

# Clinton Prairie Elementary School

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**Luke Harlow**  
Principal

**Hillary Guffy**  
Assistant Principal

**Kayla Dubree**  
Secretary

**Karen Werner**  
Treasurer

## Mission Statement

The Clinton Prairie Elementary School staff, along with parents and community, believes that learning is a life-long process. Therefore, it is the responsibility of this school and community to provide a safe educational environment that promotes strong values and social skills, academic and artistic achievement, and physical growth. Each student is encouraged to aim for his or her highest learning potential.

## School Day

|            |                            |
|------------|----------------------------|
| 8:00 a.m.  | Students Enter Building    |
| 8:15 a.m.  | Classes Begin              |
| 10:45 a.m. | Lunch – Grades K and 1     |
| 11:15 a.m. | Lunch – Grades 2, 3, and 4 |
| 12:20 p.m. | Lunch – Grades 5 and 6     |
| 2:50 p.m.  | Dismissal to Cars          |
| 3:00 p.m.  | Dismissal to Busses        |

## Grading Scales

### Academics

100 = A+  
94-99 = A  
92-93 = A-  
90-91 = B+  
84-89 = B  
82-83 = B-  
80-81 = C+  
74-79 = C  
72-73 = C-  
70-71 = D+  
64-69 = D  
62-63 = D-  
Below 62 = F

### Kindergarten

S = Satisfactory  
I = Improving  
N = Needs Improvement  
U = Unsatisfactory

### First Grade

S+ = Excellence  
S = Satisfactory  
S- = Improvement  
I = Inconsistent  
N = Needs Improvement  
U = Unsatisfactory

### Specials Areas

E = Excellent  
S = Satisfactory  
U = Unsatisfactory

## Expectations of Students

1. Students are expected to conduct themselves in a respectful and responsible way that reflects positively of themselves, their parents, and Clinton Prairie Elementary School.
2. Students should report directly to the appropriate area upon arrival and remain there unless directed elsewhere by school personnel.
3. Students are expected to move quietly through the halls.
4. Students are expected to participate in physical education classes, unless a written excuse from the parent/guardian or other parent confirmation is received.
5. Students are expected to show respect and care for property belonging to themselves, to others, and to the school.

6. Students are expected to be attentive and courteous during school assemblies or special events.
7. Students are expected to exert their best efforts to make each learning experience meaningful and lasting.
8. Teachers will go over rules and expectations with students on the first day of school.

### **School Rules**

1. No student shall be allowed to do anything that could harm himself/herself, another student, or school property.
2. No student shall be allowed to sell personal items on school property.
3. No student shall be allowed to disrupt the learning atmosphere for other students.
4. Students will refrain from chewing gum.
5. Students are allowed to have water only.
6. Students are not permitted to have backpacks in their possession from 8:05-3:00
7. Balloons are not permitted in the building.
8. Students are not to be in the building before 7:50 am unless they are under the supervision of a staff member.
9. No student shall be allowed to communicate a threat towards another student, teacher, staff, or the facility. Acts of harassment, intimidation, or contempt will not be tolerated and will be grounds for suspension and/or expulsion from school.
10. A student will obey immediately, and without questioning, any supervising adult.
11. Students are discouraged from bringing electronic devices, cell phones, handheld game systems, trading cards, or other items from home unless it is for a special activity, such as Show-And-Tell. The school is not responsible for lost, damaged, or stolen items that are brought from home.
12. Substance Abuse: A student may be expelled for possessing, providing to another person, or being under the influence of any substance which is or contains tobacco, alcohol, marijuana, a stimulant, a caffeine-based drug, an intoxicant, a narcotic, a depressant, a hallucinogen, whether prescription or sold over-the-counter (without a prescription) or any substance represented by the provider to be any of the listed substances, which also includes any type of drug paraphernalia. This applies when a student is on the school grounds at any time or off the school grounds at a school function.
13. The taking of drugs, other than those prescribed, is forbidden (see *Administration of Medication Policy*).
14. No laser pointers or other electronic devices are allowed at school unless approved by the principal. Cell phones and other electronic items are to be turned off during school hours. These devices cannot contain, exhibit, or be used to transmit any information that is indecent, explicit, or sexually graphic. Video and/or audio recording devices may not be used at school without administrative approval. The school corporation retains the right to inspect such devices if there is a reasonable suspicion that the device is being used to send, share, view, or possess pictures, text messages, emails, or other material of a sexual nature in electronic or any other form. A student who possesses, transmits, or displays such material of a sexual nature on his/her cell phone at school or a school activity can be suspended or expelled from school. This activity is defined under statute I.C. 35-42-4-4.
15. Respect toward all teachers, custodians, cooks, or other personnel is essential. All adult members of the Clinton Prairie staff are authorized to enforce school policy. Students are obligated to obey their directions.

## Bullying and Peer Conflict

**Bullying is defined as systematically and persistently inflicting physical hurt and/or psychological distress on one or more students.**

**Peer conflict is a disagreement or argument between people of similar age, status, or position (often students or classmates). It usually involves both individuals expressing different opinions, needs, or feelings.**

### Descriptions of Common Forms of Bullying

|                       | Direct Bullying                                    | Indirect Bullying                                                             |
|-----------------------|----------------------------------------------------|-------------------------------------------------------------------------------|
| Verbal Bullying       | Taunting, teasing, name calling                    | Spreading rumors                                                              |
| Physical Bullying     | Hitting, kicking, destruction or theft of property | Enlisting a friend to assault someone for you                                 |
| Nonverbal/Nonphysical | Bullying Threatening or obscene gestures           | Excluding others from a group, manipulation of friendships, threatening email |

Parents or students who suspect that repeated acts of bullying are taking place should report the matter to the school administration. Administrators will investigate all reports of bullying.

Counseling, corrective discipline, and/or referral to law enforcement will be used to change the behavior of the perpetrator. This includes appropriate intervention(s), restoration of a positive climate, and support for victims and others impacted by the violation.

Educational outreach and training will be provided to school personnel, parents, and students concerning the identification, prevention, and intervention in bullying.

## School Behavior for Students

Failure to follow the rules of good behavior may result in reprimand, corporal punishment, probation, referral to special personnel in the school, parent conferences, suspension, or expulsion. Students do have additional discipline requirements for participation in extra-curricular and co-curricular organizations on or off school property. Rules for student behavior apply to traveling to and from school activities and to all school-related activities. All Clinton Prairie students will be held responsible for any violation of State or Federal statute regarding school or school personnel, i.e. harassment of school personnel outside of school hours, including weekends, holidays, other school breaks, and the summer period when a student may not be attending classes or school functions. Conspiring at school to commit a crime outside of school will be penalized by the severity of the action planned and carried out.

The following summary is provided for you and your parents:

1. A student may be expelled from school (for a semester or for the year) for the use of violence, force, noise, coercion, threat, intimidation, passive resistance, or other conduct constituting an interference with school purposes. S/he may be expelled for urging other students to engage in the above conduct. Damage or theft involving school and/or private property, intentionally causing bodily harm to fellow students or school employees, intimidating any student with the intent of obtaining money, possessing weapons or weapon look-alikes, and failing in a substantial number of instances to comply with directions of teachers and/or rules of the school; all are grounds for expulsion.
2. Substance Abuse: In addition, a student may be expelled for possessing, providing to another person, or being under the influence of any substance which is or contains tobacco (including e-cigarettes & vaping liquid), alcohol, marijuana, synthetic cannabis, stimulant, caffeine based drug, an intoxicant of any kind, a narcotic, a depressant, or a hallucinogen whether prescription or sold over the counter (without a prescription) or any substance represented by the provider to be any of the listed substances, which also includes any type of drug paraphernalia. Any student who is unsure if possession, use, or providing another person with any particular medicine or substance would violate this rule should contact the principal or assistant principal before possessing, using, or providing the medication or substance. This may be on school grounds during and

immediately after school hours, on the grounds at any time the school is in use by a school group, or off the school grounds at a school function.

3. **Weapons Possession:** Any student knowingly possessing, handling, transmitting or brandishing any kind of weapon will be suspended 5 days and may be expelled. This includes any item that is represented to be or looks like a weapon and any item that can reasonably be considered a weapon. Clinton Prairie will comply with any State or Federal statutes regarding weapons and schools. According to House Enrolled Act No. 1279:
  - a. A. Any student in possession of a firearm on school property **MUST** be expelled for one calendar year and turned over to the prosecutor.
  - b. B. Any student in possession of a deadly weapon or who brings a deadly weapon to school **MAY** be expelled for a period of not more than one calendar year and turned over to the prosecutor. Further information on this Act can be obtained at your school office.
4. **Expulsion:** Student expulsion procedure is now dictated by House Enrolled Act #1279 which supersedes Public Law 162. Students may be expelled for misconduct or substantial disobedience. When a student is suspended pending expulsion, the parent/guardian will receive a certified letter specifying the reasons for the expulsion and the date, time and place of an expulsion hearing. Within this letter is the date by which the parent/guardian must notify the hearing officer of their intention to attend this hearing. If the parent/guardian fails to notify the hearing officer by the specified date or chooses not to have the hearing, all rights of appeal are forfeited. Legal representation, by either party, is not permitted at an expulsion hearing.
5. **Intimidation and Other Offenses Relating to Communications:** Student expression, through words, or actions, made to another student or staff that threatens injury to their person or property and violates the Indiana Criminal Intimidation Code may lead to school discipline. A person who communicates a threat to another person, with the intent that the other person engage in conduct against his will or the other person be placed in fear of retaliation for a prior lawful act, commits intimidation which is a Class D felony if the other person is a school employee.
6. **Suspension:** Not allowing a student to attend school or any school sponsored activities for a determined number of days, ranging from one to ten. Suspensions from school will run through 8 am the following school day. If a suspension involves a Friday and a Monday, the student is banned from all weekend activities as well. Upon a student's tenth documented discipline incident, he/she may receive three days of OSSP. Parents and students who wish to dispute a suspension by the Assistant Principal must do so in writing to the Principal. Parents and students who wish to dispute a suspension by the Principal must do so in writing to the Superintendent of Clinton Prairie School Corporation.
7. **Student Cooperation:** Students are expected to completely and truthfully respond to questions from staff members regarding school-related matters including potential violations of the student conduct rules or state or federal law. Failure to do so may result in suspension or expulsion from school.
8. When a student's self-discipline fails, and a breach of discipline occurs, the result may be reprimand, detention, corporal punishment, probation, referral, parent conference, suspension, expulsion, or exclusion. Listed below is an example of each:
  1. **Reprimand:** A verbal warning and explanation as to what will happen in the future with recurring acts of this nature.
  2. **Detentions:** Detentions will be two kinds: one will be designated as an in-school suspension (ISS) Students will be assigned to a room where they will remain the entire school day, only schoolwork will be done during the course of the day. The second kind of detention may be during lunch.. Students will report to a specified area at an arranged time. Any student missing an assigned detention will be subject to further discipline.
  3. **Referral:** Assigned to special personnel within the school or associated with the school.
  4. **Parent Conference:** Requested appointment with parents to discuss a student's behavior problems.
  5. **Suspension:** Not allowing a student to attend school or any school sponsored activities for a determined number of days, ranging from one to ten. If the suspension involves a Friday and a Monday, the student is banned from all weekend activities as well.
  7. **Behavior/Expulsion Contracts:** A student who has accrued 10+ discipline referrals or is on the verge of removal from Clinton Prairie may be offered a behavior/expulsion contract in an effort to spell out the desired

behaviors needed to retain membership at the school and to provide the student time to show his/her desire to remain in school.

8. Expulsion: This shall mean disciplinary action whereby a student is removed from the school program in excess of five days or is removed for the balance of the current semester or year. Students have the due process rights in the informal hearing procedure associated with disciplinary actions. A student is normally given a choice concerning his/her punishment.

These procedures apply to all students attending school or school sponsored events, and while in transit to and from school and between events. These procedures also serve as a guide for the use of administrators in determining discipline actions for less severe behaviors. More serious behaviors such as, but not limited to the use of violence, force, noise, coercion, threat, intimidation, passive resistance, conduct constituting an interference with school purposes, theft or damage involving school and/or private property, intentionally causing bodily harm to fellow students or school employees, intimidating any student with the intent of obtaining money, possessing weapons and failing in a substantial number of instances to comply with directions of teachers and/or rules of the school: all are grounds for expulsion. The disposition of each offense may be imposed at the discretion of the building administrators in accordance with all due process requirements. Proper authorities will be notified when appropriate. For the privacy and respect of others in the office, students who are sent to the office for disciplinary reasons/action may be asked to forfeit their phone privileges for the duration of time spent in the office, or for the remainder of the school day.

## K-3 Behavior Matrix

| <b>Infraction</b>                                       | <b>First Offense</b>                                                                           | <b>Second Offense</b>                                                                     | <b>Third Offense</b>                                                                |
|---------------------------------------------------------|------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------|
| BAD BEHAVIOR FOR SUBSTITUTE                             | RLD                                                                                            | 1-3 RLD                                                                                   | 1-3 ISS                                                                             |
| BULLYING                                                | VERBAL WARNING; DEALT WITH ON AN INDIVIDUAL BASIS, RLD, ISS, OSS, EXP.                         | RLD, 3-5 DAYS ISS; DEALT WITH ON AN INDIVIDUAL BASIS                                      | RLD, ISS, 3-5 DAYS OSS, EXPULSION; DEALT WITH ON AN INDIVIDUAL BASIS                |
| BUS BEHAVIOR                                            | WARNING; REVIEW BUS EXPECTATIONS                                                               | SUSPENSION FROM BUS; DEALT WITH ON AN INDIVIDUAL BASIS                                    | SUSPENSION FROM BUS, ISS; DEALT WITH ON AN INDIVIDUAL BASIS                         |
| CHEATING, INCLUDING PLAGIARISM                          | RETEACH ACADEMIC HONESTY, REDO ASSIGNMENT                                                      | ZERO ON ASSIGNMENT AND A RLD                                                              | ZERO ON ASSIGNMENT AND 1-3 DAYS OF RLD                                              |
| DISRUPTION IN CLASS                                     | WARNING; DEALT WITH ON AN INDIVIDUAL BASIS                                                     | RLD, ISS; DEALT WITH ON AN INDIVIDUAL BASIS                                               | 1-3 DAYS ISS, OSS; DEALT WITH ON AN INDIVIDUAL BASIS                                |
| DISRESPECTFUL BEHAVIOR/ATTITUDE                         | WARNING; DEALT WITH ON AN INDIVIDUAL BASIS                                                     | RLD, ISS; DEALT WITH ON AN INDIVIDUAL BASIS                                               | 1-3 DAYS ISS, OSS; DEALT WITH ON AN INDIVIDUAL BASIS                                |
| FIGHTS                                                  | RLD,ISS; DEALT WITH ON AN INDIVIDUAL BASIS                                                     | ISS, 1-3 DAYS OSS; DEALT WITH ON AN INDIVIDUAL BASIS                                      | 3-5 DAYS OSS, EXPULSION; DEALT WITH ON AN INDIVIDUAL BASIS                          |
| GROSS MISUSE OF INTERNET/TECHNOLOGY                     | VERBAL WARNING/ RLD/ISS/OSS/EXPULSION/ DEALT W/ ON AN INDIVIDUAL BASIS/LOSS OF TECH PRIVILEGES | RLD/1-5 DAYS ISS/OSS/EXPULSION/DEALT WITH ON AN INDIVIDUAL BASIS/ LOSS OF TECH PRIVILEGES | RLD/OSS/EXPULSION/DEALT WITH ON AN INDIVIDUAL BASIS/ LOSS OF TECH PRIVILEGES        |
| ILLEGAL SUBSTANCES                                      | CONFISCATE/ 1-3 DAYS OF OSS; DEALT WITH ON AN INDIVIDUAL BASIS, RLD, ISS, OSS, EXP.            | 3-5 DAY OSS; DEALT WITH ON AN INDIVIDUAL BASIS, RLD, ISS, OSS, EXP.                       | 5-10 DAY OSS/ EXPULSION; DEALT WITH ON AN INDIVIDUAL BASIS, RLD, ISS, OSS, EXP.     |
| INAPPROPRIATE TOUCHING/HANDS ON OTHER STUDENTS          | 1-3 RLD; DEALT WITH ON AN INDIVIDUAL BASIS                                                     | RLD, 1-3 ISS; DEALT WITH ON AN INDIVIDUAL BASIS                                           | ISS, 1-3 DAYS OSS; DEALT WITH ON AN INDIVIDUAL BASIS                                |
| LACK OF STUDENT RESPONSIBILITY                          | WARNING; DEALT WITH ON AN INDIVIDUAL BASIS                                                     | RLD, ISS, OSS; DEALT WITH ON AN INDIVIDUAL BASIS                                          | RLD, ISS, OSS; DEALT WITH ON AN INDIVIDUAL BASIS                                    |
| PEER CONFLICT                                           | WARNING/COUNSELED BY STAFF ; DEALT WITH ON AN INDIVIDUAL BASIS                                 | RLD, ISS; DEALT WITH ON AN INDIVIDUAL BASIS                                               | RLD, 1-3 ISS; DEALT WITH ON AN INDIVIDUAL BASIS                                     |
| PROFANITY / DISRESPECTFUL LANGUAGE TOWARD TEACHER/STAFF | WARNING, 1-3 RLD; DEALT WITH ON AN INDIVIDUAL BASIS                                            | 1-5 DAYS OF ISS; DEALT WITH ON AN INDIVIDUAL BASIS                                        | ISS, 3-5 DAY OF OSS; DEALT WITH ON AN INDIVIDUAL BASIS                              |
| PROFANITY IN SCHOOL                                     | WARNING, 1-3 RLD; DEALT WITH ON AN INDIVIDUAL BASIS                                            | RLD, 1-5 DAYS OF ISS; DEALT WITH ON AN INDIVIDUAL BASIS                                   | ISS, 3-5 DAY OF OSS; DEALT WITH ON AN INDIVIDUAL BASIS                              |
| THEFT                                                   | RESTITUTION, 1-3 DAYS RLD; DEALT WITH ON AN INDIVIDUAL BASIS UP TO EXPULSION, NOTIFY SHERIFF   | 1-5 DAYS ISS; DEALT WITH ON AN INDIVIDUAL BASIS, ISS/ OSS/EXPULSION/ NOTIFY SHERIFF       | 1-5 DAYS OSS; DEALT WITH ON AN INDIVIDUAL BASIS, ISS/ OSS/EXPULSION/ NOTIFY SHERIFF |
| THREATS/INTIMIDATION /HARASSMENT                        | VERBAL WARNING/ DEALT WITH ON AN INDIVIDUAL BASIS, RLD, ISS, OSS, EXP.                         | VERBAL WARNING/ DEALT WITH ON AN INDIVIDUAL BASIS, RLD, ISS, OSS, EXP.                    | 10 DAYS OSS/EXPULSION                                                               |
| THREATS AGAINST STUDENTS/STAFF/ BUILDING                | UP TO EXPULSION/ NOTIFY POLICE                                                                 |                                                                                           |                                                                                     |
| WEAPONS                                                 | 5-10 DAYS OSS/EXPULSION/NOTIFY POLICE                                                          | EXPULSION/NOTIFY POLICE                                                                   |                                                                                     |
| WEAPON LOOK ALIKE                                       | 1-5 DAYS ISS                                                                                   | 3-5 DAYS OSS                                                                              | 10 DAYS OSS/ EXPULSION                                                              |
| VANDALISM                                               | RLD,ISS; DEALT WITH ON AN INDIVIDUAL BASIS                                                     | RLD,ISS; DEALT WITH ON AN INDIVIDUAL BASIS                                                | RLD,ISS; DEALT WITH ON AN INDIVIDUAL BASIS                                          |
| <b><u>KEY:</u></b>                                      | ISS:IN-SCHOOL SUSPENSION                                                                       | OSS:OUT-OF- SCHOOL                                                                        | RLD: RECESS/LUNCH DETENTION                                                         |

## 4-6 Behavior Matrix

| <b>Infraction</b>                                       | <b>First Offense</b>                                                                              | <b>Second Offense</b>                                                                             | <b>Third Offense</b>                                                                          |
|---------------------------------------------------------|---------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------|
| BAD BEHAVIOR FOR SUBSTITUTE                             | RLD                                                                                               | 5 RLD                                                                                             | 1-3 ISS                                                                                       |
| BULLYING                                                | VERBAL WARNING; DEALT WITH ON AN INDIVIDUAL BASIS, RLD, ISS, OSS, EXP.                            | RLD, ISS, 3-5 DAYS OSS; DEALT WITH ON AN INDIVIDUAL BASIS                                         | 10 DAYS OSS, EXPULSION; DEALT WITH ON AN INDIVIDUAL BASIS                                     |
| BUS BEHAVIOR                                            | WARNING; MAY HAVE SUSPENSION FROM BUS; DEALT WITH ON AN INDIVIDUAL BASIS                          | SUSPENSION FROM BUS; DEALT WITH ON AN INDIVIDUAL BASIS                                            | ISS; DEALT WITH ON AN INDIVIDUAL BASIS                                                        |
| CHEATING, INCLUDING PLAGIARISM                          | ZERO ON ASSIGNMENT                                                                                | ZERO ON ASSIGNMENT AND A RLD                                                                      | ZERO ON ASSIGNMENT AND 1-3 DAYS OF RLD                                                        |
| DISRUPTION IN CLASS                                     | WARNING; DEALT WITH ON AN INDIVIDUAL BASIS                                                        | RLD, ISS; DEALT WITH ON AN INDIVIDUAL BASIS                                                       | 1-3 DAYS ISS, OSS; DEALT WITH ON AN INDIVIDUAL BASIS                                          |
| DISRESPECTFUL BEHAVIOR/ATTITUDE                         | WARNING; DEALT WITH ON AN INDIVIDUAL BASIS                                                        | RLD, ISS; DEALT WITH ON AN INDIVIDUAL BASIS                                                       | 1-3 DAYS ISS, OSS; DEALT WITH ON AN INDIVIDUAL BASIS                                          |
| FIGHTS - UPPER ELEMENTARY                               | 1-3 DAYS OSS; DEALT WITH ON AN INDIVIDUAL BASIS                                                   | 3-5 DAYS OSS, EXPULSION; DEALT WITH ON AN INDIVIDUAL BASIS                                        | EXPULSION                                                                                     |
| GROSS MISUSE OF INTERNET/TECHNOLOGY                     | VERBAL WARNING/ RLD/ISS/OSS/EXPULSION/ DEALT W/ ON AN INDIVIDUAL BASIS/LOSS OF TECH PRIVILEGES    | RLD/1-5 DAYS ISS/OSS/EXPULSION/DEALT WITH ON AN INDIVIDUAL BASIS/ LOSS OF TECH PRIVILEGES         | RLD/OSS/EXPULSION/DEALT WITH ON AN INDIVIDUAL BASIS/ LOSS OF TECH PRIVILEGES                  |
| ILLEGAL SUBSTANCES                                      | CONFISCATE/ 1-3 DAYS OF OSS/DEALT WITH ON AN INDIVIDUAL BASIS, ISS/ OSS/EXPULSION/ NOTIFY SHERIFF | CONFISCATE/ 3-5 DAYS OF OSS/DEALT WITH ON AN INDIVIDUAL BASIS, ISS/ OSS/EXPULSION/ NOTIFY SHERIFF | 5-10 DAY OSS/ EXPULSION/DEALT WITH ON AN INDIVIDUAL BASIS, ISS/ OSS/EXPULSION/ NOTIFY SHERIFF |
| INAPPROPRIATE CELL PHONE USE                            | WARNING/CONFISCATE; DEALT WITH ON AN INDIVIDUAL BASIS                                             | RLD/CONFISCATE; DEALT WITH ON AN INDIVIDUAL BASIS                                                 | RLD, ISS, OSS; WITH PARENT PICKUP; DEALT WITH ON AN INDIVIDUAL BASIS                          |
| INAPPROPRIATE TOUCHING/HANDS ON OTHER STUDENTS          | RLD; DEALT WITH ON AN INDIVIDUAL BASIS                                                            | 1-3 DAYS ISS; DEALT WITH ON AN INDIVIDUAL BASIS - RLD                                             | 1-3 DAYS OSS; DEALT WITH ON AN INDIVIDUAL BASIS - RLD, ISS                                    |
| LACK OF STUDENT RESPONSIBILITY                          | WARNING; DEALT WITH ON AN INDIVIDUAL BASIS                                                        | RLD, ISS, OSS; DEALT WITH ON AN INDIVIDUAL BASIS                                                  | RLD, ISS, OSS; DEALT WITH ON AN INDIVIDUAL BASIS                                              |
| PEER CONFLICT                                           | RLD, WARNING; DEALT WITH ON AN INDIVIDUAL BASIS                                                   | RLD, ISS; DEALT WITH ON AN INDIVIDUAL BASIS                                                       | 1-3 ISS; DEALT WITH ON AN INDIVIDUAL BASIS                                                    |
| PROFANITY / DISRESPECTFUL LANGUAGE TOWARD TEACHER/STAFF | WARNING, 1-3 DAYS ISS; DEALT WITH ON AN INDIVIDUAL BASIS                                          | 1-5 DAYS OF ISS; DEALT WITH ON AN INDIVIDUAL BASIS                                                | 3-5 DAY OF OSS; DEALT WITH ON AN INDIVIDUAL BASIS                                             |
| PROFANITY IN SCHOOL                                     | WARNING, 1-3 DAYS ISS; DEALT WITH ON AN INDIVIDUAL BASIS                                          | 1-5 DAYS OF ISS, 1-3 OSS; DEALT WITH ON AN INDIVIDUAL BASIS                                       | 3-5 DAY OF OSS; DEALT WITH ON AN INDIVIDUAL BASIS UP TO EXPULSION                             |
| THEFT                                                   | RESTITUTION, 1-3 DAYS ISS; DEALT WITH ON AN INDIVIDUAL BASIS                                      | 1-5 DAYS OSS; DEALT WITH ON AN INDIVIDUAL BASIS, ISS/ OSS/EXPULSION/ NOTIFY SHERIFF               | 5-10 DAYS OSS; DEALT WITH ON AN INDIVIDUAL BASIS, ISS/ OSS/EXPULSION/ NOTIFY SHERIFF          |
| THREATS/INTIMIDATION /HARASSMENT                        | VERBAL WARNING/ DEALT WITH ON AN INDIVIDUAL BASIS, RLD, ISS, OSS, EXP.                            | VERBAL WARNING/ DEALT WITH ON AN INDIVIDUAL BASIS, RLD, ISS, OSS, EXP.                            | 10 DAYS OSS, EXPULSION                                                                        |
| THREATS AGAINST STUDENTS/STAFF/ BUILDING                | UP TO EXPULSION/ NOTIFY POLICE                                                                    |                                                                                                   |                                                                                               |
| TRUANCY                                                 | 1-3 RLD                                                                                           | RLD, 1-3 DAYS OF ISS                                                                              | 3-5 DAYS OF ISS                                                                               |
| WEAPONS/WEAPON LOOK ALIKE                               | 5-10 DAYS OSS/EXPULSION/NOTIFY POLICE                                                             | EXPULSION/NOTIFY POLICE                                                                           |                                                                                               |
| VANDALISM                                               | RLD,ISS; DEALT WITH ON AN INDIVIDUAL BASIS                                                        | RLD,ISS; DEALT WITH ON AN INDIVIDUAL BASIS                                                        | RLD,ISS; DEALT WITH ON AN INDIVIDUAL BASIS                                                    |
| <b><u>KEY:</u></b>                                      | ISS:IN-SCHOOL SUSPENSION<br>UPPER GRADES - GRADES 5 & 6                                           | OSS:OUT-OF- SCHOOL                                                                                | RLD: RECESS/LUNCH DETENTION                                                                   |

## Seclusion and Restraint Plan

As part of emergency procedures in place in our schools, no student will be restrained and/or placed in seclusion by school staff unless the student's behavior poses an imminent risk of injury to him/herself or others. However, significant violations of the law including assaults on students and staff will be reported to the police. As soon as possible after any such use of restraint and/or seclusion, the parents or guardian will be informed when any of these actions have occurred and will be provided with a detailed account of the incident including the circumstances that led to the use of restraint and or seclusion.

## Recess

If you feel that it is necessary for your child to remain indoors at recess, you must send a note to the classroom teacher. The note is for no longer than three days. If your child needs to stay in longer, you must send another note.

### Outside Recess

Outdoor play is essential to your child's well-being. Please be sure that your child arrives at school dressed for outside play every day. We monitor the temperature and playground conditions throughout the day and determine just before recess, if play will be inside or outside. We make every attempt to take the children outside every day. If your child must stay inside during recess, please send a note to the teacher.

- All equipment will be used as it was designed.
- Students will not engage in any unsafe activities on the equipment.
- Students will not play tackle football.
- Students should not bring items from home to play with at school.
- Any adult employee of the school has the authority to stop any activity that they feel is unsafe or inappropriate.
- Students must stay on the playground at all times.
  - Playground boundaries are the mulched areas.
  - Blacktop boundaries are the blacktop and the grass between the sidewalks and the blacktop.
- Students will not re-enter the building without permission from the supervisors.
- Students will line up immediately when the whistle blows.
- Flip-flop style sandals and open toed shoes will not be allowed. Any style of shoe worn will need to cover the student's toes and have a back or backstrap on the shoe.
- Teachers will review these rules with students.

### Inside Recess

The gym is often used for indoor recess. Students must be careful to avoid running into one another and throwing balls too hard. Students will be expected and must wear tennis shoes when playing on the gym floor. Any student without tennis shoes will not be allowed to participate. The following rules will apply in the gym:

- All equipment will be used as it was designed.
- Students will not engage in any unsafe activities.
- Students will not play football.
- Students will not play kickball.
- Students will only use basketballs and jump ropes.
- Students will split the gym: one side for basketballs and one side for playing other games.
- Students will not run or play on the bleachers.
- Students will keep all hands, feet, and other objects to themselves.
- At the end of recess, students will line up and immediately get quiet when the whistle blows.
- Teachers will review these rules with students.
- Inclement weather, excessively cold wind chill, or unsuitable playground conditions may cause recess to be indoors. The building principal will determine whether recess will be inside or outside on a daily basis, keeping the health and safety of students in mind.



## Cell Phones, Wireless Devices, and Cameras

“Wireless communication device” means any portable wireless device that has the capability to provide voice, messaging, or other data communication between two (2) or more parties including a:

- 1) Cellular telephone
- 2) tablet computer
- 3) laptop computer; or
- 4) gaming device

Cell phones and other electronic devices should be used in a responsible manner and at teacher discretion. Cell phones, iPods and similar electronic devices may be used in the classroom with teacher permission. With the exception of making calls, students may use cell phones, iPods and similar electronic devices during lunch periods (9th-12th grade only) unless directed otherwise by a staff member. In case of emergency or management of the student’s health care, a student may ask permission in the office to use his/her cell phone. Anyone in violation of these rules will be subject to having his/her cell phone or device confiscated. Failure at any time to comply with a staff member’s request to store or turn over an electronic device will be considered insubordination and may result in disciplinary action.

Elementary students are not permitted to use cell phones during the school day. Devices should be left at home or powered off and in the student’s backpack/locker out of sight during the school day.

This policy does not prohibit a student from using a wireless communication device during instructional time if the use of the wireless communication device is included in the student’s:

- 1) individual education program; or
- 2) plan developed under Section 504 of the federal Rehabilitation Act of 1973, 29 U.S.C. 794.

These devices cannot contain, exhibit or be used to transmit any information that is indecent, explicit or sexually graphic. Video and/or audio recordings, including images and video of teachers and/or staff may not be used at school without administrative approval. Video and/or audio recording devices should be left at home because they are easy targets for theft. The school will not be responsible for the loss of such items.

The student may not use a cell phone for unlawful purposes or for purposes that violate school rules. The school corporation retains the right to inspect such devices if there is a reasonable suspicion that the device is being used to send, share, view, or possess pictures, text messages, emails, or other material of a sexual nature in electronic or any other form. A student who possesses, transmits, or displays such material of a sexual nature on his/her cell phone at school or a school activity can be suspended or expelled from school. This activity is defined under statute I.C. 35-42-4-4.

Cell phones and cameras may not be used inside a locker room and/or bathroom for any purpose. This means no texting, no calling, no video, and no pictures. This rule applies to all students, players, and managers. If a photograph is taken, the matter may be turned over to legal authorities for possible prosecution.

Subject to teacher permission, students who bring electronic devices (excluding cell phones) to school to aid in classroom projects need to have a *Waiver for Personal Electronic Property* form filled out and returned to the office prior to use in the classroom. Any electronic device brought to school is at the student’s own risk. Clinton Prairie will not be responsible for damages to the electronic device while at school or while traveling to and from school.

The mission of the 1:1 program at Clinton Prairie is to create a collaborative learning environment for all learners. This environment will facilitate the transformative uses of technology while enhancing students' engagement with content and promoting the development of self-directed and lifelong learners. Clinton Prairie strives to prepare students for an ever-changing world that sees technological advancements happening at a rapid rate and is committed to preparing students for whatever path they choose after high school.

**Taking Care of Your Chromebook:** Students are responsible for the general care of the Chromebook they have been issued by the school. Chromebooks that are broken or fail to work properly must be taken to the Tech Support (TS) Office at Clinton Prairie as soon as possible so that they can be taken care of properly. Corporation-owned Chromebooks should never be taken to an outside computer service for any type of repairs or maintenance. Students should never leave their Chromebooks unattended except locked in their school locker.

**a. General Precautions**

- i. No food or drink should be next to Chromebooks.
- ii. Cords, cables and removable storage devices must be inserted carefully into Chromebooks.
- iii. Chromebooks should not be used or stored near pets.
- iv. Chromebooks should not be used with the power cord plugged in when the cord may be a tripping hazard.
- v. Chromebooks must remain free of any writing, drawing, stickers, and labels.
- vi. Heavy objects should never be placed on top of Chromebooks

**b. Case**

- i. Each student will be issued a protective case for his/her Chromebook that should be used whenever the Chromebook is being transported or not in use.
- ii. Although the cases are reinforced to help protect the Chromebooks, they are not guaranteed to prevent damage. It remains the student's responsibility to care for and protect his/her device.

**c. Screen Care:** The Chromebook screen can be damaged if subjected to heavy objects, rough treatment, some cleaning solvents, and other liquids. The screens are particularly sensitive to damage from excessive pressure.

- i. Do not put pressure on the top of a Chromebook when it is closed.
- ii. **Do not pick up or carry the Chromebook by the screen.**
- iii. Do not store a Chromebook with the screen open.
- iv. Do not place anything in the protective case that will press against the cover.
- v. Make sure there is nothing on the keyboard before closing the lid.
- vi. Only clean the screen with a soft, dry microfiber cloth or anti-static cloth.
- vii. Do not use any liquid cleaner on the screen or keyboard.

**d. Asset Tags**

- i. All Chromebooks will be labeled with a Clinton Prairie asset tag that may not be modified or tampered with in any way.
- ii. Students may be charged up to the full replacement cost of a Chromebook for tampering with a Clinton Prairie asset tag or turning in a Chromebook without a Clinton Prairie asset tag. If the student notices the asset tag is becoming unreadable, he/she should take it to the TS office to get a new tag applied.

**Using Your Chromebook At School:** Students are expected to bring a fully charged Chromebook to school every day and bring their Chromebooks to all classes unless specifically advised not to do so by their teacher.

**a. Charging Chromebooks**

- i. Chromebooks must be brought to school each day with a full charge.
- ii. Students should charge their Chromebooks at home every night.

**b. If a student does not bring his/her Chromebook to school**

- i. A student may stop in the TS office and check out a loaner for the day, if available.

- ii. A student borrowing a Chromebook must sign a loaner agreement and will be responsible for any damage to or loss of the issued device.
  - iii. The TS office will document the issue of all loaners. Any student who fails to bring the Chromebook to school more than once will be reported to the principal's office
  - iv. The principal will treat such occurrences as a second or third tardy, which may result in disciplinary action.
  - v. The student must return the borrowed device to the TS office before 3:15 pm of the day of use.
  - vi. If a loaner is not turned in by 3:15 pm, the TS office will submit a report to the principal's office, and the principal will work on retrieving the loaner.
- c. Chromebooks being repaired**
- i. Loaner Chromebooks may be issued to students when they leave their school-issued Chromebook for repair in the TS office.
  - ii. A student borrowing a Chromebook must sign a loaner agreement and will be responsible for any damage to or loss of the loaned device.
  - iii. Chromebooks on loan to students having their devices repaired may be taken home.
  - iv. A member of the TS office will contact students when their devices are repaired and available to be picked up.

**Using Your Chromebook Outside of School:** Students are encouraged to use their Chromebooks at home and other locations outside of school. A WiFi Internet connection will be required for the majority of Chromebook use; however, some applications can be used while not connected to the Internet. Students are bound by the Clinton Prairie Acceptable Use Policy, administrative procedures, Chromebook agreement, and all other guidelines in this document wherever they use their Chromebooks.

**No Expectation of Privacy:** Students have no expectation of confidentiality or privacy with respect to any usage of a Chromebook, regardless of whether that use is for education or personal purposes, other than as specifically provided by law. The Corporation may, without prior notice or consent, log, supervise, access, view, monitor, and record use of student Chromebooks at any time for any reason related to the operation of the Corporation. By using a Chromebook, students agree to such access, monitoring, and recording of their use.

- a. Monitoring Software:** Teachers, school administrators, and the technology department staff may use monitoring software that allows them to view the screens and activity on student Chromebooks.

**Content Filter:** The corporation utilizes an Internet content filter that is in compliance with the federally mandated Children's Internet Protection Act (CIPA). All Chromebooks, regardless of physical location (in or out of school), will have all Internet activity protected and monitored by the corporation. If a website is blocked in school, then it will be blocked out of school. If an educationally valuable site is blocked, students should contact their teachers to request the site be unblocked.

**Repairing/Replacing Your Chromebook:** All Chromebooks in need of repair must be brought to the TS office as soon as possible. The TS personnel will analyze and fix the problems they can and take the necessary steps on issues they cannot fix.

**Insurance:** The school will repair or replace damaged equipment resulting from normal use. The student should expect to be charged for damage outside the normal use of the device. The cost of all other breakages will be the responsibility of the student. The school will make its best attempt to purchase replacement parts at the best possible price. Loss or theft of the device is also the student's responsibility and will result in the student being charged the full \$350.00 replacement cost to purchase a new device.

## Internet – Terms and Conditions

All students will have access to the Internet at Clinton Prairie for the following activities:

1. Online testing
2. Supervised classroom activities

Should parents desire that their student(s) not have access to the internet beyond the scope of activities listed above, they must sign a request form denying such access. The request form can be requested from the building principal and must be on file at school.

The parent acknowledges that the student must/will follow all Federal and State laws regarding electronic communications and follow Clinton Prairie Acceptable Use policy which is included in the online registration process to each family and is also on file at the school. The parents should realize that the Internet is a vast resource which contains materials that are both enriching as well as materials adult in nature. The school expects that students will exercise good judgment on the Internet. Violation of the policy will result in loss of privilege.

1. **Acceptable Use** - The use of your account must be in support of education and research and be consistent with the educational objectives of the Clinton Prairie School Corporation. Transmission of any material protected by copyright is prohibited. Use for commercial activities is not acceptable. Use of product advertisement or political lobbying is also prohibited.
2. **Privileges** - The use of the Internet is a privilege, not a right, and inappropriate use will result in a cancellation. The administration will deem what is inappropriate use and their decision is final. Also, the system administrators may close an account at any time, as required. The administration, faculty and staff of Clinton Prairie School Corporation may request the system administrator to deny, revoke or suspend specific user accounts. Other disciplinary action as indicated in the school handbook may be used as necessary.
3. **Internet Etiquette** - You are expected to abide by the generally accepted rules of network etiquette. These include, but are not limited to the following:
  - Be polite. Do not get abusive in your messages to others. Use appropriate language. Do not swear, use vulgarities or any other inappropriate language.
  - Never share personal information when online. - Name, address, phone number, or passwords
  - Do not reveal the address or phone numbers of students or colleagues.
  - Do not intentionally seek information about, obtain copies of, or modify files, other data or passwords belonging to other users.
  - Do not misrepresent other users on the Internet.
  - Extensive use for non-curriculum-related communications will not be allowed.
  - Unauthorized downloading, copying or use of licensed or copyrighted software or plagiarizing materials, including the use of flash drives, will not be tolerated.
  - Students will not upload, download, print or interact in any manner with pornographic or sexually explicit material, or knowingly give out a pornographic site to another student.
  - Students will not use the Internet for non-curriculum related communication. This includes personal email, chat rooms, blogs and any other online registration that requires personal information.
  - Students will not use a website for any unlawful activity, or activity that disrupts the educational process. Such use is a basis for suspension or expulsion.
4. **Vandalism** - Vandalism is defined as any malicious attempt to harm or destroy data of another user and/or the Internet. This includes, but is not limited to, the uploading or creation of computer viruses. Vandalism also applies to vandalizing computer hardware belonging to the school.

**COMPUTER LAB TIME IS A PRIVILEGE. ABUSE OF THESE RULES WILL RESULT IN THE LOSS OF THIS PRIVILEGE.**

## **Bus Transportation**

It is our philosophy that riding a school bus is a privilege, not a right. Safety demands that students behave as young gentlemen and young ladies while on the bus. Each student will be assigned a seat on the bus by the driver, will be held responsible for any defacing or writing on that seat, and will also be responsible to keep that area of the bus clean of paper and trash. Students are to remain quiet enough not to distract the bus driver, to remain in their seats while the bus is in motion, not to extend arms or other parts of the body out the window, or throw objects about in the bus or out the windows. Remember the bus driver is in charge of his/her bus, and if students wish to ride the bus, they will follow his/her instructions.

It is essential that students have consistent travel to and from school each day. Students will not be permitted to change bus arrangements or switch to a different bus as all seats are assigned ahead of time. Failure to comply may result in the loss of school bus privileges for the student.

If a student is not riding home from school in the usual manner, the parent/guardian **MUST** send a note to the teacher on the morning of the day in question. In an emergency, the parent/guardian may call the school office to make different arrangements. Phone calls on a daily basis will not be accepted.

Students are not to ride on a different bus or go home by other means unless the parent/guardian has notified the teacher and both bus drivers.

If a parent boards a school bus without being invited onto the school bus by the bus driver it is a Class D Felony.

Large band instruments, baseball/softball bags, bats, skateboards, golf clubs, or any large items are not allowed to be transported on the bus. Items must be able to be carried on the student's lap and not extend out into the aisle or into the seat next to him/her.

## **Rules for Riding the School Bus**

1. The student shall ride the same bus route both morning and afternoon, boarding and disembarking at the designated place. Students must have a note from their parents in order to ride a bus they are not assigned to.
2. The student shall be waiting at the designated boarding place when the bus arrives. Students must wait until the bus comes to a complete stop before approaching it to board.
3. Only items that can be placed on a person's lap or under the seat will be permissible on the school bus. Large items such as guitars and baseball bat bags are not allowed on the school bus. Parents are responsible for transporting large items to and from school.
4. If, for any reason, a student misses the bus at the regular pick-up, do not try to catch the bus from behind or chase after the bus to have the student put on the bus. The student may be taken to another pick-up point where the bus has not yet arrived or take the child directly to school.
5. If a student must cross in front of a bus, the student should cross at least 10 feet in front of the bus, out of the 10 foot "danger zone." Students should never cross behind the bus.
6. Whenever boarding the bus, the student should be seated immediately as designated or assigned by the bus driver and should remain seated until the bus reaches its destination.
7. No windows will be opened or closed unless the student has secured the permission of the driver.
8. The following will not be tolerated:
  - a. hitting, tripping, holding
  - b. throwing objects in or at the bus
  - c. fighting
  - d. loud or abusive language
  - e. littering
  - f. eating or drinking on the bus
  - g. destruction of public property
  - h. running after the bus after getting off
  - i. chasing the bus on a bicycle
  - j. moving from place to place on the bus
  - k. not assuming a safe riding position
  - l. balloons on the bus

## Dress Policy

Clothing should be comfortable, modest, in good taste, and suitable for school. No clothing or hairstyle will be allowed that is disruptive, distracting, demeaning, or promotes violence. Clothing which is offensive or promotes the use of items that students cannot use at school, such as alcohol or tobacco products, will not be permitted in school.

- **Shorts and sandals are not allowed to be worn between fall break and spring break. During this time the weather is normally not favorable to wearing shorts and sandals.** Due to safety concerns during recess time, flip-flop style sandals and open toed shoes are strongly discouraged. We encourage that any style of shoe worn should cover the student's toes and have a back or backstrap on the shoe.
- Skirts, Shorts, and dresses must be fingertip length. Shorts of reasonable modesty may be worn under dresses and skirts.
- No pajamas, slippers, and/or costumes may be worn to school. On special occasions, the administration may give approval for these to be worn.
- Shirts shall not have any rips or tears. Basketball jerseys and tank tops cannot be worn without a T-shirt underneath. No underwear or midsection flesh can be visible, including when the student raises his/her arms above his/her head. Also, shirts or blouses that expose the midriff are not allowed. Sleeveless tops must cover the shoulder area, which is defined as the area from the neck to the point of the shoulder.
- Pants may not have rips or holes above the knee that expose skin or undergarments. If students are wearing pants with rips above the knee they will be given tape and asked that they be covered. Pants must be worn at the waist and must be of proper length, which prevents the student from walking on the pant legs.
- Hoods should not be worn up at school. When asked, students should pull down their hood.
- No hats should be worn to school. On special occasions, the administration may give approval for these to be worn.

Students who dress inappropriately will be given a warning, and asked to change into appropriate attire. After the first warning, for inappropriate attire, future incidents will be handled as misconduct and may be subject to disciplinary action.

## Library

Each student will have the opportunity to check out library materials during their weekly circulation time. Students may also return and check out items any morning until 8:20. Students in kindergarten through third grade may check out one book at a time. Students in fourth through sixth grades may have one book and one magazine. Students in fifth and sixth grades may have books for two weeks. All other students' books will be due in one week. Students may renew books twice. Magazines cannot be renewed.

If a student has an item overdue, they will not be allowed to check out additional materials until the overdue item is paid for or returned. A statement will be given to the student if an item is more than six weeks overdue. Paying for an item will allow the student to again check out library materials. If the book or magazine is later returned in good condition, a refund will be made.

Students will be informed by their teacher what the reading requirements are for their classroom and grade level. Fourth through sixth grades typically have specific expectations for passing quizzes over books. We use Scholastic Reading Counts software to test reading comprehension. All students are encouraged to find books that are written at their reading level and are of interest to the student.

## Band

Any sixth grade student may participate in band. The band teacher will assist students in the selection of an instrument during the school year.

## After School Back Door Pickup

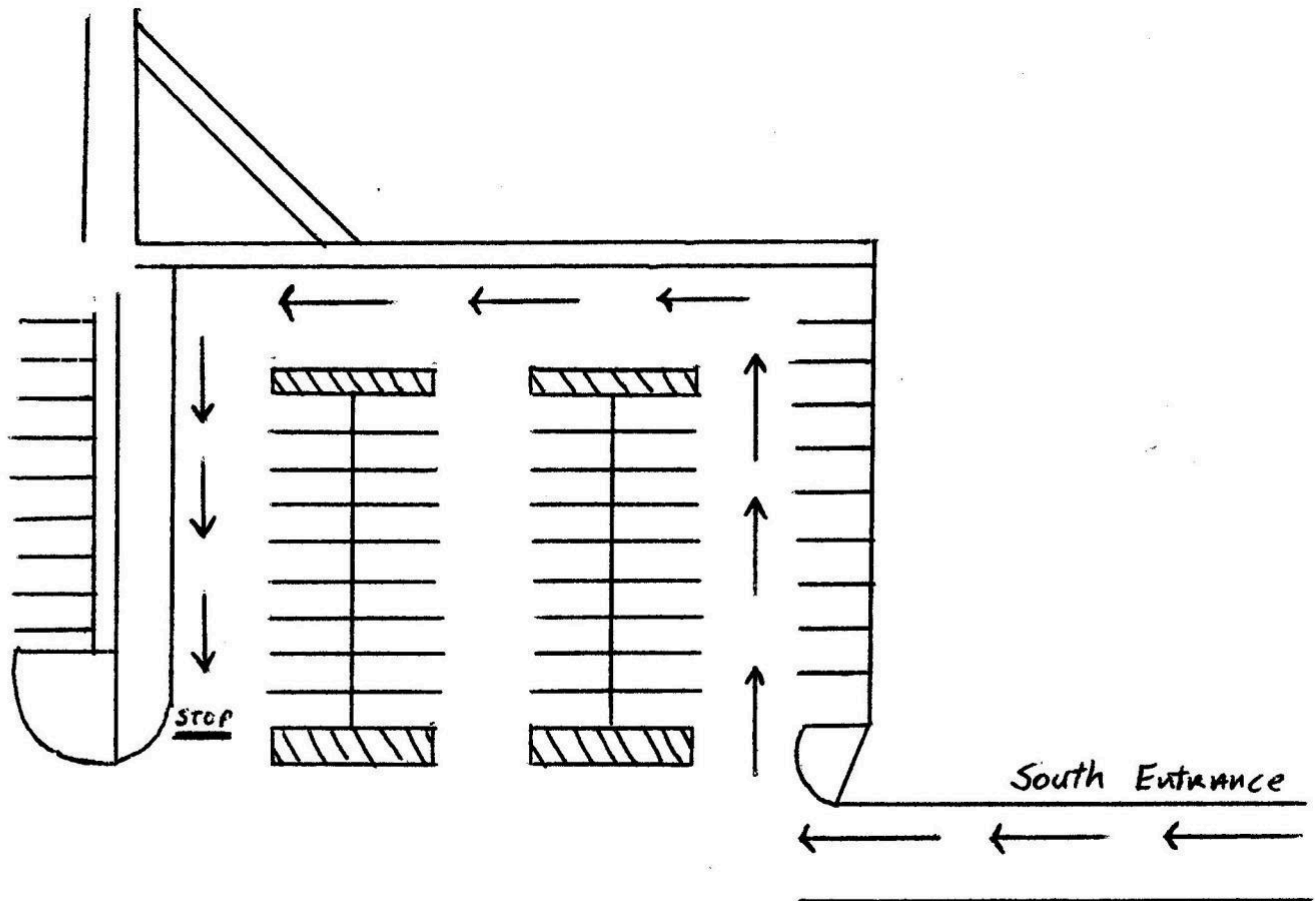
Due to the increased number of transfer students and after school back door pickups, the elementary is experiencing a very large number of individuals in the car line. Our number one goal each evening is to safely and efficiently get each student matched up with a parent and home safely. It has become more and more difficult to safely match-up students and parents after school.

All parents/guardians picking up students after school are asked to stay in their vehicle in line and we will bring all the students out to be picked up. We fully understand that this may cause for a little longer wait during student pick-ups. However, it will allow staff the ability to get students where they need to be in a safe manner. This will also eliminate students walking between vehicles as they go to parked cars in the lot.

Again, our number one goal is the safety of Clinton Prairie Elementary students.

### Reminders:

- Please enter the school grounds through the south driveway.
- Please follow the arrows as shown below while picking up your children.
- Please pull all the way up to the stop sign and wait for the children to be dismissed.
- Exit the south drive.
- Please be extremely careful when leaving school grounds. Students from the high school will be dismissing at the same time.



## Visitation and Student Pick Up

- All visitors must report to the office.
- Short-term parking is available in front of the school from 8:30 a.m. until 2:30 p.m. Please park on the west side of the building if you will be here long-term or are chaperoning a field trip.
- Students, homework, and assignments **must** be picked up at the office.
- Visitors to the classroom are welcome, providing arrangements have been made with the teacher prior to the day of the visit and an up-to-date background check is on file with the office.
- Parents/Guardians picking up student(s) prior to dismissal time must sign student(s) out on the computer, using their driver's license, in the main office.
- Students arriving at school after 8:15 a.m. **must** check in at the office before going to the classroom.
- Parents/Guardians are to drop off and pick up students on the west side of the building in the area designated for elementary drop-off and pick-up. Under no circumstances should a parent/guardian drop off a student in front of the school while there are buses loading or unloading. Students not riding the bus home at dismissal time will be escorted by an adult to the same point at the end of the school day.

## Student Drop Off

- Students arriving at school after 8:15 a.m. must check in at the office before going to the classroom.
- Parents/Guardians are to drop off and pick up students on the west side of the building in the area designated for elementary drop-off and pick-up.
- If your child is eating breakfast, you should enter the North drive and drop your child off at Door W 15. The doors will open at 7:50 a.m. and students can enter to eat breakfast.
- If your child does NOT eat breakfast, you should enter the South drive and drop your child off at Door W 7. The doors will open at 8:00 a.m.
- Under no circumstances should a parent/guardian drop off a student in front of the school while there are buses loading or unloading. Students not riding the bus home at dismissal time will be escorted by an adult to the same point at the end of the day.

## Athletic Policy

Fifth and sixth grade students may participate in the elementary sports programs. Volleyball, basketball, and track are offered to the girls. Boys may participate in basketball, wrestling, and track. Second, third, fourth, fifth, and sixth grade boys may participate in youth football. Fourth, fifth, and sixth grade boys may participate in the developmental basketball league. Elementary students may only participate in junior high programs as stipulated in the junior/senior high athletic policy.

Schoolwork will be monitored by the teachers and coaches. A student will not be eligible to participate in a sport if he/she fails to maintain passing grades in at least five of the academic subjects (Reading, English, Math, Social Studies, Spelling, and Health/Science). Eligibility will be based on nine-week grades, not semester averages. However, that student may continue to attend practices. If failing grades are improved by midterm, the student may become eligible to participate in athletic contests once again.

All students participating need to have a physical after April 1 of the year prior.

## Attendance

To facilitate the learning of each and every student at Clinton Prairie Elementary School, we have adopted an attendance policy which is equitable and thus assists in the overall quality of the learning experience at school. The Indiana attendance law mandates that every student enrolled must be in attendance unless s/he is ill or has a death in the immediate family. Excessive truancy, as determined by the administration, is to be acted upon utilizing due process procedures which could ultimately result in the student's expulsion from school.

We at Clinton Prairie realize that there are often other legitimate reasons for being absent; therefore, we have developed a policy which will prevent unnecessary absenteeism and yet handle the extenuating circumstances which occasionally occur



during the school year. Our primary goal is to keep students in school as much as possible in order that they may reap the maximum educational benefits being offered at Clinton Prairie.

Students who are not in the classroom for any reason cannot interact and learn. Education is an ongoing process and attendance is a very integral part of that process.

Attendance on a virtual or e-learning day is required. Attendance and assignments will be treated as is any in-school day. There will be no additional time to turn in assignments past the original due date.

#### A. Policies

1. A student may be considered for retention if s/he is absent over the 8 day limit.
2. The administration will notify the student and parents/guardians of the student's absences by email after the 5th absence. On the 5th absence, students will be notified of their current status and have the attendance policy.
3. The office record keeping procedure will use 11:45 a.m. as the one-half day attendance point.
4. Excessive absences for students under 18 years of age can be considered Educational Neglect which may be referred to the county prosecutor and/or welfare authorities.
5. Habitual Absence:

Under IC 20-33-2-25, the Superintendent, Building Principal or Assistant Principal shall report a child who is habitually absent from school in violation of this chapter to an intake officer of the juvenile court or the department of child services. The intake officer or the department of child services shall proceed in accordance with IC 31-30 through IC 31-40.

Habitual Truancy – student who is absent ten (10) or more days from the school within a school year without being excused or without being absent under a parental request filed with the school.

Chronic Absenteeism – student who is absent from school for ten percent (10%) or more of a school year for any reason.

6. Students who do not meet attendance requirements will be placed on an attendance contract.

#### B. Excused Absences

##### **1. All absences count on the 8 day limit.**

2. Any personal illness requiring a physician's care is excused if validated and submitted to the attendance officer. The doctor's statement must be signed by the doctor and turned into the office. Illness or medical appointments the day before or after a school vacation with no medical documentation or similar documentation to our satisfaction are unexcused.

NOTE: If the school does not hear from the parent or student concerning an absence, the student is marked "Unexcused". It is the responsibility of the student to check to see if the parent called, the call was recorded, or a note turned in.

3. Excused absences consist of the following: personal illness, medical or dental appointments, religious observations, State Fair exhibits, death in the immediate family, court appointments, quarantine and communicable disease, and school sponsored activities. A student who is ill, under the nurse's care, will not be counted absent until s/he has signed out of the building. All the absences listed count on the 8-day limit. Should any extenuating circumstances arise which are not covered here, contact the school administrators before the absence.

4. Excused pre-planned family absences may be granted by the building principals if the following conditions are met prior to the absence:

A. The parent contacts the principal to explain the need and to pick up a Pre-planned family absence form.

B. The student gets the form completed by the teachers in advance of the absence and has a copy on file in the office.

This form should be completed one week in advance of the planned absence.

C. The absence is an activity of a family nature. The parent and child must be in attendance together.

D. All days missed count toward the allowable limit of 8. A limit of 5 days in one school year per child may be excused for a pre-planned family absence. Pre-planned absences will not be granted on the day before or the day after fall, spring or Thanksgiving break, during final examination periods, ILEARN testing, or if they cause the student to exceed the 8 day limit. All absences the day before fall, spring, Thanksgiving or Christmas breaks and the day after each of these breaks will

be considered unexcused. A note from the doctor will need to be provided on these days for them to be considered excused. The elementary school principal will make the final determination.

### C. Make-Up Work

Make-up is required for both excused and unexcused absences. It is the student's responsibility to complete the work. A student has the same number of days to make up the work as s/he was absent. (Example: 1 day absent = 1 day to make up work, 3 days absent = 3 days to make up work.) Work due on the date of the absence is due upon return except for work specified by the teacher which has a pre-assigned deadline (i.e. Reading Counts book tests, long-term projects, etc). Work missed due to absence must be made up within the stated guidelines. It is the teacher's prerogative to allow a student extra time due to special circumstances. Make-up work at the end of the semester must be completed under the same guidelines. It is the responsibility of the student to arrange for the make-up work to be completed before the "Incompletes" become "F's".

In the case of pre-planned family absences, the student shall complete assignments according to the deadlines set by each individual teacher. The absence is pre-planned, and teachers are required to provide material prior to students being absent. Therefore, there shall be no additional time past the original due date to turn in assignments. Any extensions are at the discretion of teachers.

### D. Unexcused Absences

1. All trancies shall be deemed unexcused.
2. Any unexcused one-half day shall be considered one-half day toward the student's defined limits.
3. Any absence not accompanied by a parent's note or telephone call to the Elementary School Office is defined as unexcused.
4. Absences other than those covered in Section B, Numbers 3 & 4, are unexcused WITHOUT EXCEPTION. These include shopping, vacations, hair appointments, etc. They are all UNEXCUSED.
5. All notes are to be signed by the parent or guardian.
6. Any student needing to leave school because of illness must be cleared by the nurse and sign out in the office. Leaving school and circumventing this process will be unexcused and considered skipping.

E. Tardies - A student will be marked tardy according to the following times.

- A student arrives between 8:15 a.m. – 11:45 a.m. and remains until dismissal.
- A student leaves for the day between 11:45 a.m. – 3:00 p.m.

### F. Student & Parental Responsibility With Regard to the Attendance Policy

1. Parents are required to call the school before 4:00 p.m. on the day of the student's absence or send an explanatory note with their student upon the student's immediate return to school or a voicemail message may be left at any time of the day or night. If a student is to be absent for a number of days, parents should contact the administration.
2. Students who are tardy to school should check in at the office before continuing to their class.
3. Any student who has a legitimate excuse for leaving school during the regularly scheduled day must sign out or sign in at the main office.
4. Any hospitalization or long term illness (more than 5 days) must be reported at once and documented with a physician's statement to be counted outside the normal 8 day limit. Illnesses of this type will be excused at the discretion of the administrators.
5. A student who is ill must be in attendance at school by 11:45 am to participate in any school activity that evening. This includes games, concerts, dances, plays, cheerleading, etc.

### G. Teacher Responsibility Regarding the Attendance Policy

As with any written policy, mix-ups can develop which are unforeseen or due to extenuating circumstances. If this happens, a decision will be reached arbitrarily by the principal or assistant principal.

### **Change of Address/Telephone**

Please notify the teacher and school office of any change of address or telephone numbers as soon as possible. It is most important that our information be kept current should an emergency occur at school. You may also login to Harmony and update the information at your convenience.

### **Withdrawal of Students**

If you are moving and are withdrawing your child from school, please call the school a few days prior to the withdrawal date. This will give ample time to complete the necessary paperwork, etc. Your cooperation is always greatly appreciated.

### **Textbooks**

Textbooks issued to you are the property of the Clinton Prairie Elementary School. They should be used with care and returned in good condition. Students are responsible for books which are lost, stolen, or damaged beyond use.

### **Report Cards**

At the end of each nine weeks, our elementary school will issue a report card which indicates the child's academic progress, attendance, habits, and attitudes. A midterm report is issued at midpoint. Supplementary information is given by letters and conferences.

### **Conferences**

#### **Parent/Teacher Conference Day**

Parent/Teacher Conferences will be held in October. School will be in session that day for students.

#### **Conference with the Teacher**

If you desire to confer with a particular teacher other than at the regularly scheduled conference, you should send a note or call the school office to schedule a time.

#### **Conference with the Principal**

If you desire a conference with the principal, it is best to call the office for an appointment. Due to his/her various duties throughout the building, he/she may not always be available for an unscheduled conference.

### **Promotion, Assigning, and Retention of Students**

In grades K-3, students will be promoted to the succeeding grade level when they have consistently demonstrated mastery of the Indiana Academic Standards at their current grade level. Furthermore, students must meet attendance guidelines as stated in the Attendance Policy. Results of standardized tests, previous retention, and parent input will also be considered as criteria.

Students in grades 4-6 will be promoted to the succeeding grade level when they have passed at least four of the academic subjects (Reading, English, Math, Social Studies, and Science) on the final end-of-the-year cumulative report card. Furthermore, students must meet the attendance guidelines as stated in the Attendance Policy. Results of standardized tests, previous retention, and parent input will also be considered as criteria.

Students who have not mastered all the Indiana Academic Standards, but have good attendance and are working to the best of their ability, will be "assigned" to the next grade level.

The principal shall make a final recommendation regarding promotion, assigning, or retention based on that which is judged to be in the best interest of the child. Appeals may be made in writing to the principal who will make the final decision in all appeal cases.

### **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.

### **Emergency Drills**

Fire, tornado, and lockdown drills are conducted throughout the school year. Students are expected to follow adult directions and conduct themselves in a quiet, orderly manner.

### **Parties**

There will be three class parties held each year: Fall, Christmas, and Valentine's Day.

The teacher will contact parents if they need parent volunteers for the party. There will be a limit of three parents per teacher per party. Each child may be asked to contribute an item for a party.

If a parent wishes to send a treat for his/her child's birthday, the teacher will decide when the treat will be distributed. All food items need to be store bought.

Students are asked not to distribute party invitations unless all classmates are invited.

### **Emergency School Closing**

Closing or delay of school due to weather, emergencies, etc., will be announced as soon as possible by sending an automated phone call and text message to parents/guardians listed in Harmony, via Parent Square as well as postings on social media. These delays or school closures will also be available on the following radio and television stations: WILO (1570 AM), WSHW (99.7 FM), WKOA (105.3 FM), WRTV (Channel 6, Indianapolis), WTHR (Channel 13, Indianapolis), or WLFI (Channel 18, Lafayette). The closing or delay of school will always be accompanied by a Parent Square(automated phone calling system) phone message.

In the event of any early dismissal, the directions given in Harmony will be followed. A Parent Square automated phone message and text message will also be sent to parents/guardians, as well as via social medias.

PLEASE do not call the school.

## Lunch Program

Breakfast and lunch are served daily in the cafeteria. The cafeteria has a prepaid, computerized system. Money is collected each morning in the office. Parents are asked to put the money in an envelope with the student's **first name, last name, and four digit lunch pin**. Milk can be purchased from the student's account, or he/she may pay cash.

Menus are sent home monthly and available on the elementary website. It is the parent's responsibility to see that students come to school with lunch money or their lunches. Students with low or no balance will receive a peanut butter and jelly sandwich and milk instead of a regular lunch for a limited time. Below is a summary of the charging limits.

- Students approved for Free – No Charging
- Charging is for Lunch Only – No Charging at Breakfast.

Low Balance letters will be issued Monday through Friday for grades K-6. The low balance letters will be issued to both full pay and reduced paying students. Letters will be issued when the account balance for full pay falls below \$4.00 and reduced pay falls below \$1.50. Please check your child's backpack daily for low balance letters and encourage your child to always bring the letters home to avoid a zero account balance.

Free and reduced breakfasts and lunches are provided to those who qualify. Applications are issued at registration or may be obtained at any time during the school year. The applications may be secured from the school office, or downloaded from the school website.

Children purchasing a school breakfast and/or lunch, who are unable to consume milk or any other food item because of medical or other special dietary needs, must have a current statement from their doctor. The supporting statement must include the special dietary need and what may be substituted. The statement must be updated each school year and be submitted to the Food Service Director.

## School Nurse Services in the Elementary

The total school environment is looked at to try to keep it a safe, healthy place for your child to be.

- Computerized health and immunization records are kept for each student.
- Vision screening is performed in grades kindergarten, three, and five and any other students that are referred.
- Fourth and fifth grade boys and girls learn about normal body changes.
- Children attending Kindergarten Roundup are screened for immunizations and potential health problems.
- Students are treated for health problems as they occur at school. Parents are consulted about health problems as needed.
- Classrooms are entered during the school year to educate children in wellness.
- Accidents do not happen very often at school, but when they do occur it is important that students and staff members take immediate action. When an accident occurs, notify the teacher in charge, the school nurse, and the principal's office. Parents/guardians are requested to keep emergency numbers up-to-date.

## Administration of Medication Policy

1. No medication shall be administered to a student without the written and dated consent of the student's parent or guardian.
2. 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.
3. All nonprescription medicine administered to a student must be:
  - a. Accompanied by a statement from the parent or guardian giving:
    - i. Dosage to administer
    - ii. Time to administer
    - iii. Number of days to administer
  - b. Brought to school with the manufacturer's original label with the ingredients listed and the student's name affixed to the original package.
4. All prescription medicine, including injectable medicine and all blood glucose tests by finger prick to be administered to a student must be:
  - a. Accompanied by a physician's prescription, a copy of the original prescription or the pharmacy container.
  - b. Accompanied by a statement from the parent or guardian which matches the physician's order or prescription label giving:
    - i. Dosage to administer
    - ii. Time to administer
    - iii. Number of days to administer
5. Long term prescription medication must be brought to school by a parent or an adult designated by the parent. If the medication is to be terminated prior to the date on the prescription, the withdrawal of the written and dated consent in writing by the parent is required.
6. Medication shall be administered in accordance with the parent or guardian's statement and according to the manufacturer's recommendation (in the case of nonprescription medicine) or the physician's order (in the case of prescription medicine) only by a school nurse or other employees designated by the school nurse and approved by the school principal.
7. Any medication a student needs to take at school will be kept in the nurse's office or a secure place.
8. Some medications may be sent home with a responsible student upon written permission from the student's parent or guardian (please check with the school nurse on which medications can be sent home with the student).
9. A student is not allowed to possess and self-administer medication unless a parent and physician give authorization in writing. The authorization must include:
  - a. The student has an acute or chronic disease or medical condition for which the physician has prescribed medication
  - b. The student has been instructed on how to self-administer the medication
  - c. The nature of the disease or medical condition requires emergency administration of the medication
  - d. Authorization must be filed annually with the school nurse.

All forms for Medication Administration are available from the Nurse's Office.

## Immunizations

According to Indiana state law IC 20-8.1-7, it is the responsibility of the parent/guardian at the time of enrollment to furnish the school with accurate documentation of the child's immunizations. This documentation shall show that the child has received at least the minimum number of doses for his/her age. As designated by Indiana state law, the Indiana State Department of Health is responsible for designating the annual school year immunization requirements for all students in grades K-12, and parents/guardians shall furnish the school with written documentation of all immunizations that are required at any grade level.

## Legal Notices

The following legal notices may be found on the corporation website (<http://www.clintonprairie.com/>) or by requesting a copy from the building principal.

### Federal Notices

- Family Educational Rights and Privacy Act
- Protection of Pupil Rights Amendment
- Asbestos Hazard Emergency Response Act
- McKinney-Vento Homeless Assistance Act
- Notice of Non-Discrimination
- Notice of Procedural Safeguards and Parent Rights in Special Education
- Protection of Pupil Rights Amendment

### Corporation Notices

- Tobacco Free School Facilities and Campuses
- Lead & Copper in Drinking Water Notices
- Indoor Air Quality Notice
- Annual Notice Regarding Pest Control
- Sexual Harassment Policy
- Release of Information Policy
- Seclusion and Restraint Plan

*\*others may be added as laws and statutes dictate*

### **Criminal Gangs and Criminal Gang Activity in Schools**

The Board of School Trustees of the Clinton Prairie School Corporation prohibits gang activity and similar destructive or illegal group behavior on school property, on school buses, and/or at school-sponsored functions and prohibits reprisal or retaliation against individuals who report gang activity and similar destructive or illegal group behavior or who are victims, witnesses, bystanders, or other people with reliable information about an act of gang activity and similar destructive or illegal group behavior. To read the Criminal Gangs and Criminal Gang Activity in Schools policy, please refer to the School Corporation web site at [www.clintonprairie.com](http://www.clintonprairie.com) under the tab – Information – Legal Notices.