding, the charges against the student will be stated, a summary of the evidence against the student will be provided, and an opportunity for the student to explain his/her conduct will be granted.

## **CIVILITY**

Civility does not deprive any person of his/her right to freedom of expression, but serves only to maintain, to the extent of possible and reasonable, a safe, harassment-free workplace for students and staff. Clinton Central School Corporation encourages positive communications, but will not tolerate volatile or hostile actions and/or abusive language by any student, parent, or guardian.

Any person who disrupts or threatens to disrupt normal school day or school related events; threatens the health and safety of anyone through harassment; willfully causes property damage; uses offensive language; acts in a rude or disrespectful manner; or who otherwise establishes a continued pattern of unauthorized entry on school property, will be dealt with either according to the student disciplinary procedures, or if an adult, will be asked to cease such behavior or be directed to leave school property. If any person uses obscenities or speaks in an abusive manner, the administrator or employee to whom the remarks are directed will politely request that person to communicate in a courteous manner. If the person does not take corrective action, the employee will verbally notify him/her that the meeting, conference or telephone conversation is terminated and will refer the person to the building principal or designee. For students, appropriate disciplinary action will be taken according to the school handbook. For persons other than corporation students, the Superintendent or designee will inform the person that he/she will not be allowed on school property for an amount of time determined by the administration.

► **The administration at Clinton Central Elementary may impose additional penalties or consequences for a violation or violations that are not specifically indicated.**

**LAW ENFORCEMENT OFFICIALS WILL BE CONTACTED FOR ANY/ALL ILLEGAL ACTIVITY OR ANY OTHER INSTANCES DEEMED NECESSARY.**

**According to Indiana Law personal information about other students CANNOT be shared with non-custodial parents.**

Detention hours will be assigned by the administration in advance of serving the time, if possible. Detention hours must be served within two school days.

Expulsion may be for one semester or for the rest of the school year. All expulsions after the 15th week of a semester may be enforced during the following semester.

## **ACCIDENT**

IF YOU HAVE AN ACCIDENT AT SCHOOL:

- 1.) Immediately report all accidents occurring at school to the teacher in charge.
- 2.) The teacher will refer the student to the nurse for appropriate treatment. In a case where the nurse is not available, the student will report to the main office.
- 3.) The teacher/person present at the accident will need to submit an accident report to the nurse as soon as possible. Accident reports are available in the main office.
- 4.) The accident report will be reviewed by the nurse/nurse assistant and then filed at Central Office.

## **AFTER SCHOOL POLICY**

Students who must stay after school for practices, meetings, ball games, etc. must stay in the area designated by their instructor or coach. Private organizations such as scouts, 4-H, etc., must have leaders present. These leaders are responsible for the students staying for these events. Students from the high school who need to use our building are under the direction of their coach/adult supervisor, and rules adopted by Clinton Central Elementary shall apply. Please, **NO RUNNING** in the hallways after school. **Students who are not directly involved in an after school activity are not to stay after school. This also includes those students that may have a practice or contest that has a later start other than immediately following school. For example, a student having a practice that begins at 4:30 PM must first go home and then return to school. In addition, siblings or friends of students involved in after school activities should not stay after school as they do not have anyone responsible for them during this time. We must adhere to this policy, as there will not be any direct supervision for your student during that time. Students/parents may not enter a classroom after school hours without the teacher being present.**

## **BACKGROUND CHECKS**

AN ANNUAL BACKGROUND CHECK IS REQUIRED OF ALL VOLUNTEERS AND CHAPERONES. PLEASE CONTACT THE MAIN OFFICE REGARDING THIS REQUIREMENT.

## **BOOK RENTAL POLICY**

Textbooks are distributed on a rental basis. The rental price is estimated based on usual wear and replacement costs. **The student is held responsible for unnecessary marking, damage and loss of rental books.** Workbooks and other consumable books are sold at the same time textbook rental is collected. There will be no refunds on consumable items. Rental textbooks can be used again, but consumable workbooks cannot be used again even though they have been used only a part of a school year.

## **BOOKSTORE**

School supplies in our bookstore are sold throughout the week from 7:45-8:10 a.m. We try to carry an adequate supply of paper, pencils, pens, erasers, etc. The prices for items in our bookstore will be comparable to those in stores in the community but may vary throughout the year.

## **BULLDOG AWARD**

Students at Clinton Central Elementary School have the opportunity to receive a Bulldog Award from staff members throughout the year. These awards are given to students for displaying one of our Life skills. The awards will be displayed in the school throughout the year.

## **BUS REGULATIONS**

The bus driver will be in charge of student behavior while the bus is loading or unloading. Also the driver will maintain discipline to and from school.

1. When a student misbehaves on a bus, a bus conduct form from the bus driver may be turned into a building administrator and the driver will contact the parents of the students involved.
2. A building administrator conferences with the reported student. A disciplinary decision is made after investigation. Parents are contacted and informed of the disciplinary action. **Riding the school bus is a privilege.** Improper conduct on the bus may result in that privilege being denied.
3. In instances involving serious offenses, as determined by the building administrator, suspension of bus privileges or removal from the bus can take place immediately.

## **BUS RULES**

1. Each student shall be seated immediately upon entering the bus in the place assigned by the driver.
2. No student shall stand or move from place to place while the bus is in motion.
3. Loud, boisterous, or profane language, smoking or indecent conduct shall not be tolerated.
4. Students shall not be allowed to tease, scuffle, trip, hold, hit or use their hands, feet, or body in any objectionable manner.
5. No windows or doors shall be opened or closed except by direction of the bus driver.
6. No students shall enter or leave the bus until it has come to a full stop and the door has been opened by the driver.
7. Riders shall be waiting at their designated bus stop when the bus arrives.
8. Permission to ride any bus other than the one assigned will be denied unless the student presents a written request to the driver that has been signed by the parent and approved by the principal. This permission must be granted in advance, not the same day the student is to ride.
9. Eating/drinking is not permitted on the bus.
10. Upon recommendation of the bus driver, school authorities shall deny the privilege of riding on the school bus to any student

who refuses to conduct himself or herself in a gentlemanly or ladylike manner on the bus.

11. No student will throw any objects to another person, across the inside of the bus, or out the bus windows.

12. Do not cross in front of the bus until the driver signals you.

13. Students should be at their designated bus stop at least 5 minutes before their scheduled pick up. Please understand that the drivers will try and maintain a consistent schedule from day to day but this may change on occasion due to traffic conditions, weather and the number of students that may or may not be riding on a given day. Upon arrival at the bus stop the driver will honk the horn if no one is at the stop. If the driver does not see anyone they will then continue with their route.

## **CHECK AND MONEY POLICY**

Any checks or money being turned in should be placed in a sealed envelope with the student's name on the outside. If any checks are returned from the bank marked "Insufficient Funds", the payer will be expected to bring cash in exchange for the returned check.

## **CHILD ABUSE**

Indiana law requires school personnel to report, not investigate, suspected abuse or neglect to the welfare department or appropriate law enforcement agency. Failing to do so is a Class B misdemeanor.

## **C.O.A.C.H Kids**

Volunteers are always needed to serve as mentors for elementary students. If you are interested in mentoring an elementary student please contact the elementary office or the C.O.A.C.H Kids office formerly known as Big Brothers Big Sisters in Frankfort. An hour a week makes a huge impact in the life of a child.

## **CLASSROOM EXPECTATIONS**

Students are expected to be in the classroom when the bell rings. Be prepared for class – bring all materials required for each class. Be courteous and respectful to teachers and fellow students. Be attentive to classroom topic, discussion, instruction, or lesson. Participate in class. Be prepared to stay in the classroom the entire period in assigned seat or area. Complete all class work and homework, and remain seated in the classroom until dismissed by the teacher. \*\*Teacher's classroom policies must be followed.

## **COLD WEATHER AND RECESSES**

We will be going outside unless it is extremely cold or damp. The wind-chill will be taken into consideration for determining outside recess. Administration will determine if it is appropriate for outside recess during inclement weather. If recess is held indoors, it would be best if your student had a clean pair of gym shoes available. You, as parents, can help by making sure your student leave home dressed appropriately for the day's weather conditions. If students need to remain inside at recess time, we will honor notes with respect to the following guidelines:

1. A student must have a note for each day a request is made. We will not accept a note for more than one day at a time.
2. A note from a doctor will be required for any student who needs to remain in the building at recess for a period of longer than five (5) consecutive days.

Students are expected to follow all recess procedures. Recess equipment will be provided for student play. If your child wants to bring a recess item we would recommend having the child's name on the item. Students may not bring baseballs, bats, skateboards, and any other items that would be potentially dangerous during recess. Electronic devices are not allowed at recess. Playing football games are not allowed at recess. Pass and catch is allowed for football.

## **COMPUTER/TECHNOLOGY USE POLICY**

At registration, parents sign a detailed consent form outlining student rights and responsibilities for computer/technology use. We encourage parents to discuss this policy with their student during registration. This agreement is entered into between Clinton Central School Corporation and the student to provide network, computer systems and Internet access. Computer access is

intended to assist in the collaboration and exchange of information, facilitate personal growth in the use of technology and enhance information gathering and communication skills. The contract is to ensure that students will comply with all Network and Internet acceptable use policies by the Corporation in exchange for the use of the network resources either at school or away from school.

The agreement includes but is not limited to:

- The use of the Network is a privilege that may be revoked at any time for any reason.
- The Corporation reserves all rights to any files and may remove any files at its sole discretion
- Use of the computers/technology for any unauthorized purpose in any form is forbidden
- The Corporation and Network resources are intended for the exclusive use by their registered users. The student is responsible for the use of his/her account including password. Any problems which arise from the use of a student account are the responsibility of the account holder. Use of an account by someone other than the registered account holder or accessing another person's account without permission is forbidden and may be grounds for loss of access privileges.
- Any misuse of the account will result in suspension of the account privileges and/or other disciplinary action by the Corporation.

## **EMERGENCY SCHOOL CLOSING**

If you work, or in case you are not at home, your child must know an alternative place to go in case of an emergency school closing. School closings, for any reason, will be announced on Frankfort Radio Station WIL0 1570 AM, SHINE 99-99.7 FM, and Channel 18, 6, 8, and 13. Please do not call the school. We will make a school reach call in addition to posting a message on our school website regarding school closings and delays. In the event of an early dismissal we will contact parents via email through Skyward and School Reach. The website address is <http://el.clinton.k12.in.us>

## **END OF DAY ARRANGEMENTS FOR STUDENTS**

If a child is not riding home from school in the usual manner or on the assigned bus, the parent must send a note to the teacher on the morning of the day in question with the name of the bus driver, not the bus number. The bus driver must be contacted by the parent. Failure by the parent to contact the appropriate people may result in the student riding his or her assigned bus. Please keep these requests to a minimum due to the fact that some buses are near capacity. In an emergency, the parent may call the school office to make arrangements. Do not leave a voice mail message regarding end of the day arrangements for your child. Phone calls after 2:30 concerning end of the day arrangements for students may not be honored. If a child does not have a note or the school has not received a phone call the child will ride on their assigned bus.

## **EXTRA CURRICULAR PARTICIPATION POLICY**

Eligible fifth and sixth grade students may participate in our athletic programs (basketball, cheerleading, volleyball, swimming, track, and wrestling). The school administration, teachers, and coaches will monitor schoolwork. A student will be ineligible to participate on any athletic team during the season he or she has not progressed toward the appropriate grade level standards. Each student's participation or non-participation will be determined on a case by case basis. Students may be placed on probation if he/she has not met progressing of standards; athletes will be eligible to attend practices, but will not be eligible to participate in athletic contests. Academic progress will be monitored every two weeks. During the probation period (two week grade check) a player may resume participation in athletic contests once they have achieved progressing status.

Only those students who are participating in the sport are to stay for practice. Any participant that quits will not be allowed to be re-instated to the team during the season. At the elementary level it is very difficult for a student to be a double sport athlete during the same season. Therefore, double sports will not be allowed during the same season while in elementary school.

## **EXTRACURRICULAR ACTIVITIES – BEHAVIOR OF STUDENTS**

At all times, the students' behavior should be refined and courteous. An indication of the cultural level of a school is the conduct of its student body at a school event. We encourage all students to attend extracurricular activities. Following is a list of regulations for high school and elementary events that will help everyone to be able to enjoy the activities:

During the contest or event, students are to stay **in the contest or event area and sit in the bleachers or chairs when appropriate.**

- Students may leave the contest or event area at half-times, between games or intermissions, but never leave the building or school grounds until leaving with the parents or other parent arranged transportation or have school administration approval.
- Immediately following an activity, students are to have their parents pick them up promptly at the gym entrance. Students should not have to use the phone except in case of an emergency. We will announce the approximate time the activity will be over so students can have parents pick them up at that time.
- Hats are NOT to be worn in the building unless for a special occasion during the day.

## **FIRE /TORNADO/safety DRILLS**

Fire drills are held monthly throughout the school year. Tornado drills are conducted throughout the school year especially during the spring months. In addition, school safety drills are also practiced throughout the year per Indiana Code. Students are expected to follow adult directions and conduct themselves in a quiet and orderly manner.

## **HOMEWORK POLICY**

The School Board acknowledges the educational validity of out-of-school assignments as adjuncts to and extensions of the instructional program of the elementary school. "Homework" shall refer to those assignments to be prepared outside of the school by the student or independently while in attendance at school. Homework should be a properly planned part of the curriculum to extend and reinforce the learning experience of the school or to complete work not completed in class. Homework should help students learn by providing practice in the mastery of skills, experience in data gathering, and integration of knowledge, and an opportunity to remediate learning problems. Homework should help develop the student's sense of responsibility by providing an opportunity for the exercise of independent work and judgment. The number, frequency, and degree of difficulty of homework assignments should be based on the ability and needs of the student and take into account other activities that make a legitimate claim on the student's time. As a valid educational tool, homework should be assigned with clear direction and its product carefully evaluated. The schools should recognize the role of parents by suggesting ways in which parents can assist the school in helping a student carry out assigned responsibilities. Homework should always serve a valid learning purpose; it should never be used as a punitive measure.

We at Clinton Central Elementary feel that homework is an important factor in your child's education. We realize that parents are very busy and have demanding schedules to meet. We, however, offer the following suggestions:

### **Do:**

1. Provide space free from disturbances.
2. Double check his/her work and see that he/she completes it.
3. Review test and class work.
4. Encourage children to proofread all work.
5. Encourage children to bring home necessary books to complete assignments.
6. Communicate with teachers about homework concerns.

### **Don't:**

1. Do your child's homework for him/her.
2. Become upset and angry at your child because he/she did not have the right answer.

The homework guidelines for each grade will be distributed at open house.

## **HEALTH SERVICES**

The school nurse and nurse assistant have three goals and concerns, maintenance of a good standard of student health with the prevention of accidents and illnesses, and with the first aid treatment of such occurrences while the student is in school. Students injured or sick at home before arriving to school should be treated by their parent(s)/guardian.



## **HEALTH REFERRALS/RELEASES**

If a student becomes ill during the school day, the student must request permission from the teacher to go to the nurse's office. Then the teacher will provide a health referral to the student. In the case where the school nurse or nurse assistant is not available, the student is to report to the main office, where the principal or principal's designee will assist the student. During the school day, it may be necessary for the student to go home in the best interest of his/her health and that of the school. The nurse, or office designee will decide whether the student should be sent home. If there is a necessity to go home, the nurse or office designee will inform the parent/guardian. When the parent/guardian is not available, the person on the emergency list will be contacted. The parent/guardian/or emergency person will then sign the "Sign-Out-Sheet" in the main office before leaving the building. Students are not allowed to call home when they are ill without permission of the nurse/nurse assistant or office designee. The student who fails to follow procedure and leaves without properly checking out will be given an unexcused absence for classes missed and may be subject to disciplinary action. Students who remain in restrooms claiming illness are considered truant. Should a student become ill in the restroom, he/she should have someone notify the office for help.

## **ILLNESS**

Students will be sent home if needed when they become sick at school. School procedure will be if a child becomes ill with a fever of 100 degrees or greater or has a possible contagious condition the parent or the emergency contact must pick the child up from school. The student must be signed out in the main office. For safety reasons, students cannot walk home alone.

Students will be allowed to return to school when they have been fever free without the use of fever reducing medication for 24 hours. If the student is sent home with vomiting and diarrhea, they must be free of all symptoms for 24 hours, or they must submit a note from their physician stating that they are not contagious.

After absence due to illness, a parent note is required. Five or more consecutive days of absences may require a doctor's release for return to school/school activities. When your child is hospitalized a discharge form from the hospital or a doctor's release must be submitted to the office.

## **IMMUNIZATIONS**

Indiana State Law requires that every child residing in the state shall be immunized. Indiana code 20-8.1-7 requires parents to furnish documentation of immunizations when a child enrolls in a school corporation for the first time. No child shall be permitted to attend school for more than thirty (30) days until these procedures have begun or until a written statement from a doctor or local health department official explaining the delay due to extreme circumstances is submitted. This written statement must include a time schedule approved by a doctor or health department official for completion of such immunizations.

Indiana Code 20-8.1-7 and the Indiana State board of Health regulation HCD 32 (410 IAC 101) requires the following immunizations:

Immunization Requirements are as follows:

- All preschool, early kindergarten, kindergarten, 1st Grade, AND 2ND grade students will be required to have 2 doses of varicella vaccine, given on or after the first birthday and separated by 3 months, or a history of chickenpox disease.
- All kindergarten students will be required to have one of the required doses of polio vaccine given on or after the fourth birthday, and at least 6 months after the previous dose.
- All 6th – 12th grade students will be required to have 2 doses of varicella vaccine, given on or after the first birthday, and separated by age-appropriate intervals as defined by the CDC, or a history of chickenpox disease.
- All 6th – 12th grade students will be required to have 1 dose tetanus-diphtheria-acellular pertussis vaccine (Tdap) given on or after the 10th birthday.
- All 6th – 12th grade students will be required to have 1 dose of meningococcal conjugate vaccine
- All 6th grade students must have the Tdap booster, meningitis vaccine, and the chicken pox vaccine

## **LUNCH PROGRAM**

Hot lunches are served daily in the cafeteria. Money may be brought on Monday for the entire week. Menus are sent home

monthly and are accessible on the school website. It is the parents' responsibility to see that students come to school with lunch money or their lunch. Free and reduced lunches are provided to those who qualify. Applications are issued at registration time or may be secured from the building principal each year. Breakfast will be provided for those students interested. After 3 charges, students will be given a peanut butter sandwich and milk. Lunches of a fast food variety are prohibited; i.e., McDonalds, Wendy's, etc. Lunches brought from home should not include sodas and candy. Parents may monitor their child's lunch account through Skyward.

## **LEAVING SCHOOL EARLY**

A request to have a child excused from classes early should be sent with the child on the morning of the dismissal. The time and reason for leaving should be included. The person picking the child up must report to the front office to complete the sign-out sheet for our records.

## **LIBRARY**

The school encourages frequent use of the library by both students and staff. Individual students and small groups are permitted and welcome to visit the library at any time. Students in Early Kindergarten and Kindergarten are permitted to select 1 book or magazine for a week's time. Two books or magazines may be checked out for two weeks by students in grades 1-6. Books lost or damaged will need to be paid for after inventory has been completed in May. The library circulates all A-V software and equipment through a computer program.

## **LOST AND FOUND**

A lost and found box is located outside the main office. When an article has been lost, a student should check the lost and found box. When visiting the school, parents are encouraged to check this area. Parents can help ensure that missing coats, sweaters, boots, etc. are returned to their owners by placing names or name labels on their child's clothes. At the end of the nine weeks left items will be donated or disposed of.

## **MEDICAL RECORDS**

Each student's medical records are computerized. These records consist of a student's medical history including, but not limited to, special alert/needs, immunizations, allergies, and medications. Principals, teachers, and support staff have access to these computerized records. Due to the nature of confidentiality, if you do not want your child's medical records accessible, the school needs to be informed in writing immediately.

The schools are reporting immunization data electronically through the use of the immunization data registry. All schools reporting to ISDH will be using C.H.I.R.P. C.H.I.R.P. is the Indiana State Department of Health's Children and Hoosier Immunization Registry Program.

The Federal Education Rights Privacy Act (FERPA) requires parental consent to release immunization information from the school to the Indiana Immunization Registry. Clinton Central School Corporation needs a permission slip signed for each of our student's preschool and K-12. The form needs to be signed only once when the student enrolls in our corporation.

## **MEDICATION POLICY**

Whenever possible, the parent should give medications at home. No prescriptive and/or non-prescriptive medication shall be administered to a student without the written and dated consent of the student's parent/guardian. The consent of the parent shall be valid only for the period specified on the consent form and in no case longer than the current school year.

All prescription medicine, including injectable medicine and all blood glucose tests by finger prick to be administered to a student must be accompanied by a physician's prescription or a copy of the original prescription. The authorization form to administer prescriptive medication is available in the nurse's or main office. This request must be signed and dated by the physician and parent.

All non-prescriptive medicine for a students use in school must be accompanied by a written request from the parent or guardian or a parent/guardian may fill out an authorization for non-prescriptive medicine available in the nurses or main office. This request must be signed and dated.

If the medication is to be terminated before the date on the prescription or before the end of the school year, the written and dated consent or withdrawal of consent of the parent/guardian is required. The written consent of the parent/guardian and written order of the physician shall be kept on file.

No student shall be allowed to keep prescriptive and/or non-prescriptive medicine at school. If for some unusual circumstance the physician wants the student to carry the medicine in his/her possession, a note from the physician will be required. The note must state that he/she has to carry the medicine and the reason.

#### STEPS:

- 1.) All non-prescriptive or prescriptive medications are to be kept in the original container. Non-prescriptive medicine must have the child's name on it. The label must coincide with the physician's order or parents' consent at all times. All medication must have the name and dosage of the medication, the amount, and the time to be administered.
- 2.) If a student reports that he or she forgot to take their medicine before coming to school, no make-up dosage shall be given to the child until the parent has been contacted. Then the next dosage will be adjusted. This will only be done for students who have medication on file. The parent may need to come to the school and dispense the medicine.
- 3.) If the student forgets to come to get their medication at the scheduled time, the medication will be dispensed no later than a half hour after the scheduled time.
- 4.) Medication may be dispensed 1/2 hour earlier than scheduled time if lunch is adjusted due to an assembly, field trip, or conference, etc.
- 5.) If the medication is not retrieved by the end of the school year, the medication will be discarded.
- 6.) Any change in medication must be accompanied by a parent note for non-prescriptive medication or by an order from the physician for prescribed medication.
- a.) The nurse, principal, or principal's designee cannot accept verbal permission to administer a non-prescriptive medication.

## **MEDICINE BROUGHT TO SCHOOL**

Any medicine that is to be dispensed at school must be in the original pharmacy bottle bearing the original pharmacy label, or it will not be given. A note from the parent must accompany the medicine giving the nurse permission to give the medication. **(Exception: Ritalin must be brought to the nurse by a parent or guardian. In addition, per State law, a student may have an inhaler in their possession.)** For safety purposes the above policy must be adhered to. No exceptions will be made. If you do send a pill in an envelope or some other type of container, it will not be given. It will be kept in the nurse's office until you come and pick it up.

#### **Policy for Pediculosis Capitis (Head Lice)**

1. Any student seen with live lice and/or any nits will be sent home.
2. Siblings of affected students will be checked that day for pediculosis and dealt with according to step 1.
3. Information will be sent home with infected student to his/her parents for educational purposes.
4. Confidentiality will be maintained in all cases.
5. The student(s) will be checked by the nurse and readmitted only if no lice or nits are found.
6. Parents of children in the affected classroom will be notified only if it is deemed necessary by the principal, teacher, or school nurse.
7. If a family is uncooperative, outside social/health service agencies may be contacted

## **MISSING CHILDREN**

Indiana Missing Children law requires that within 30 days of initial enrollment in any grade that a parent or guardian must provide a birth certificate or other reliable proof of the student's date of birth, along with the name and address of the school last attended, if any. If the information is not provided within 30 days, or appears to be inaccurate or fraudulent, Clinton Central is required to notify the Indiana Clearing House for Information on Missing Children.

## **NURSE SERVICES IN THE ELEMENTARY**

The school nurse wears many hats. She does more than put on Band Aids, dry tears, and field emergencies. Health records are kept on each child's permanent record folders. Vision tests are given in grades Early Kindergarten, kindergarten and 3. Students are checked individually for lice, impetigo, and other skin irritations as necessary. Selected classrooms of children are weighed and measured once a year. Fifth and sixth grade boys and girls learn about normal body changes. Children attending kindergarten roundup/screening are checked for immunization compliance and vision and hearing problems. Parents are consulted concerning health problems both in person and through the school's monthly newsletter. **If your child is currently taking medication or has a change in their medication please contact the school nurse.** Medications given at school must be in their original container with the label attached. If it is a prescription medication that is given daily, the parent must sign a consent form and have a doctor's order or the prescription label on the bottle.

## **PARENTS RIGHT TO KNOW**

Qualifications-At the beginning of each school year, a local educational agency that receives funds under this part shall notify parents of each student attending any school receiving funds under this part that the parents may request, and the agency will provide the parents on request, information regarding the professional qualifications of the student's classroom teachers, including, at a minimum, the following:

- 1) Whether the teacher has met State qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction.
- 2) Whether the teacher is teaching under emergency or other provisional status through which State qualification or licensing criteria have been waived.
- 3) The baccalaureate degree major of the teacher and any other graduate certification or degree held by the teacher, and the field of discipline of the certification or degree.

## **PARENT/TEACHER CONFERENCES**

At the end of the first nine weeks and any other time as needed, time will be set aside for conferences. This is a real opportunity to develop a working relationship between the home and school.

## **PERSONAL ELECTRONIC DEVICES**

Students are not allowed to have personal electronic devices on school grounds unless it is off and kept in a concealed place. It may be used for emergency purposes or an educational function that is sanctioned by the school, with permission from the teacher. Students having said device must not display these devices during the school day. They must be kept in a concealed place and must be turned off during the school day and or school functions.

## **RELEASE TO NONCUSTODIAL PARENTS**

A noncustodial parent, unless restricted by a court order, will have access to all student report cards, student records, and disciplinary actions. The noncustodial parent also will be allowed to participate in conferences and some other school activities unless restricted by a court order. The child will not be released to the noncustodial parent without written permission from the custodial parent. (Step mom or step dad are not custodial parents)

## **REPORT CARDS**

At the end of each nine weeks, our elementary school will issue a report card that indicates the child's academic progress and attendance. The standards-based evaluation key is listed on the student's report card.

## **STUDENT PICK UP/DROP OFF**

For those students that are being brought to school in the morning students need to enter the South main entrance of the elementary no earlier than 7:45 AM. **If students are dropped off earlier the doors will remain locked and the school will not be responsible for your child.** Please do not drive between the elementary and Jr/Sr. high school as this will make it very

difficult for the school buses. In the afternoon pick up will be on the South main entrance of the elementary. Vehicles should "line up" in a single file formation and should pull forward to the main entrance to pick up their child. As you arrive to pick up your child please move forward as the cars in front of you leave. WE DO NOT want children running/walking through the parking lot to get to a vehicle. If you want to exit your vehicle we would ask that you park in the parking lot. **Students must be picked up by 3:10.**

## **STUDENT DRESS**

Parents are responsible for sending their children to school and school functions with proper dress and appearance. Students should dress according to the styles in good taste and appropriate for movement throughout the school and on the playground. Any type of dress that would disrupt a class or school function is not allowed. This is left to the discretion of the staff and administration.

**Clinton Central Elementary highly encourages parents to make sure students are dressed appropriately for school and the current weather conditions. Open toed shoes such as "flip flops" and sandals can be a safety concern while children are playing at school.**

Here are some guidelines:

1. Shoes are to be worn at all times. For inside recess and physical education class we recommend a clean pair of tennis shoes be left in the child's classroom.
2. Wearing apparel that is unclean, unhealthy, or unsafe is not permitted.
3. Students must be fully clothed - no exposed skin from the top of the garment to the bottom of the garment. (no halter tops, no see-through clothing, no tank-tops that are large and expose the side of the body, no short shorts, jogging shorts, or shorts with slits up the side) A guideline to follow for shorts and skirt lengths would be the fingertip rule (arms extended to the side of the legs and the garment should be no shorter than the longest fingertip).
4. No pictures or symbols that are illegal, immoral, and socially objectionable such as those depicting violence, blood, killing, death, (including pictures of skulls) or printing on clothing or school bags which supports or advertises tobacco, alcoholic beverages, drugs, and/or sex should be brought or worn to school. In addition, students will not be permitted to wear items that are of questionable moral taste, rude, vulgar, indecent, or immodest by community standards as interpreted by the administration.
5. Students may wear yoga pants if they wear a long finger-tip length skirt or shorts over the yoga pants. Pants with holes in them are permissible only if the holes are below finger-tip length.
6. Skirts and shorts which are measured to come below the longest fingertip when standing straight with arms extended down the sides are allowed.
7. Hats/hoods or other head apparel, such as handkerchiefs are not allowed to be worn during the school day.

## **SEXUAL HARASSMENT**

Sexual harassment is unwelcome sexual advances, requests for sexual favors, and other inappropriate verbal or physical conduct of a sexual nature. This can be by an employee to a student, one employee to another, or a student to another student. A student who believes he or she has been sexually harassed should file a written complaint with the principal. The confidentiality, both of the complainant and of the accused, will be respected consistent with Clinton Central School Corporation's legal obligations and the need to investigate allegations of misconduct in order to take appropriate corrective action. Any person who knowingly files false charges against an employee or student in an attempt to demean, harass, abuse or embarrass that individual is subject to disciplinary action.

## **STATEMENT OF COMPLIANCE AND NON-DISCRIMINATION**

Clinton Central Elementary will be in compliance with all federal statutes, including, but not limited to, Section 504 Rehabilitation Act of 1973, Americans with Disabilities act, Office of Civil Rights and Non-discrimination regulations as applied to public school corporations, Title IX, and Family Educational Rights to Privacy Act. Copies of statutes are available upon request from the Office of the Superintendent, Clinton Central School Corporation.

## **STUDENT INFORMATION SYSTEM (Skyward)**

Clinton Central Schools are currently utilizing a student information system known as Skyward. With this internet based technology parents are able to access many student records and information pertaining to their child. Some of the items include: academic progress, assignments, lunch account, attendance, discipline, and demographics to name a few. If you need information on how to access Skyward please contact the elementary office at 249-2244. If you do not have internet access to view your child's information on Skyward, visit your local library. **Please keep your student information up to date in Skyward; this is how we will communicate with each family weekly.**

## **SUPERVISION**

Students are under school supervision each school day from the time they board the bus until they exit the school bus to return to their homes. Students are also under school supervision at extracurricular events. Teachers/Administrators are on duty at all school functions. They have the authority to correct or reprimand any students who do not conduct themselves in the manner of good citizens. **If parents are present at an extra curricular school function we would expect the parent to enforce good behavior.**

## **TELEPHONES**

Students should ask to use the telephone only in case of emergency, permission will be granted by the teacher. Arrangements for after school activities should be made before coming to school. Parents are encouraged to call the teacher at a time when classes are not in session. Students will be allowed to use the telephone to notify parents of cancelled after school activities.

## **VACATIONS**

The state legislature has passed a law stating that students are to attend school for 180 days; therefore, we encourage you to schedule your family vacation during school vacations. A current school calendar is available on the school website to help parents plan vacations in advance.

## **VISITORS**

Parents are encouraged to visit the school to observe their children in class or to participate in special activities. However, all visitors and parents are requested to report to the office upon arrival. **Clinton Central Schools have a door access system that keeps the exterior doors locked at all times during the school day. When you visit the school you will need to enter on the South side of the building and follow the directions listed on the door. All visitors must have an updated background check on file.**

## **VOLUNTEERS**

Volunteers have become a vital part of our school day. We encourage you to sign up to become a part of our volunteer staff. We utilize volunteers in the classroom, library, and front office. (An annual background check is required)

## **WELLNESS POLICY / SCHOOL PARTIES**

Birthday parties or traditional holiday parties will be limited and will follow the Clinton Central School Corporations School Wellness Policy. The Wellness Policy may be found on the school website at <http://el.clinton.k12.in.us>. Classes will be limited to one party per month. Parents must bring healthy snacks that are pre-packaged from the store if you choose to bring snack items. **Homemade items will not be allowed. Soda is prohibited.** Parties should be planned for the end of the day using a bare minimum of academic time. An alternative for your child's birthday would be to donate a book to the library with the child's name and date printed on the inside of the book. Parents should contact the school office and give the date and the amount of money they wish to spend on their child's "BIRTHDAY BOOK". Invitations to birthday parties are not to be distributed at school unless all classmates are to be invited. Balloons that are delivered to school will not be given to the child until the end of the day so as not to disrupt classes. In addition, balloons may not be allowed on the bus, or will be at the driver's discretion. **The school cannot give out student names and or addresses to parents.**

## **WITHDRAWAL OF STUDENTS**

The school should be notified at least two days in advance of a student's impending withdrawal. All textbooks, library books, lunch payments, and fines must be cleared before the student secures a transfer record to another school. Book rental refunds may take 2-3 weeks or more to process.