

# CLAY COMMUNITY SCHOOLS

## Elementary Student-Parent Handbook

2017-2018

Adopted April 13, 2017  
by Board of School Trustees

This School Agenda belongs to:

Name \_\_\_\_\_

Address \_\_\_\_\_

Telephone \_\_\_\_\_

School \_\_\_\_\_

Teacher \_\_\_\_\_ Grade \_\_\_\_\_

## ADMINISTRATION

Superintendent	Mr. Jeffery Fritz
Assistant Superintendent for Curriculum and Instruction	Dr. Timothy Rayle
Director of Business Affairs/Treasurer	Mr. Mark Shayotovich
Director of Human Resources	Mr. Ernie Simpson
Director of Extended Services	Mr. Michael Howard
Director of Special Services	Dr. Douglas Lunn
Director of Technology	Mr. Bill Milner
Director of At-Risk Programs	Mr. Chris Ross
Curriculum/Grant Coordinator	Mrs. Kathy Knust

## PRINCIPALS

Clay City Elementary	Mr. Michael Owens
Clay City Junior/Senior High School	Mr. Jeffrey Bell
Cumberland Academy	Mr. Chris Ross
East Side Elementary	Mrs. Lisa Froderman
Forest Park Elementary	Mr. Dustin Jorgensen
Jackson Township Elementary	Mr. Brad Ennen
Meridian Elementary	Mrs. Karen Phillips
North Clay Middle School	Mr. Robert Boltinghouse
Northview High School	Mr. Christopher Mauk
Staunton Elementary	Mrs. Sheryl Jordan
Van Buren Elementary	Mrs. Gail Williams

<b>Central Administration Office</b> 1013 S Forest Ave., Brazil, IN 47834	<b>812-443-4461</b>
<b>Clay City Elementary</b> 681 Lankford Street, Clay City, IN 47841-1255	<b>812-939-3120</b>
<b>Clay City Junior/Senior High School</b> 601 Lankford Street, Clay City, IN 47841-1255	<b>812-939-2154</b>
<b>East Side Elementary</b> 936 East National Avenue, Brazil, IN 47834-2706	<b>812-448-8755</b>
<b>Forest Park Elementary</b> 800 South Alabama Street, Brazil, IN 47834-3208	<b>812-443-7621</b>
<b>Jackson Township Elementary</b> 1860 East County Road 600 North, Brazil, IN 47834-8245	<b>812-986-2177</b>
<b>Meridian Elementary</b> 410 North Meridian Street, Brazil, IN 47834-2148	<b>812-448-8560</b>
<b>North Clay Middle School</b> 3450 West State Road 340, Brazil, IN 47834-7242	<b>812-448-1530</b>
<b>Northview High School</b> 3150 West State Road 340, Brazil, IN 47834-7242	<b>812-448-2661</b>
<b>Staunton Elementary</b> 6990 North County Road 425 West, Brazil, IN 47834-7258	<b>812-448-8270</b>
<b>Van Buren Elementary</b> 2075 East County Road 1200 North, Brazil, IN 47834-7007	<b>812-448-1362</b>
<b>Cumberland Academy</b> 3460 West State Road 340, Brazil, IN 47834-7242	<b>812-446-4120</b>
<b>Special Services Office</b> 800 South Alabama Street, Brazil, IN 47834-3208	<b>812-448-8036</b>
<b>Transportation Office</b> 410 W Pinckley Street, Brazil, IN 47834-3227	<b>812-442-7121</b>

## **PURPOSE OF THE HANDBOOK**

This handbook is to acquaint students, parents, and guardians with the philosophy, rules, and regulations of the elementary schools in the Corporation. Hopefully, it will answer many questions that are important to your child's education. Questions that are not answered in the handbook should be referred to the classroom teacher or the building principal.

The handbook is designed to include all elementary buildings in Clay Community Schools. Items discussed are applicable to all elementary students. We hope that this handbook assists you regarding questions about Corporation policies and procedures. The individual elementary schools will provide students with specific school rules or guidelines unique to their settings.

**Clay Community Schools**

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

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## **MISSION STATEMENT**

Clay Community Schools exists to meet the individual educational needs of the children of the community by providing a program to develop the skills necessary to earn a living and enjoy a high quality of life. Clay Community Schools shall develop and maintain a standard of excellence in its educational program and maintain a high level of expectation for each student's performance.

## **PHILOSOPHY**

Clay Community Schools' mission of education is to insure that the appropriate instruction is given to all students in order that they may realize their potential to function successfully as law-abiding, contributing, and participating citizens of our democratic society.

The Corporation recognizes that it is entrusted with the most precious and valuable resource of the community, its children, and pledges all means available in providing for their educational welfare. It is concerned with the dignity, integrity, rights, and self-esteem of all students so that they may take advantage of all provisions of the Corporation regardless of race, creed, sex, economic status, disability or cultural background. The Corporation is additionally concerned with the total development of each child including social, emotional, intellectual, physical, and artistic development.

Children differ from each other in a wide variety of attributes such as their talents, interests, cultural background, life experiences, abilities, and the rate at which they learn. The Corporation recognizes these individual differences and the importance of relating instruction to each student's achievements, ability, intellectual, social, emotional, physical, and creative growth and development. Appropriate provisions shall be made for high ability students as well as those students who experience physical, intellectual, or emotional disabilities.

The learning environment must reflect a genuine concern for students as individuals, their problems and needs, and their relationship to others. Order, structure, and discipline are necessary to a feeling of security and a successful climate of learning. This positive climate will allow the individual an optimum opportunity to develop a sense of self-confidence and motivation to learn and succeed.

The skills of reading, composition, computation, and thinking are basic to the acquisition of knowledge and are of prime concern. Students shall be assisted by all means within Corporation resources to acquire these basic skills and to progress as far as their talents, abilities, potential, and motivation permit. It is the Corporation's intent to provide an educational program that will meet students' needs and help them to successfully meet the changing demands of the future. They will be encouraged to develop and apply the skills and tools that will engage them in life-long learning.

The Corporation believes in encouraging and demonstrating pride in our community, state, and nation and in our individual and collective endeavors so that we may always strive to do our best.

## **HISTORY**

Clay Community Schools is a geographically large school district which includes parts of two counties - Clay and Parke. The school district was officially formed as a result of the School Reorganization Act of 1959. A local referendum created the district and it became legally incorporated July 1, 1966. Between the years of 1966 and 1990, many changes took place which substantially changed the complexion of the district both educationally and physically.

The school corporation underwent considerable change in school organization and facility improvement. Of the sixteen schools, ten schools now remain.

A comprehensive educational program is currently being offered — kindergarten through twelfth grade.

## **EQUAL ACCESS**

Clay Community Schools does not discriminate against any student because of race, religion, sex, color, national origin, age, or disability. All students are welcome and encouraged to participate in any school activity, class, or function within their interest and ability.

## **DISPLAY OF THE UNITED STATES FLAG and PLEDGE OF ALLEGIANCE POLICY**

### **Display of United States Flag**

The United States Flag shall be displayed in each classroom in the School Corporation.

### **Pledge of Allegiance**

Each building principal shall ensure that a daily opportunity is provided for students of the school corporation to voluntarily recite the Pledge of Allegiance in each classroom or on school grounds. The building principal shall determine the appropriate time when school is in session for the recitation of the Pledge of Allegiance.

A student is exempt from participation in the Pledge of Allegiance and may not be required to participate in the Pledge of Allegiance if:

- a. the student chooses not to participate; or
- b. the student's parent chooses to have the student not participate.

Students who are exempt from reciting the Pledge shall remain standing or sitting, or shall be allowed to step outside the classroom or area while the others recite the pledge and shall make no display that disrupts or distracts other students who are reciting the Pledge.

During the Pledge of Allegiance, students who participate shall stand and recite the Pledge while facing the United States flag with their right hands over their hearts or an appropriate salute if in uniform.

The student code of conduct applies to disruptive behavior during the recitation of the Pledge of Allegiance in the same manner as provided for other circumstances of such behavior.

The building principal of each building will establish procedures to implement this policy.

## **MOMENT OF SILENCE POLICY**

In order that the right of each student to the free exercise of religion is guaranteed and the freedom of each student is subject to the least possible coercion from the state either to engage in or refrain from religious observation on school grounds, there shall be a daily observance of a moment of silence in each classroom or on school grounds of each school in the school corporation.

During the moment of silence, the teacher responsible for a classroom shall ensure that all students remain seated or standing and silent during the moment of silence and the students make no distracting display so that each student may, in the exercise of the student's individual choice, meditate, pray, or engage in any other silent activity that does not interfere with, distract, or impede another student in the exercise of the student's individual choice.

This "moment of silence" is not intended to be and shall not be conducted as a religious exercise. This policy precludes students from using the occasion to pray audibly or otherwise speak, singly or in unison. Building principals and teachers must not allow or tolerate any coercion or overbearing by

anyone to force other students to engage in or refrain from prayer or any other permitted activity under this policy.

The student code of conduct applies to disruptive behavior during a moment of silence in the same manner as provided for in other circumstances of such behavior.

Each building principal shall establish procedures to implement this policy.

#### ADMINISTRATION OF MEDICATION AT SCHOOL POLICY

1. No medication shall be administered to a student without the written and dated consent of the student's parent. The consent of the parent shall be valid for only the period specified on the consent form and in no case longer than the current school or program year.
2. All non-prescription medicine to be administered to a student must be accompanied by a statement describing the medicine, the dosage, and the time for it to be administered to the student.
3. All prescription medicine, including injectable medicine, and blood glucose test by finger prick to be administered to a student must be accompanied by a physician's prescription, a copy of the original prescription, or the pharmacy label. If the medication is to be terminated prior to the date on the prescription, the written and dated consent or withdrawal of consent of the parent is required. The written consent of the parent and the withdrawal order of the physician shall be kept on file.
4. No student shall be allowed to keep medicine at school except as provided by state law. Any medicine to be administered to a student shall be brought to either the principal's office or the school nurse's office where it will be kept in a secure place.
5. Unused medicine by a student may be sent home through the student's parent or an individual who is at least 18 years old and is designated in writing by the student's parent to receive the medication. Unused medicine may be sent home with the student only with the written permission of the student's parent.
6. Medication shall be administered in accordance with the parent's statement (in case of non-prescription medicine) or the physician's order (in the case of prescription medicine) only by a school nurse or other employee(s) designated by the school principal.
7. All administration of medicine shall be documented in writing.
8. Any designated employee who is responsible for administering injectable insulin or a blood glucose test by finger prick shall receive proper training from a practitioner or registered nurse and kept on file in the school building office.
9. All students with asthma should have an Asthma Management Plan on file, provided by and signed by your physician.
10. All students with diabetes should have a Diabetic Management Plan on file provided by and signed by your physician.
11. Any student receiving routine prescription medication at school must have release of information form on file with the prescribing physician.

#### ADVERTISING, SOLICITING AND POSTING

The intent of the Clay Community Schools is to protect the educational environment of students and employees from unnecessary outside interruptions. The schools should avoid exploitation through advertising or otherwise promoting products or services, soliciting funds or information, or securing participation in non-school-related activities or functions. At the same time, schools should inform and assist students to learn about programs, activities, or information that might be of help or service to them. To attempt a fair balance, the following guidelines will apply:

Any announcement, advertisement, posting, or solicitation that contains libelous or obscene language, has the potential to incite persons to commit illegal acts, is insulting to any group of individuals, has the potential to disrupt or interfere with school procedures, or intrude with school affairs, will be prohibited.

Advertising, soliciting of money, soliciting of information or distribution of information or materials directly to students for commercial, political, subversive, or religious reasons will be prohibited.

Distribution of information or materials by outside groups must have prior permission of the building-level administrator. The administration retains the right to reject any and all materials deemed harmful to students and not intended for the good of the students.

Non-school-related information and materials deemed appropriate for students by building-level administrators will be announced to students and will be made available for distribution to students on a voluntary basis for students to take home. Outside information or materials may not be distributed directly to students by school employees, volunteers, or outside groups. Any posting of information and materials by an outside group must have permission of the building-level administrator who will determine the method of announcing, advertising, posting, and dissemination of information or materials in the building.

School-sponsored curriculum, instruction and classroom and co-curricular information and materials may be distributed to students with the approval of the building-level administrator.

Teachers may use instructional models, films, slides, charts, and exhibits that make reference to a brand, product, or service, but may not endorse the sale or use of these products.

This policy is in effect on school property at all times including school curricular and co-curricular events and activities, as well as community events and activities.

#### ANTI-BULLYING POLICY - 6701

(a) Bullying is **prohibited** by the School Corporation. Students who commit any acts of bullying are subject to discipline including but not limited to suspension, expulsion, arrest, and/or prosecution.

(b) Definition: "Bullying" is defined as overt, unwanted, **repeated** acts or gestures, including verbal or written communications or images transmitted in any manner (including digitally or electronically); physical acts committed; aggression; or any other behaviors committed by a student or group of students against another student with the intent to harass, ridicule, humiliate, intimidate, or harm the targeted student, creating for the targeted student an objectively hostile school environment that:

- (1) places the targeted student in reasonable fear of harm to his or her person or property;
- (2) has a substantially detrimental effect on the targeted student's physical or mental health;
- (3) has the effect of substantially interfering with the targeted student's academic performance; or

(4) has the effect of substantially interfering with the targeted student's ability to participate in or benefit from the services, activities, or privileges provided by the school.

Bullying does **not** include behaviors by students:

- participating in a religious event;
- acting in an emergency involving the protection of a person or property from an imminent threat of serious bodily injury or substantial danger;
- participating in an activity consisting of the exercise of a student's freedom of speech rights;
- participating in an activity conducted by a nonprofit or governmental entity that provides recreation, education, training, or other care under the supervision of one (1) or more adults;
- participating in an activity undertaken at the prior written direction of the student's parent; or
- engaging in interstate or international travel from a location outside Indiana to another location outside Indiana.

(c) Applicability: The School Corporation prohibits bullying in all forms. This policy may be applied regardless of the physical location in which the bullying behavior occurred, whenever the individual committing the bullying behavior and any of the intended targets of the bullying behavior are students attending a school within the School Corporation and disciplinary action is reasonably necessary to avoid substantial interference with school discipline or prevent an unreasonable threat to the rights of others to a safe and peaceful learning environment. The School Corporation prohibits bullying through the use of data or computer software that is accessed through any computer, computer system, or computer network.

(d) Education: All students are required to receive information on anti-bullying measures.

(e) Reporting: Anyone who believes that a student has possibly been or is the victim of bullying is required to report the situation within 24 hours to an appropriate staff member such as a teacher, school counselor, or administrator (including the Superintendent). All staff who observe or receive a report of suspected bullying shall **immediately** notify a designated school administrator in charge of receiving reports of suspected bullying. If a staff member does not know who to make a report to, he or she should report directly to the building principal or Superintendent. Bullying reports to the Department of Child Services and/or law enforcement must be made as required by law, such as when a staff member believes that a student is the victim of abuse or neglect. Any person who makes a report of bullying and requests to remain anonymous will not be personally identified as the reporter or complainant to extent permitted by law. The School Corporation will act appropriately to discipline staff members who fail to initiate or conduct an investigation of a bullying incident and for persons who falsely report an incident of bullying.

(f) Investigation: Once a report of suspected bullying is received by the designated school administrator, an expedited investigation shall follow. The investigation should be facilitated by the designated school administrator or other appropriate school staff. Information relating to the investigation will be gathered using means including, but not limited to: witness interviews, request for written witness statements, record identification and review, and an assessment of whether bullying occurred. The investigation will be initiated within one (1) business day of the report to the designated school administrator and will ordinarily be completed within thirty (30) calendar days.

(g) Intervention/Responses: If a report of suspected bullying is substantiated through an investigation, then the School Corporation shall take appropriate intervention and responses as consistent with policy and procedure. The School Corporation will take prompt and effective steps reasonably calculated to stop the bullying, remedy the bullying, and prevent the bullying

from recurring. Interventions and responses may include, but are not limited to: separating the bully and the target; follow-up school counseling for the target; bullying education for the bully; and prompt disciplinary action against the bully. These steps should not penalize the target of the bullying. Disciplinary actions against the bully may include, but are not limited to: suspension and expulsion for students; discharge for employees; exclusion for parents, guests, volunteers, and contractors; and removal from any office for governing body members. Also, if the acts of bullying rise to the level of criminal offense the matter will be referred to law enforcement.

(h) Parental Involvement: Parents are encouraged to be involved in the process of minimizing bullying. Parents should report suspected acts of bullying to an appropriate school official. In addition, parents of students suspected of bullying will be notified with a phone call or through other appropriate means of communication. Conversely, parents of students suspected of being the target of acts of bullying will also be notified with a phone call or through other means of appropriate communication. Parent notifications will occur in an expedited manner within one (1) business day after the designated school administrator receives the report of suspected bullying. Parents of students who are disciplined for acts of bullying will be involved in the disciplinary process consistent with the law and School Corporation policy.

Anti-Bullying procedures and forms are located in Board Policy Appendix U. (Legal Reference: I.C. 5-2-10.1, 20-20-8-8, 20-30-5-5.5, 20-33-8-0.2, 20-33-8-13.5, 20-34-6-1)

#### ATTENDANCE DISTRICTS

A student shall attend the school in the school attendance boundary in which his/her custodial parent or legal guardian resides unless authorized by the superintendent or his designee.

Proof of official guardianship or official notification that guardianship will be awarded must be presented to the administration at the time of enrollment.

Students who do not qualify to attend school in Clay Community Schools' district must pay tuition per IC 20-26-11.

Transfer tuition costs per month (9 months) for the 2016-2017 school year may be obtained from the Director of Business Affairs at Central Office. Transfer tuition costs increase substantially for students enrolled after the ADM count day in September 2016. Transfer Tuition costs are subject to change based on state and local regulations and may change in the middle of the academic year.

#### ATTENDANCE POLICY

A student enrolled in Clay Community Schools is expected to attend school each day. School attendance is compulsory under Indiana law (IC 20-33-2). Parents who permit their children to be absent without valid excuses are in violation of this law. Clay Community Schools intends to uphold vigorously the Indiana Statutes relating to school attendance.

Learning is a continuous process and, if broken by absences or tardiness, your child may miss all or part of a learning skill. If your child has been absent because of illness, the teacher will do his/her best to help him/her make up the work. However, group discussion and group work are very important and cannot be made up.

School officials will carry out the following policy:

- A. After any absence, the parent is required to send a brief note or phone the school stating the reason for the absence. If a student's absence will exceed two days, the parent should contact the school office and request assignments.
- B. Excused Absences
  1. Personal illness of the student
    - a. requires a note or phone call from the parent;



- b. absences in excess of three days in a row will require a physician's statement.
  - 2. Death in the immediate family.
  - 3. Medical, dental, or other clinical appointment for the student.
    - a. for the time needed to make the visit to the doctor;
    - b. parents should make every effort to schedule appointments outside the school day.
  - 4. Quarantine
  - 5. Student has to testify in court, pursuant to a subpoena or verified court appointment, or other absences authorized by state law.
  - 6. If a student becomes ill at school and is sent home by school officials, the date of absence may be considered a certified absence.
- C. Prearranged excused/unexcused absences (holiday, vacation, family travel and religious holidays)**
- 1. The parent/guardian must write a letter to the principal prior to the first day of a family trip identifying the dates and places involved. This letter must be approved by the principal.
  - 2. It is the child's responsibility to make up the missed work within the same number of days as the absence.
- D. All other absences will be considered unexcused. Unexcused absences have a direct impact on student achievement. Therefore, students may not receive grades for work missed during the absence.**
- E. Students will be considered tardy if they are not in the classroom or accounted for at the beginning of the academic day.**
- F. Excessive absences and excessive tardies (ten or more days per semester) may be questioned by the principal even if there have been written parent/physician excuses. The procedure that will be followed when a student has accumulated absences is as follows:**
- 1. Fifth absence — A letter may be sent to the parents informing them of the absence.
    - a. Students who exceed five (5) absences in a semester, regardless of the nature of the absence, will automatically be placed on an attendance probation. Probation requires pre-approved or doctor's verification for any additional absences for the remainder of the semester. If a physician's note is not presented after the fifth absence, then the absence will be UNEXCUSED.
  - 2. Tenth absence — A parent conference may be held.
  - 3. Fifteenth absence — The student and parent may be requested to conference with the principal/school attendance officer, the Department of Child Services, and/or the Juvenile Probation Department.
  - 4. Habitual Truant — A "habitual truant" is defined as a student who has eleven (11) or more days of unexcused absences in one school year. The principal/attendance officer may meet with the student, parent, and an official from the Department of Child Services, and/or the Juvenile Probation Department, regardless of the total number of absences.
- G. A student missing 10 or more days of instruction per semester may jeopardize his/her chances for promotion. A student absent from school will not be permitted to participate in an event or practice that day unless the absence is prearranged with the principal. Every effort will be made to encourage maintenance of good attendance habits.**

#### **BREAKFAST AND LUNCH PROGRAM**

Students who purchase breakfast and/or lunch from the school cafeteria are encouraged to make deposits in his/her

lunch accounts for at least one week of meals. Account balances can be checked after 5:30 p.m. through the PowerSchool Parent Portal.

#### **Procedures on Charging School Meals**

Elementary-A student is allowed to charge an amount equal to 3 breakfasts and 3 lunches. After the charge limit is reached, the student will be served a peanut butter sandwich and milk. Students with a documented food allergy will be provided with an alternative choice. Since the student is not receiving the required menu items, the cost will be incurred by the school district. There will be negative balance letters sent home each day with the students to let the parent know the student needs to deposit money in their lunch account. The cafeteria manager will call the parents if they have not received any response to the letter.

Information is provided to every student at the beginning of the school year concerning the free and reduced breakfast and lunch program, and application forms Parents who wish to apply for free or reduced meals for their children should complete the required form to determine if they are eligible. We encourage parents to use the on-line application available at [www.school lunchapp.com](http://www.school lunchapp.com), however, paper applications may be requested from the student's school. All students in CCS within your household are to be listed and submitted on one application form.

This institution is an equal opportunity provider.

#### **BUILDING VISITORS**

All school visitors are to report to the administrative office before going to other parts of the building. Advance notification of visitors and reason for visit should be cleared with the principal. **STUDENTS ARE NOT TO BRING STUDENTS OR GUESTS TO SCHOOL WITHOUT PRIOR APPROVAL OF ADMINISTRATION.** The school will not summon a student out of class unless the person inquiring is the legal guardian, spouse, or a person who holds a signed statement from the legal guardian.

#### **CLASSROOM RULES**

Each classroom teacher will identify certain rules and regulations. He/she shall discuss these rules and regulations with his/her students during the first week of school. In order to accomplish the basic goals of education, teachers will expect students to be knowledgeable of and follow all rules and regulations to the best of their abilities.

#### **COMPUTER USAGE**

Computers are provided throughout the school for academic purposes. Students who attempt to alter the current configuration of any computer without the supervising teacher's permission are interrupting that education purpose. Any addition or modification of computer programs and operating systems is prohibited. The making of illegal copies of programs or destroying programs is also prohibited. Students may not bring programs from home to use on school computers. Any inappropriate use of computers in the school setting will be considered acts of vandalism.

#### **CRIMINAL GANGS AND CRIMINAL GANG ACTIVITY IN SCHOOLS POLICY - 6702**

The Board of School Trustees of the Clay Community Schools 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.

The following definitions apply to this policy:

Criminal Gang means a group with at least three (3) members that specifically:

(1) either:

(A) promotes, sponsors, or assists in; or

(B) participates in; or

(2) requires as a condition of membership or continued membership; the commission of a felony or an act that would be a felony if committed by an adult or the offense of battery.

Gang activity means a student who knowingly or intentionally actively participates in a criminal gang, or a student who knowingly or intentionally solicits, recruits, entices, or intimidates another individual to join a criminal gang.

Per state law, a school employee shall report any incidence of suspected criminal gang activity, criminal gang intimidation, or criminal gang recruitment to the principal or the school safety specialist. The principal or the school safety specialist may take appropriate action to maintain a safe and secure school environment, including providing appropriate intervention services. Appropriate consequences and remedial actions are those that take into consideration the severity of the offenses and consider both the developmental ages of the student offenders and the students' histories of inappropriate behaviors per the code of conduct.

Any corporation and school employee who promptly reports an incident of suspected gang activity and who makes this report in compliance with the school corporation procedures is immune from a cause of action for damages arising from any failure to remedy the reported incident.

The principal or designee shall conduct a thorough and complete investigation for each report of suspected gang activity. The investigation shall be initiated by the principal or the principal's designee within one school day of the report of the incident. The principal may appoint additional personnel and request the assistance of law enforcement to assist in the investigation. The investigation shall be completed and the written findings submitted to the principal as soon as possible, but not later than five school days from the date of the report of the alleged incident of criminal gang activity.

The principal shall take any appropriate disciplinary actions based upon the findings of the investigation, in accordance with the code of conduct. The superintendent of the school corporation is authorized to define the range of ways in which school staff and the principal or the principal's designee shall respond once an incident of criminal gang activity is confirmed, according to the code of conduct. Consequences for a student who engages in gang activity may range from positive behavioral interventions up to and including suspension or expulsion.

The principal shall provide the parents of the students who were investigated with information about the investigation. The information to be provided to parents includes the nature of the investigation, whether the corporation found evidence of criminal gang activity, and whether consequences were imposed or services provided to address the activity. This information is to be provided in an expedited manner.

As appropriate to the investigation findings, the principal also shall provide intervention and/or relevant support services. The principal shall inform the parents of all students involved in alleged incidents and discuss the availability of counseling and other intervention services.

Support services may include one or more of the following:

1. Gang awareness education that shows promise of effectiveness based on research. The gang awareness education information should be revised and updated regularly to reflect current trends in gang and gang-like activity.

2. Culturally and/or linguistically appropriate services/supports for parents and families.

3. Counseling coupled with mentoring for students and their families.

4. Community and faith-based organizations and civic groups.

5. Viable, sustainable after-school programs developed in collaboration with other stakeholders.

6. Job training and employment opportunities as both a deterrent to gang involvement and an incentive to leave gang involvement.

7. School sanctioned/facilitated extra-curricular activities.

The principal shall submit the report to the superintendent of the school corporation within ten (10) school days of the completion of the investigation. The superintendent or his/her designee shall report the results of each investigation to the school board on a quarterly basis during regularly scheduled board meetings.

Each school within the school corporation shall record the number of investigations disposed of internally and the number of cases referred to local law enforcement, disaggregated by race, ethnicity, age, and gender. Each school shall report this information to the school corporation superintendent who shall submit a written report to the Indiana Department of Education by June 2 of each year.

This policy shall be annually disseminated to all parents who have children enrolled in a school within the school corporation. Notice of this policy must be published in student handbooks and all other publications of the school corporation that set forth the rules and procedures for schools within the school corporation.

School officials are encouraged to collaborate with stakeholders to provide gang prevention and intervention services and programs, including but not limited to:

1. Provide training for staff and teachers on gang prevention and intervention resources within a jurisdiction on a periodic basis. The gang awareness information should be revised and updated regularly to reflect current trends in gang activity.

2. Create formalized collaboration plans between local school administration and community based prevention and intervention providers (possibly using the existing County Safe School Commissions as points of contact). The formalized collaborations should make effective, coordinated, and maximized use of federal funding a priority.

3. Coordinate resources and funding opportunities to support gang prevention and intervention activities.

LEGAL REFERENCE: IC 20-26-18, IC 20-33-9-10.5, IC 35-45-9-1

### **CRISIS MANAGEMENT AND PREVENTION**

Clay Community Schools considers the safety of our students and staff to be a top priority. In an effort to provide a safe and orderly environment for all students and staff, Clay Community Schools, in conjunction with the Clay County School Safety Commission, has adopted a corporation-wide Crisis Prevention Plan. All personnel have received crisis prevention and management training; as well as, an emergency procedure guide. It is our hope that by educating and training our staff, we will be more prepared to react in the proper manner should a crisis situation occur.

In addition, we work closely with local law enforcement agencies to provide a safe and secure environment.

**The following information explains the Lockout/Lockdown Codes:**

**LOCKOUT:** Schools are operating under heightened alert status. Buildings and classrooms will be locked, but students will participate in normal classroom activities. Students are not to leave their classrooms unless an adult is with them. Students will not be released from school until law enforcement personnel and school officials have determined that the situation is safe. Student sign-out locations and procedures will be determined and announced at each building, depending on the specific situation. No outside activities will be conducted.

**LOCKDOWN:** Schools are in total lockdown mode. Students will not be released from school until the LOCKDOWN status is lifted. This may extend beyond the regular school day. In the event that a LOCKOUT or LOCKDOWN is declared in CCS, local media will be contacted. Information will then be announced on local television and radio stations. The information will also be posted on the CCS website, [www.clay.k12.in.us](http://www.clay.k12.in.us).

Your knowledge of the codes is extremely important.

**CURRICULUM / INSTRUCTIONAL PROGRAM**

In Clay Community Schools, it is our goal to insure that the students receive the very best education possible. We look forward to working with each parent and student to help us accomplish this educational goal. The most successful educational programs are those in which the parents and teachers work together for the benefit of the child.

Every effort has been taken to insure that your child has the most qualified teacher using the most appropriate teaching strategies, locally developed curriculum, the best resources available, and a learning environment that is conducive to positive learning.

The elementary school instructional program follows the requirements of the Indiana Department of Education. Grades kindergarten through five are full days and offer programs in English/language arts, which includes reading, writing, spelling, and penmanship; social studies, health, mathematics, science, music, art, and physical education. Clay City Elementary offers a full day program for kindergarten through sixth grade.

If at any time during the year you have questions or concerns about the educational program, please feel free to contact the teacher or building principal.

**DIRECTORY INFORMATION**

Directory information is information that is generally not considered harmful or an invasion of privacy if released and can be disclosed to outside organizations without a parent's prior written consent. Directory Information can be included, but not limited to, drama productions; yearbook; honor roll or other recognition lists; graduation programs; and, sports activity sheets and programs.

The school corporation may release certain "directory information" including the student's name, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, the most recent school attended, address, telephone listing, parent home and work telephone numbers, electronic mail address, photograph, videotape not used in a disciplinary matter, grade level, student I.D., user I.D. or other personal identifier that cannot be used to access education records without a PIN, password, motor vehicle description (including license plate number), hair and eye color, race, sex, height, weight, student work displayed at the discretion of the teacher with no grade displayed, etc., and other similar information without parental consent to newspapers, magazines, radio and television, colleges, civic organizations or similar groups, state or local

government, or publish such information in its own publications, programs, or by other means unless the parent notifies the school district in writing by September 1 that he/she does not want any or certain designated directory information released to such parties. If a student enrolls after September 1, a parent or student has 14 calendar days after enrollment to submit an objection in writing to the building principal. A school corporation must continue to honor such an opt-out request when the student leaves school until the student, or parent in case of an eligible student, rescinds the opt-out request.

Parents desiring to object to this disclosure of all or certain of the categories of directory information to parties not entitled to access of such information under Section IV (A) of this policy should state denial in writing to the principal's office.

A parent may deny consent for release of all directory information or he/she may selectively deny consent by identifying those categories or directory information he/she does not wish released about his/her child.

Building principals shall ensure that parents and eligible students are informed of their right to object to the release of directory information.

**DRESS CODE POLICY**

Pupils are expected to come to school dressed in a manner which is accepted as being in good taste and appropriate for weather conditions. Wearing apparel shall be neat, clean, safe and should not be lewd, vulgar, and offensive to school purposes. The following infractions include, but are not limited to, examples of the dress code which would result in disciplinary action:

- Students must dress appropriately for school.
- Shoes must be worn at all times.
- Outerwear is not to be worn inside buildings during the regular school day.
- Garments may not be of the see-through or revealing variety, and shoulders should be covered.

Wearing apparel that is sexually suggestive or that features crude or vulgar lettering or printing and pictures that depict drugs, tobacco, alcoholic beverages, racial/ethnic slurs, or gang affiliation is not acceptable.

Oversized apparel (including baggy pants worn low on the waist and overalls with unfastened straps) is not allowed.

Body-piercing jewelry must be limited to the ears. No jewelry should be worn in the eyebrow, nose, tongue, or other visible places. Any other piercing should be covered by clothing.

**EMERGENCY PREPAREDNESS FOR PUPIL SAFETY**

Emergency preparedness plans that are intended to provide for the safety and well-being of all students and staff in the school corporation have been formulated in case of adverse weather conditions, flash floods, fire, tornado, earthquake, winter storms, and man-made disasters. Drills are held on a regular basis to familiarize school personnel and students with proper emergency procedures.

**ENROLLMENT**

Any child who is five (5) years old on or before August 1 is eligible to attend kindergarten. There is an early admissions policy for entrance to kindergarten for children with a birth date from August 2 through October 31 with specific requirements and deadlines to be met. Application must be made by August 1 to the principal in your school district for the process to be implemented. Please call the principal's office for the policy details.

Each child shall attend either a public school or some other school which is taught in the English language, from the date on which the child officially enrolls in school or the beginning of

the fall school term for the school year in which the child becomes seven (7) years of age, whichever is earlier. School attendance is compulsory until the student either graduates or reaches age eighteen (18).

IC20-33-2-10 Proof of Birth and Former School Records

- a. Each public school shall and each private school may require a student who initially enrolls in the school to provide:
  1. the name and address of the school the student last attended, if any; and
  2. a certified copy of the student's birth certificate or other reliable proof of the student's date of birth.
- b. If the document described in subsection a (2):
  1. is not provided to the school within thirty (30) days of the student's enrollment;
  2. appears to be inaccurate or fraudulent; the school shall notify the Indiana Clearinghouse for information on missing children under IC 10-13-5-5 and determine if the child has been reported missing.
- c. If a student enrolls in a school, the school shall, within fourteen (14) days of enrollment, request the student's records from the last school the student attended, if any.
- d. A school in Indiana receiving a request for records shall promptly send the records to the requesting school. However, if a request is received for records to which a notice has been attached under IC 31-36-1-5, the school:
  1. shall immediately notify the Indiana Clearinghouse for information on missing children; and
  2. may not send the school records without the authorization of the Clearinghouse.

Proof of custody is also required.

Parents shall furnish the school with the following information on students enrolling in school for the first time:

1. home/present address, telephone number, etc...;
2. birth certificate;
3. health care information, including up-to-date immunization records.

Parents shall furnish the school with the following information on transfer pupils:

1. home/present address, telephone number etc...;
2. birth date, birth certificate, if it is the student's first time to enroll in any school;
3. report card, transfer letter, or other school form indicating previous enrollment;
4. health care information, including present immunization status.

#### **Requests to Enroll from a Non-Public School:**

Children desiring to enroll in Clay Community Schools who have been in a non-public school (religious, private, home schools and others) must meet one of the two following requirements:

1. Provide assessment information from the past 3 to 6 months which includes:
  - a. achievement test results;
  - b. recognized program assessments; or
  - c. accredited private school records.
2. **For Grades 2-8:**

Complete a school placement survey which may include:

- a. Northwest Evaluation Association (NWEA) Measure of Academic Progress and/or
- b. State or local diagnostic assessment to be determined by the school corporation.

#### **For grades 9-12:**

In order to receive credit(s) for high school classes, a student must pass a final assessment for the course.

In order to allow time for the necessary placement evaluation, the request to enroll a student from a non-public

school must be made 2 weeks prior to the time students enter school — preferably at the beginning of the year or semester.

**Note:** Indiana Article 7 will be followed for students who have previously received Special Services.

All enrollment forms must be completed and returned to school as soon as possible. In case of illness or accident this information will be used to contact the parent or relative; therefore, it is very important that this information be accurate.

If a student's address or telephone number is changed during the school year, parents should notify the school immediately. The school will be discreet in handling unlisted telephone numbers of students.

### **ENVIRONMENT**

It is the policy of Clay Community Schools to have a learning and working environment that does not discriminate by race, religion, sex, color, national origin, age, or disability and that is free from sexual harassment. Complete copies of specific policies and procedures are available upon request.

### **FAMILY VACATIONS QUALIFYING AS EDUCATIONALLY RELATED NON-CLASSROOM ACTIVITIES**

The Clay Community School Cooperation understands that family trips can be an important educational experience. Indiana Code 20-33-2-17.5 allows the governing body of a school corporation to authorize the absence and excuse of a student who attends any educationally related non-classroom activity, including family trips.

In order for the absence to qualify, the educationally related non-classroom activity must meet all the following conditions:

- Is consistent with and promotes the educational philosophy and goals of the school corporation and the state board.
- Facilitates the attainment of specific educational objectives.
- Is a part of the goals and objectives of an approved course or curriculum.
- Represents a unique educational opportunity.
- Cannot reasonably occur without interrupting the school day.
- Is approved in writing by the school principal.

Under IC 20-33-2-17.5 Compulsory attendance; exceptions; educationally related non-classroom activity; non-classroom activity; The Clay Community Schools' governing body will allow the building principal discretion in excusing, for up to ten (10) days, student absences for family trips. The building principal may excuse the absences if the parent or guardian indicates that the family trip is for educational purposes (e.g., a trip for an educational or cultural experience), the parent indicates the length of time the student will be away and when the student will return, the principal agrees in writing that the purpose of the trip is educational, and the student completes all regular classroom assignments. \*Please note, family trips are not school sponsored, therefore the absences will not be excused for the purposes of building level perfect attendance calculation.

In addition to the previously stated stipulations, the building principal may require assignments based upon the Indiana State Standards to be completed by the student prior to the student returning to school. If the building principal requires the student to complete assignments, failure of the student to submit the completed assignments on the date the student returns to school will result in the family vacation days being considered unexcused.

## GRADING SCALE

In an effort to establish consistency in grading practices throughout Clay Community Schools, to make the best use of the student data management system, and to provide a clear, valid and reliable system of grading for teachers, students and parents, the following grading scale is required:

Percent	Grade	Numerical Equivalent	Range (maximum & minimum range within which a letter grade will be assigned)
100	A+	4.0	4.000
93-99	A	4.0	4.000 – 3.834
90-92	A-	3.667	3.833 – 3.500
88-89	B+	3.333	3.499 – 3.167
83-87	B	3.0	3.166 – 2.834
80-82	B-	2.667	2.833 – 2.500
78-79	C+	2.333	2.499 – 2.167
73-77	C	2.0	2.166 – 1.834
70-72	C-	1.667	1.833 – 1.500
68-69	D+	1.333	1.499 – 1.167
63-67	D	1.0	1.166 – 0.834
60-62	D-	0.667	0.833 – 0.500
0-59	F	0.0	0.499 and below

### Computing Semester Grades:

Semester grades are figured on a ratio of 42.5%:42.5% :15% for each grading period and final exam. Each nine weeks grade is equivalent to 42.5% of a semester grade. The final exam is equivalent to 15% of the semester grade. A numerical equivalent is assigned to each letter grade given at the nine weeks and final exam and an arithmetic average is computed. That average falls into one of the ranges and that range is then re-converted to a letter grade.

## HABITUAL TRUANT POLICY

- A. A “habitual truant” is defined as a student who has eleven (11) or more days of unexcused absences in one school year.
- B. All students who are at least thirteen (13) years of age but less than the age of fifteen (15) years, and who are determined to be a habitual truant per the definition above, are subject to Indiana Code 20-33-2-11, which provides that any person who is determined to be a habitual truant as defined by school board policy cannot be issued an operator’s license or learner’s permit until the age of eighteen (18) years, or until the student’s attendance record has improved as determined by the school board upon the review of the student’s record.
- C. Procedures developed for the administration of this law shall include provisions for periodic review of all students determined to be habitual truants, and their reclassification, when warranted.

## HEAD LICE

Head lice have become more and more of a problem over the last few years. Your help in inspecting your child at least weekly throughout the school year for the presence of head lice would be greatly appreciated and assist in keeping the problem under control.

The school nurses conduct routine screenings at school. If a student is found to have live lice, parents are notified, and the student is sent home to be treated. Classrooms are vacuumed, desks are cleaned, and bathrooms are disinfected daily at school.

Please notify the school nurse if you suspect your child is infected with head lice or you have any further questions

regarding treatment or need financial assistance. A detailed letter describing treatment and removal of head lice will be sent home at the beginning of each school year and is available in the school office.

## HEALTH SERVICES

One Coordinator of Health Services, three registered nurses, and four licensed practical nurses offer health services to students in the school corporation.

The nurses will routinely screen students' vision in grades K, 1, 3, 5, and 8 and hearing in grades K, 1, 4, 7 & 10.

## HOMEWORK

The Board recognizes that homework is a worthwhile activity for students. Homework is an out-of-school assignment that contributes to the educational progress of the student. It should be an extension of class work and should be related to the objectives of the curriculum presently studied.

Teachers may give homework to students to aid in their development. The type, frequency, and quantity of homework assigned should be determined by the teacher to meet the needs of the students. Homework should be an application or adaptation of a classroom experience; it should not be assigned for disciplinary purposes; assignments before school vacation should be avoided and homework should be distributed throughout the grading periods.

Homework should fulfill the following purposes or objectives:

- to review, to reinforce, or to extend classroom learning by providing practice and application of knowledge gained;
- to teach students responsibility and organizational skills and encourage independent study;
- to promote wise and orderly use of time;
- to encourage a carry-over of worthwhile school activities into permanent career and leisure interests;
- to provide opportunity for broad enrichment.

## ILL STUDENTS

Please remember to keep children home if they are vomiting, have diarrhea, or fever. **Students should be fever free for 24 hours without FEVER REDUCING MEDICATIONS before returning to school.**

## IMMUNIZATION POLICY

### A. STATEMENT OF IMMUNIZATION

Parents of a child who has enrolled in the school corporation are required to furnish, no later than the first day of school, a written statement of a child's immunization record, accompanied by the physician's certificate or other documentation, unless a written statement of this nature is already on file with the corporation.

Except as provided in Part B, the statement must show that the child has the following immunization: MINIMUM IMMUNIZATION REQUIREMENTS FOR SCHOOL ENTRY 2017-2018.

#### 3 to 5 years old

- 3 Hepatitis B (Hep B)
- 4 Diphtheria, Tetanus & Pertussis (DPaT)
- 3 Polio (Inactivated Polio)
- 1 Measles, Mumps & Rubella (MMR)
- 1 Varicella

#### KINDERGARTEN-GRADE 3

- 3 Hepatitis B (Hep B)
- 5 Diphtheria, Tetanus & Pertussis (DPaT)
- 4 Polio (Inactivated Polio)
- 2 Measles, Mumps & Rubella (MMR)
- 2 Varicella
- 2 Hepatitis A (Hep A)

#### GRADES 4-5

- 3 Hepatitis B (Hep B)
- 5 Diphtheria, Tetanus & Pertussis (DPaT)
- 4 Polio (Inactivated Polio)
- 2 Measles, Mumps & Rubella (MMR)
- 2 Varicella
- 2 Hepatitis A (Hep A)\*

#### GRADES 6-11

- 3 Hepatitis B (Hep B)
- 5 Diphtheria, Tetanus & Pertussis (DPaT)
- 4 Polio (Inactivated Polio)
- 2 Measles, Mumps & Rubella (MMR)
- 2 Varicella
- 1 Tetanus & Pertussis (Tdap)
- 1 Meningococcal (MCV4)
- 2 Hepatitis A (Hep A)\*

#### GRADE 12

- 3 Hepatitis B (Hep B)
- 5 Diphtheria, Tetanus & Pertussis (DPaT)
- 4 Polio (Inactivated Polio)
- 2 Measles, Mumps & Rubella (MMR)
- 2 Varicella
- 1 Tetanus & Pertussis (Tdap)
- 2 Meningococcal (MCV4)
- 2 Hepatitis A (Hep A)\*
- Men B (meningococcal B)\*

**HepB** Two doses alternative adolescent schedule (Recombivax HB given at age 11-15 years x two doses) is acceptable if properly documented.

**DTaP** Four doses of DTaP/DTP/DT are acceptable if 4<sup>th</sup> dose was administered on or after child's fourth birthday.

**Polio** Three doses of polio vaccine are acceptable if 3<sup>rd</sup> dose was administered on or after child's fourth birthday and the doses are all IPV or all OPV

\*The 4<sup>th</sup> dose of polio vaccine **must** be administered on or after child's fourth birthday.

**MMR** if given as single antigen, 2 Measles 2 Mumps and 1 Rubella required

**Varicella** Physician documentation of disease history, including month and year, is proof of immunity for children entering preschool through 5<sup>th</sup> grade. A signed statement from the parent/guardian indicating history of disease, including month and year is required for children in grades 6-12.

**Tdap** A Tdap booster can be given as early as 1 year after a Td vaccination.

**MCV4** One dose is required. Two doses are recommended for grades 11 & 12. Individuals who receive dose 1 after their 16<sup>th</sup> birthday only need 1 dose to be up-to-date.

\*Recommendations for 2017-2018 requirements for 2018-2019. Requirements are determined by the Indiana State Department of Health, Immunization Division – Phone 800-701-0704.

No child shall be permitted to attend school beyond the first day of school without furnishing this written statement, unless:

1. The school gives the parents of the child a waiver, which will not exceed twenty (20) days; or
2. The local health department or a physician determines that the child's immunization schedule has been delayed due to extreme circumstances and the required immunizations will not be completed before the first day of school. In this case, the parent shall furnish this written statement and a time schedule, approved by a physician or the local health department.

#### **B. EXCEPTION TO IMMUNIZATION REQUIREMENT**

No child shall be required to undergo any immunization when his or her parent has religious objections. Such objections

must be in writing, signed by the child's parent, and delivered to the child's teacher or principal annually.

If a physician certifies in writing that a particular immunization required is or may be detrimental to the child's health, the requirement for that particular immunization is inapplicable for that child until it is found no longer detrimental to the child's health. This certification must be delivered to the school annually.

Even in the event that one or more immunizations are not required due to a parent's objection or a physician's certificate that such immunization is harmful to the child, the child's parent must still furnish the written statement described in Part A, although such statement need not show that the immunizations in question have been given.

#### **INDOOR AIR QUALITY**

Clay Community Schools recognizes the importance of indoor air quality. It has established policies to follow state and federal laws and guidelines. Michael Howard, Director of Extended Services, is the Indoor Air Quality Coordinator. He may be contacted at 812-443-4461 Ext. 1821.

#### **INTERNET USE BY STUDENTS**

Students who use the Internet must abide by the Clay Community Schools' Terms and Conditions for Computer/Network/Internet Use and sign a Clay Community Schools' Agreement for Computer/Network/Internet Use. This requires a parent or guardian's signature giving permission for use. This Agreement is valid as long as the student is enrolled in Clay Community Schools unless the Agreement is revoked by parent in writing. This Agreement will be kept with the student's permanent record. Clay Community Schools' Terms and Conditions for Computer/Network/Internet Use are as follows:

1. Clay Community Schools' (CCS) Network and Internet Access — CCS network access is available to authorized CCS students, faculty, and staff members subject to the Terms and Conditions found in this document. The purpose of the access is to facilitate communications in support of research and education. Students utilizing CCS networks and Internet access must first sign an Agreement for Computer/Network/Internet Use and students wishing to have Internet access must also have the signed permission of a parent or legal guardian. Signatures on this Agreement are legally binding and indicate the parties who signed have read the Terms and Conditions set forth in this document and understand their significance.

Use of a school-provided account is a privilege, not a right, and inappropriate use may result in the cancellation of all network and/or Internet privileges and additional disciplinary action. Parents and guardians have the option of requesting, for their children, alternative activities not requiring Internet use. Such a request should be submitted to the building principal in writing.

2. Acceptable Use — The intended use of each CCS network and Internet account is to support education and research which is consistent with the educational objectives of Clay Community Schools. The smooth operation of the network relies upon the proper conduct of each end user who must adhere to the guidelines of Clay Community Schools. A user is responsible for all on-line activities that take place from a school site through his or her account.

The following uses of CCS networks or Internet access are prohibited:

- a. Program Access: Students may not access any program or part of a program not assigned by a CCS staff member.

Students may not access any e-mail account using CCS computers. School administrators may grant exceptions.

- b. **Removable Media:** Students may not copy any program or file to or from a diskette, flash drive, or any other media. A CCS staff member may grant exceptions.
- c. **User Accounts:** Students may not access another individual's files, information, or software without prior authorization from a CCS staff member. All users must login using their own user ID, keep all passwords secret and contact a staff member immediately if a password has been learned by another person. Users may not vandalize, damage, disable, or "hack" the files of others.
- d. **System Resources:** Users should not use the network in such a way that would waste system resources or disrupt the use of the network by others. This includes, but is not limited to, excessive printing and file storage, as determined by the supervising instructor.
- e. **Network Etiquette:** Users are expected to abide by the behavior conduct described in the student handbook. Rules that apply "in person" also apply on the network. They should be polite and use appropriate language. Do not use profanity, vulgarities, or any other inappropriate, offensive, harassing, or "stalking" language or behaviors.
- f. **Copyrights:** Users may not violate copyright laws or otherwise use the intellectual property of another individual or organization without the expressed written permission of the owner. The term "owner" includes, but is not limited to, authors, publishers, performers, artists and their agents. Students may employ material under proper use of the "Fair Use" law with permission from the supervising instructor.
- g. **On-line Activities:** Students may not purchase any goods or services through any CCS provided on-line service. Users may not use the network for commercial gain, product advertisement, or political lobbying.
- h. **Personal Privacy:** Students may not reveal their personal name, address, phone number(s), bankcard number(s), etc. or those of anyone else on-line. Users must also be cautious of unsolicited on-line contact and advertising. Report communications that are suspicious or cause discomfort to a CCS staff member immediately.
- i. **Unacceptable Uses:** Users may not access, compose, upload, download, or distribute pornographic, obscene, or sexually explicit material or language. Do not use the network to violate any local, state, federal statute or international law. This includes, but is not limited to, transmission of copyrighted material, threatening or obscene material or material protected by trade secret. Immediately back out of any unacceptable web pages that are accessed and delete any unacceptable files and messages that are received. Students should report this immediately to the supervising instructor so that the site may be blocked and the user will not be held accountable.
- j. **Downloads:** Assume that all communications programs, files, and any other information accessible via the CCS network are private, copyrighted property and respect them as such. Do not upload or download any text or graphic file without doing the following:
  - 1) receiving prior authorization by a CCS supervising instructor;
  - 2) verifying that it is legal to do so under U.S. copyright laws;
  - 3) making sure each file is not infected with a computer virus.Other types of files and large graphic files require prior permission of the CCS technology staff.

- 3. **Piracy** — Most software is licensed and protected by federal copyright law. It is illegal to copy or install protected software without proper license(s). Software may be installed on CCS computers under the following conditions:
  - a. License requirements regarding the method and number of installations must be strictly followed.
  - b. Software installed on corporation computers is for educational use only and must be approved by the Director of Technology.
  - c. Software may only be installed by CCS technology staff or by staff with the permission of the Director of Technology.
  - d. Students are not to install software on corporation computers.
  - e. No software may be installed on computers in lab settings except by the corporation technicians.
  - f. Network software must be installed by the corporation technicians.
  - g. Original program media must be kept in the possession of the corporation.  
**NO PERSONAL SOFTWARE IS TO BE INSTALLED ON CORPORATION COMPUTERS.**
- 4. **Privileges** — The use of the CCS networks and the Internet is a privilege, not a right, and inappropriate use will result in a cancellation of those privileges. The system administrators will judge what inappropriate use is and their decision is final. The system administrators may close an account/password at any time, as required. Administrators, faculty, and other professional staff of CCS may request the system administrators to deny, revoke, or suspend specific user accounts/passwords. Failure to follow the guidelines may also result in disciplinary consequences.
- 5. **Vandalism** — Vandalism will result in the cancellation of privileges and any additional disciplinary action deemed appropriate. Payment for the repair or replacement of damaged hardware or for services needed to undo software changes may be required of the offender. Vandalism includes, but is not limited to, defacing, disassembling, or destroying any part of the computer hardware, software or software settings. Students are not to move any cables, switches, and plugs associated with the computers or network. Vandalism also includes any attempt to harm or destroy data of another user, the CCS network, the Internet or any other connected agency or network. This includes, but is not limited to, the uploading or creation of computer viruses, programs, or files that cause harm.
- 6. **Security** — Security on any computer system is a high priority, especially when the system involves many users. If a user feels able to identify a security problem on the CCS network, the user must notify a supervising professional or a system administrator. Do not demonstrate the problem to other users. Students may not, under any circumstances, use another individual's account. Do not give any passwords to another individual. Attempts to login to the system as any other user may result in suspension or cancellation of user privileges. Attempts to login to the system as a system administrator will result in cancellation of user privileges. Any

user identified as a security risk or having a history of problems with other computer systems may be denied access to the CCS network and the Internet.

7. Privacy — Users should not expect that files stored on any school-based computer will always be private. Administrators and faculty may review files and messages to maintain system integrity and to ensure that users are acting responsibly. At any point, the network administrator or his/her designee may view an activity log listing web sites visited by each user.
8. Publishing — Prior to publication on the Internet, home pages that are intended to represent any school or department of Clay Community Schools must be approved by the Superintendent or his/her designee. All web pages representing Clay Community Schools must follow the Web Page Development Guidelines.
9. Consequences of Violation(s) — A violation of the provisions of the Terms and Conditions may result in revocation of the user's network and/or Internet access privileges regardless of the success or failure of the attempt. In addition, school disciplinary action, including suspension or expulsion, and/or appropriate legal action may be taken.
  - a. Initial determination: The school administrators, with the assistance of the teacher, will make the initial determination.
  - b. Due process: The violator will be accorded due process rights in the determination of possible violations and consequences.
  - c. Denial, revocation, or suspension of access: The school administration, in accordance with Clay Community Schools disciplinary procedures, may deny, revoke or suspend any access to CCS network or Internet.
10. Disclaimer — Clay Community Schools and its employees and agents make no warranties of any kind, neither expressed nor implied, concerning the network and Internet access it is providing. Use of any information obtained through the Internet is at the user's own risk. Furthermore, CCS is not responsible for:
  - a. the accuracy, nature, quality, or privacy of information stored on diskettes, hard drives, or servers gathered through Internet access;
  - b. any damages suffered by a user including, but not limited to, loss of data resulting from delays, non-deliveries, misdeliveries, or interruptions in service, computer viruses, or to personal property used to access computers, networks, or the Internet;
  - c. unauthorized financial obligations resulting from the Internet access.

#### **ISTEP+/END OF COURSE ASSESSMENTS (ECA-GQE)**

The Indiana Statewide Testing for Educational Progress-Plus (ISTEP+) measures what students know and are able to do at each grade level. Based on Indiana's Academic Standards, ISTEP+ provides a learning check-up to make sure students are on track and signal whether they need extra help. FOR TESTING DATES, INFORMATION, AND VALUABLE

SUPPLEMENTAL INFORMATION, WE ENCOURAGE YOU TO VISIT [WWW.DOE.IN.GOV](http://WWW.DOE.IN.GOV)

The ISTEP+ End of Course Assessments (ECAs) are criterion-referenced assessments developed specifically for students completing their instruction in Algebra I, Biology I, and English 10.

No student will be eligible to receive a diploma without demonstrating mastery of the Indiana Academic Standards tested on the Graduation Examinations. Students, parents, and school officials should also be aware that the General Assembly has established in **IC 20-32-4** that students who do not achieve a passing score in either the Algebra I or English 10 ECA must retake the Graduation Examination at least once in each succeeding school year as a condition for graduating.

#### **MRSA**

Since 2000, the number of healthy adults and children with MRSA (methicillin-resistant *S. aureus*) bacterial infections has steadily increased. We have only had a few isolated cases in our schools but want to make parents aware of this infectious disease and how you can best prevent becoming infected.

MRSA is almost always spread by direct physical contact and not through the air. Transmission of MRSA may also occur through indirect contact by touching objects, such as towels, clothes, bandages, or sports equipment contaminated by the infected skin of a person with the bacteria. If you are aware of your child having MRSA, please inform the school, so that appropriate measures can be taken to protect others from the infection.

Please notify the school nurse if you suspect your child is infected with MRSA or you have any further questions. A detailed letter describing how you can help prevent and control MRSA will be sent home at the beginning of each school year and is available in the school office.

#### **NON-CUSTODIAL PARENTS**

Upon request, a non-custodial parent, unless restricted by a court order, will be given access to all student report cards, student records, and disciplinary actions. The parent will also be allowed to participate in conferences, classroom visitations, and all other activities.

The student will not be released to the non-custodial parent unless written permission is given by the custodial parent.

A certified copy of a court order restricting the rights of the non-custodial parent shall be provided to the principal should a custodial parent wish to prohibit the distribution of information to, and the school visitations of, the non-custodial parent.

#### **NOTIFICATION OF ASBESTOS MANAGEMENT PLAN**

Under the Asbestos Hazard Emergency Response Act (AHERA) of 1986, Clay Community Schools is required to notify annually all school building employees, building occupants or their legal guardians of the availability and location of the Asbestos Management Plans and of any post-response action activities, including periodic re-inspections and surveillance activities that are planned or in progress.

In the past year the only AHERA related activities conducted have been the routine maintenance of building materials and the periodic



surveillance of all building materials to maintain current information on the condition of materials in our buildings, and to ensure that these materials remain in good condition. In April 2009 Astesco Laboratory, Inc., an accredited consulting firm, conducted the AHERA mandated 3 year re-inspection of all school buildings. Supplemental inspections have been conducted since that time. The 3-Year Re-inspection will be conducted in April 2019. The records of these surveillances are available at the Administration Office.

In the coming year the only planned activities, under the AHERA Standard, is routine maintenance of building materials and the periodic surveillance of all building materials. The periodic surveillances are scheduled for October 2017 and April 2018. The AHERA Management Plans are available for public review at the Administration Office. This notice satisfies the annual notification requirement for Clay Community Schools under the AHERA Standard.

#### **NWEA**

The Measures of Academic Progress (MAP) is a computerized leveled test created by Northwest Evaluation Association, located in Portland, Oregon. The test measures your child's general knowledge in reading, language usage, and math.

Students in grades kindergarten through 2 will take the NWEA tests in the fall, winter, and spring of each school year to help track student progress or growth in these basic skills.

The NWEA may also be used to make determinations for high ability designation.

#### **PESTICIDE APPLICATION POLICY**

Clay Community Schools is committed to providing students a safe environment. It seeks to prevent children from being exposed to pests and pesticides. While pesticides protect children from pests that may be found in the school and its surrounding grounds, under some circumstances they may pose a hazard to children. Therefore, pest control practices may involve a variety of chemical and non-chemical methods that are designed to control pests effectively while minimizing potential pesticide exposure to children.

Pesticides will be applied by certified pesticide applicators only when students and staff members are not present, such as during non-instructional time or school vacation periods.

The school will provide notice to any parent who requests such notice at least two school days prior to the date the pesticide application is to occur. If you would like to be given notice of pesticide applications, please notify your building principal. You will be given a form to complete and you will be notified of any pesticide application with at least a 48 hour advanced notice.

A complete copy of the pest control policy is available upon request from your building principal or the Central Administration Office. The contact person for additional information is the Director of Extended Services at (812) 443-4461.

#### **POWERSCHOOL PORTAL**

The classroom landscape is changing and the increased communication between parents, students and teachers is

impacting student achievement in new ways. Whether inside or outside the classroom, online access to schedules, grades, homework, and attendance information makes it easy for students, parents and teachers to monitor academic progress.

Parents and students can access the PowerSchool Portal with a unique user Access ID and Access password which will be mailed to each family. ***How to Log into PowerSchool Portal website:***

**[powerschool.clay.k12.in.us/public/](http://powerschool.clay.k12.in.us/public/)** Create a **username** in the first field. Create a **password** in the second field. **Click Enter.** The Power School Portal start page appears.

#### **REHABILITATION ACT - SECTION 504**

It is the policy of Clay Community Schools not to discriminate against any otherwise qualified individual with a disability solely by reason of his/her disability in admission or access to, or treatment or employment in any program or activity sponsored by this school corporation.

Inquiries regarding compliance with this policy should be directed to Dr. Doug Lunn, Director of Special Services for Clay Community Schools, 800 South Alabama Street, Brazil, IN 47834, (812) 448-8036.

#### **REPORT CARDS**

Report cards for elementary students will be distributed on Friday following the end of each nine week grading period. Kindergarten cards and/or grades one through five and Clay City Elementary 6th grade report card envelopes should be signed by the parent(s) or guardian and returned to the school on the following day.

1. Grades One and Two – Grades are to be given in the following manner:
  - a. First Nine Weeks – Begin giving regular grades for English, Reading, Spelling, and Math
2. Grades Three, Four and Five – Grades are to be given in the following manner:
  - a. First Nine Weeks – Begin giving regular grades for English, Reading, Spelling, Math, Social Studies, Science, and Health  
~ Cursive writing should begin during the second nine weeks of Grade three.
3. Grades One through Five –
  - a. Use 'S', 'U', and/or 'O' for Art, Music, Physical Education
  - b. Use 'O' for Outstanding, 'S' for Satisfactory, or 'N' for Needs Improvement for Writing (Penmanship)
4. It is appropriate to use '+' or '-' with letter grades on the report card; however, we do not use '+' or '-' with 'O', 'S', 'N', or 'U'.

#### **REPORTING IN AND OUT**

Students who arrive at school after the school day has begun will report in at the administration office. For any student leaving school during the school day for any reason, parents must sign out in the administration office and report in upon returning.

#### **REQUEST FOR RELEASING STUDENTS**

Students will be released from school premises only to a custodial parent or guardian unless advance notification is given to the school administration by the student's custodial parent or guardian.

#### **SCHOOL BUS STUDENT CONDUCT**

Acceptable student conduct while on board a school bus is developed through the cooperative

efforts of principals, parents, and bus drivers. School bus passengers are under the supervision, direction, and control of the school bus driver and shall be subject to the discipline of the bus driver and/or principal.

In order to assure each student's safe transportation while traveling on a bus, certain basic rules have been adopted by Clay Community Schools:

- A. Each student shall be seated immediately upon entering the bus in the place assigned by the driver, and remain seated facing forward while the bus is in motion.
- B. No students shall stand or move from place to place during the trip.
- C. Loud, boisterous, or profane language, or indecent conduct shall not be tolerated.
- D. Students shall not be allowed to tease, scuffle, trip, hold, hit, or use their hands or feet or body in any other objectionable manner.
- E. No windows or doors will be opened or closed except by permission of the bus driver.
- F. 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. Students are to enter and exit in an orderly manner.
- G. The students should be waiting at their boarding station when the school bus arrives. All students loading a bus must stand back until the bus has stopped. All students required to cross the roadway must wait for the driver's signal to cross.
- H. Upon recommendation of the bus driver, school authorities may deny the privilege of riding on the school bus to any student who refuses to conduct himself or herself in an acceptable manner on the bus.
- I. Large band instruments, or any large item that cannot be held on a student's lap, shall not be allowed on the bus. No items will be placed in the aisle or in the driver's area. No pets or live creatures will be permitted on a bus.
- J. Eating, drinking, chewing gum, chewing tobacco, or smoking is strictly prohibited on a bus.
- K. All buses are equipped with video and audio recording devices. This equipment is used at the discretion of the Transportation Department to ensure the safety of all students.
- L. No student shall be allowed to ride a bus other than the one he or she is assigned, without the written permission of the student's parent or guardian. Even with a note, seating may not be available.
- M. Large groups of students, such as for a birthday party for a bus riding student, are discouraged from riding a school bus. The parents of the non-riding students are responsible for transportation in such events.

Student violation of the above rules or the policy on vandalism of school property may result in suspension of individual riding privileges. The bus driver may deny a student his riding privilege for a period of one (1) day. The principal may deny a student his riding privilege for a period of ten (10) days or less. The principal may also recommend further disciplinary action including denial of riding privileges for the rest of the semester or school year.

In each case, the student will be afforded an opportunity for an informal meeting.

### **SCHOOL CLOSINGS / DELAYS**

School may be closed or delayed due to severe weather, utility failure, or other emergencies beyond our control. In such cases, announcements of school closings will be made on TV channels 2 and 10, local radio stations, and the school corporation web page at [www.clay.k12.in.us](http://www.clay.k12.in.us). **Students and parents are also encouraged to sign up for text alerts provided by Hi-99 or WTHI.**

Please do not call individual school buildings or the Central Administration Office for school closing information. These telephone lines are to be kept open for emergency purposes.

### **SEARCH AND SEIZURE**

- A. The principal or the principal's designee may search a student during a school activity if the principal has reasonable suspicion for a search of that student. "Reasonable suspicion for a search" is defined as circumstances which would cause a reasonable person to believe that the search of a particular person, place, or thing will lead to the discovery of:
  - 1. evidence of a violation of the student conduct standards contained in the Student-Parent Handbook;
  - 2. anything, which because of its presence, presents an immediate danger of physical harm or illness to any person.
- B. Personal searches of a student shall be limited to:
  - 1. searches of the pockets of the student;
  - 2. any object in the possession of the student such as a purse or briefcase; and/or
  - 3. a "pat down" of the exterior of the student's clothing.
- C. Anything found in the course of a search conducted in accordance with this section which is evidence of a violation of the student conduct standards contained in the Student-Parent Handbook may be:
  - 1. seized and admitted as evidence in any suspension or expulsion proceeding if it is tagged for identification at the time it is seized and kept in a secure place by the principal until it is presented at the meeting;
  - 2. returned to the parent or legal guardian of the student from whom it was seized;
  - 3. destroyed if it has no significant value; or
  - 4. turned over to any law enforcement officer.

### **SOLICITATION**

Students are not allowed to bring items to sell to other students during the school day or on the school bus.

### **SPECIAL PROGRAMS**

Clay Community Schools offer a diversity of curricular opportunities to meet the unique needs of all students.

Special Education and high ability educational opportunities provide a full continuum of related services.

Title I is a federally funded program offered at designated schools. Its purpose is to provide additional instruction and support services to help identified students meet the same content standards expected of all students.

Programs may incorporate in-class (inclusion), small group (clusters), and/or self-contained instructional settings.

## STUDENT BEHAVIOR

### RIGHTS, RESPONSIBILITIES, AND REGULATIONS

Students have a responsibility to refrain from activity that results in a disruption of the education environment or which may infringe on the rights of others.

School administrators have responsibilities through the Due Process Procedure to insure that student order is maintained and that student rights are not violated. This statement has been prepared so that students and parents will understand the rules, the consequences of misconduct, and the rights of everyone involved.

#### Establishment of Policies, Rules, and Regulations

The Board of Trustees of Clay Community Schools and the Superintendent of Schools may establish general rules and policies for all schools in the corporation. In addition, principals may establish written rules, not inconsistent with Board policies, for the operation of their individual schools.

#### School Jurisdiction

The jurisdiction of the school with respect to the school day is anytime a student is on school property or attending a school sponsored activity.

The jurisdiction of the school with respect to rules of conduct apply when:

- A. A student is on school grounds immediately before, during, or immediately after school hours, or at any time when the school is being used by a school group.
- B. A student is off school grounds at a school activity, function, or event (including lunch period).
- C. A student is traveling to or from school or a school activity, function, or event.
- D. A student has engaged in unlawful activity on or off school grounds if the unlawful activity interferes with school purposes or an education function. This includes unlawful activity during weekends, holidays, other school breaks and the summer period when a student may not be attending classes or other school functions.
- E. A student's removal is necessary to restore order or protect persons on school property.

#### Areas of Prohibited Student Conduct

All student misconduct and substantial disobedience are prohibited. Any conduct which causes or which creates a reasonable likelihood that it will cause a disruption or material interference with any school function, activity, or purpose, or that interferes or creates a reasonable likelihood that it will interfere with the health, safety, well-being, or rights of other students, teachers, and staff may lead to disciplinary action.

The following is an enumeration of some of the main areas of conduct which may lead to disciplinary action:

- A. Stealing, causing damage to, or destroying school or personal property if done on school grounds or during a school function or event.
- B. Causing or attempting to cause physical injury or harm to any student, teacher, other school employee, or school visitor.
- C. Bullying any student, teacher, other school employee, or visitor.
- D. Threatening, or intimidating any student, teacher, other school employee, or **visitor**.

- E. Interfering with school purposes or with the orderly operation of the school by using, threatening to use, or counseling other persons to use violence, force, coercion, threats, intimidation, fear or disruptive means.
- F. Possessing, handling, using, transmitting, or secreting a knife or any object that can reasonably be considered a weapon, is represented to be a weapon, or looks like a weapon.
- G. Possessing, handling, transmitting, or secreting any deadly weapon (IC 35-41-1-8) on school property. Under Indiana law, the superintendent/designee shall notify the appropriate law enforcement agency when a student is expelled under this rule.
- H. Possessing, handling, or transmitting any firearm (IC 35-47-1-5) or a bomb (IC 35-41-1-4.3) on school property. Under Indiana law, a student who brings a firearm, destructive device, or a bomb onto school property will be suspended up to 10 days and expelled from school for at least one calendar year with the return of the student to be at the beginning of the first semester after the one year period. The superintendent/designee shall notify the appropriate law enforcement agency when a student is expelled under this rule.
- I. Possessing, handling, using, transmitting, or secreting explosives including fireworks.
- J. Possessing, handling, using, transmitting, or secreting igniters, including but not limited to, cigarette lighters and matches.
- K. Possessing, using, selling, buying, transmitting, or secreting any alcoholic beverage, narcotic, or hallucinogenic drug, marijuana, barbiturate, amphetamine, intoxicant, controlled substance, or any tobacco product. Also, failure to comply with the Substance Abuse Policy contained in this handbook. Building administrators will report a violation, in writing, to the appropriate law enforcement agency.
- L. Involvement in any conduct on school premises or during a school function or event which violates local, state, or federal law, where such conduct or the likelihood of engaging in such conduct poses a clear and present danger to the health, welfare, or safety of other students, teachers, other employees, or visitors.
- M. Refusal or failure to comply with state attendance laws and school rules regarding the attendance policy contained in this handbook, including, but not limited to, truancy from school or specific classes and tardiness to school in general or to specific classes.
- N. Gambling on school premises or at school events.
- O. Failure to comply with the smoking restrictions for school buildings as established by local and state government agencies and individual schools.
- P. Willful failure to comply with the direction of teachers, student teachers, school aides, bus drivers, or other authorized personnel.
- Q. Failure to comply with the guidelines on school bus student conduct contained in this handbook.
- R. Subject to the lawful exercise of First Amendment Rights, participating in any activity which substantially disrupts or materially interferes with, or is likely to so disrupt or

interfere with, any school function, activity, or purpose, including, but not limited to, excessive noise, littering of school buildings, grounds, or the immediate area surrounding the school, and use of offensive language or gestures. Freedom of expression may not be used to present material or actions which tend to be obscene or slanderous, or to defame character, or to advocate violation of federal, state, and local laws, or official school policies, rules, and regulations.

- S. Dressing or grooming in a manner which violates the Dress Code Policy contained in this handbook.
- T. Subject to the lawful exercise of First Amendment Rights, any conduct which publicly or privately presents any school employee with a situation which defiantly challenges that individual's authority.
- U. Inappropriate sexual behavior, unnecessary physical contact and displays of affection between students which disrupts the orderly, business-like educational atmosphere.
- V. Harassing any student, teacher, other school employee, or visitor through conduct or communications of a sexual nature.
- W. Nuisance Devices: - An object/item which does not have legitimate educational purpose and may interfere with orderly conduct of school. Students are not to use the following items or have in plain view the following: cell phones, laser pointers, pagers, I-pods, mp3 players, ear phones, portable DVD players, electronic games, etc. The use of cell phones/cameras for calls, voice, or text messaging or pictures during school hours is not permitted. The use of nuisance devices may cause them to be confiscated and delivered to an administrator to be returned to the parent/guardian. If students are concerned about these items being stolen then they are to be left at home. Administration will not spend school time investigating stolen student personal items that fall within this category. The school is not responsible for personal property that is lost or stolen at school.
- X. Sexting: - Use of a cell phone/cell phone camera, or any other electronic device to text message, send, share, view, or possess sexually explicit language, nude photos, or other sexually provocative material is prohibited. Disciplinary action will result in confiscation of cell phone, suspension, and/or expulsion from school. Parents will be notified. Law enforcement officials could also be notified.
- Y. Repeated violation of any rules or regulations governing student conduct.
- Z. Caps, insignia, emblems, shirts, chains, and other such trappings identified and/or associated with gangs will not be worn or displayed. Students observed displaying such items will be asked to remove them and may receive other disciplinary measure.
- AA. Violation of any of the rules or regulations which have been adopted by specific schools. Violation of any additional school rules which may be adopted during the school year. Proper notification of these rules will be given.

#### **Types of Disciplinary Action**

The types of disciplinary action taken by the school administration may include but will not be limited to the following:

- Conferences
- Detention
- Corporal punishment
- Seclusion and Restraint
- In-school suspension
- Suspension
- Expulsion
- Referral to Juvenile Court
- Other Courses of Action

#### **Definitions and Procedures for Disciplinary Action**

- Conferences — May include counseling with a teacher, guidance counselor, or administrator concerning the behavior problem and recommendation for improvement. Parents may be asked to participate in the conference.
- Detention — Additional time assigned at school, either before, after or during regular school hours (including lunch), under supervision. Students who have detention time to serve are responsible for arranging their own transportation. The detention will be served on the day or days assigned by the principal or designee.
- Corporal Punishment — The use of corporal punishment (paddling) by a teacher or principal is governed by both state statutes and state and federal court decisions. The administering of corporal punishment must be by a teacher or principal in the presence of a school official (teacher or principal) who must be informed of the reason for the punishment beforehand in the presence of the student.
- Use of Seclusion and Restraint – Policy 6433  
Seclusion is the involuntary confinement of a student alone in a room or area from which the student is physically prevented from leaving while provided adult supervision. Seclusion may be used to:
  - (1) restore order to the classroom environment;
  - (2) remove the student from a reinforcing environment;
  - (3) permit the student's emotions to cool down; or,
  - (4) permit the student to engage in a problem-solving process with another staff member. Physical restraint is holding a student or otherwise restricting his or her movement. Physical restraint may be used to control the behavior of a student when that student's behavior poses an imminent danger of causing physical harm to the student or others. When restraint is deemed necessary, Clay Community Schools will make every effort to have staff members who are trained in restraint techniques implement the restraining technique. Other school personnel may employ restraint procedures only in clearly unavoidable emergency circumstances when fully trained school personnel are not immediately available. Untrained staff shall request assistance from trained staff as soon as possible. Seclusion and restraint are last resort interventions that provide the student an opportunity to regain self control while protecting the safety of the student and others. Both interventions will be used as a last resort in maintaining a safe and orderly learning environment for all students and staff. Parents/guardians will be notified of any use of seclusion or restraint with their child as soon as possible (within 24 hours). Legal Reference: I.C. 20-33-8
- In-school Suspension — Time will be spent, during regular school hours, in an assigned area with supervision. Work missed or its equivalent

may be made up for full credit. The student's teachers will be notified of the suspension and the student will receive assignments for completion. The completed make-up work is due when the student returns to class after the suspension period.

- **Suspension** — Disciplinary action whereby a student is separated from school attendance for a period of ten (10) days or less and which does not constitute an expulsion. When expulsion is recommended, the student may be suspended by the superintendent or designee until the date of the expulsion meeting. It is the responsibility of the student to obtain assignments from his/her teachers. The completed make-up work is due when the student returns to class after the suspension period.

Students, including special education students, may be suspended by the principal for no more than ten (10) school days for conduct constituting grounds for expulsion or suspension, including any misconduct or substantial disobedience.

No suspension may be made without affording the student an opportunity for an informal meeting. At the meeting the student is entitled to:

1. a written or oral statement of the charges against him; and
2. if he denies the charge, a summary of the evidence against him; and
3. an opportunity to explain his conduct.

Notice and the informal meeting shall precede suspension of the student except where the nature of the misconduct requires immediate removal. In such a situation, the notice and informal meeting shall follow as soon as reasonably possible after the suspension.

Following suspension, the principal shall send a written statement to the student's parents describing the student's misconduct and the action taken by the principal.

Special education students may be suspended using the same procedure.

- **Expulsion** — Disciplinary action whereby a student:
  1. is separated from school attendance for a period in excess of ten (10) days;
  2. is separated from school attendance for the balance of the then current semester or current year unless a student is permitted to complete required examinations in order to receive credit for courses taken in the current semester or current year; or
  3. is separated from school attendance because his legal settlement is not in the attendance area of the school corporation where the student is enrolled.

When a request for expulsion of a student is filed with the superintendent, the student may be suspended by the principal for no more than ten (10) days. However, the student may be suspended by the superintendent or designee until the date he makes his expulsion decision, if he determines that the student must be suspended immediately to prevent or substantially reduce the risk of:

1. interference with an education function or school purposes; or
2. a physical injury or illness to himself, other students, school employees, or visitors to the school.

However, no student shall be suspended pending an expulsion meeting if the expulsion is requested because the

student's legal settlement is not in the attendance area of the school corporation.

When expulsion proceedings are initiated, the student and his parents will be sent forms which state the charges of misconduct, explain the procedure for requesting a meeting, and describe the meeting procedures.

Special education students may be expelled from school, but only if a case conference precedes the due process procedure. In the event of an expulsion, educational and related services shall not cease. Educational services are determined by the case conference committee.

- **Referral to Juvenile Court** — When a student physically assaults a person having authority over the student, the principal shall make a referral of the student to the juvenile court. "Physical assault" means the knowing or intentional touching of another person in a rude, insolent, or angry manner.

- **Other Courses of Action** — The superintendent, principal, administrative personnel, any teacher, bus driver, or any other person authorized to be in charge of a school function or event is authorized to take such action in connection with student behavior as is reasonably desirable or necessary. Such action shall be taken to help any student, to further school purposes or to prevent an interference therewith, including, but not limited to counseling, parent conferences, assignment of additional work (other than homework), rearrangement of class schedules, requiring the student to remain in school after regular school hours, restriction of extra-curricular activity, removal from a teacher's class for a limited time, or removal from school sponsored transportation.

A copy of the Indiana Law pertaining to Due Process and Pupil Discipline is available upon request.

## STUDENT INSURANCE

Student insurance is made available to every student for a nominal fee at the beginning of each school year. Students may purchase 24 hour coverage for an additional fee. This insurance will help pay medical expenses for accidents occurring while at school, while in route to and from school, or while participating in any school-sponsored activity (except football), either on or away from school premises. Students participating in interschool athletics must carry student insurance or be covered under their parents' insurance policies. All policy plan provisions apply so it is important to read the limitations before purchasing insurance. **The school corporation does not carry insurance to cover student injuries and/or to cover loss or damage to a student's personal property.**

## STUDENT POSSESSION AND SELF-ADMINISTRATION OF MEDICATION

Students may possess and self-administer medications while at school, a school event, or traveling to and from school events under certain conditions. Those conditions are:

1. The parent must file an authorization annually with the principal for the student to possess and self-administer the medication.
2. The parent's authorization must include a physician's statement which includes the following:
  - a. The student has an acute or chronic disease or medical condition for which the physician has prescribed the medication.
  - b. The student has been instructed how to self-administer the medication.

- c. The nature of the disease or medical condition requires emergency administration of the medication.

### STUDENT RECORDS

The Family Educational Rights and Privacy Act, passed by Congress in 1975, provides that parents' rights extend until the student is eighteen years of age, or is enrolled in a post-secondary institution even if he/she has not yet reached his/her eighteenth birthday. An eligible student is one who has reached the age of eighteen or is enrolled in a post-secondary institution.

The law requires that schools receiving Federal funds must:

1. Allow the parent or eligible student to review and inspect the student's record during normal school operating hours. This rule does not apply to records made and kept by one person, such as a psychologist or social worker, which are not shared with anyone but a substitute for that person.
2. Give the parent or eligible student the chance to challenge the records in a hearing to make sure that they are not misleading or inaccurate.
3. Obtain written permission from the parent or eligible student before revealing the records to other persons.
4. Notify parents or eligible students of their rights under this law.

There are some exceptions to rule number 3 above. School personnel may show or turn over records without written permission to:

1. Other officials of the same school including teachers.
2. Officials of other schools in which the student seeks or intends to enroll.
3. Certain federal, state, and local authorities performing functions authorized by the act.
4. Individuals or organizations in connection with a student's application for receiving financial aid.
5. Court or law enforcement officials as permitted by law.

Also, in an emergency, the school may turn over records if failure to do so would probably result in a threat to the subject's health or safety of that of others.

A complete policy governing the collection, classification, and accessibility of data or permanent records has been adopted by the school board. A copy may be obtained upon request.

### STUDENT SURVEYS, ANALYSIS, OR EVALUATIONS OF SCHOOL PROGRAMS

In addition to any other rights with respect to the inspection of instructional materials, the parents or guardian of a child enrolled in Clay Community Schools shall be entitled to inspect those instructional materials which will be used in connection with any survey, analysis, or evaluation as part of any school program or curriculum.

No student shall be required without prior written consent of the student's parent or guardian, as a part of any school program or curriculum, to submit to a survey, analysis, or evaluation which reveals information concerning:

1. political affiliations;

2. mental and psychological problems potentially embarrassing to the student or his/her family;
3. sex behavior and attitudes;
4. illegal anti-social, self-incriminating, and demeaning behavior;
5. critical appraisals of other individuals with whom respondents have close family relationships;
6. legally recognized privileged and analogous relationships, such as those of lawyers, physicians, and ministers;
7. income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program); or
8. religious affiliations.

Any complaints arising under this policy may be submitted in writing to the Superintendent of Schools.

### SUBSTANCE ABUSE POLICY

In compliance with the Drug-Free Schools and Communities Act, it is a violation for students to:

- A. Possess, provide to any other person by sale or otherwise, use, or be under the influence of any substance which is or contains:
  - (1) tobacco (any form)
  - (2) alcohol
  - (3) marijuana
  - (4) stimulant including caffeine based pills and phenylpropanolamine (PPA)
  - (5) intoxicant
  - (6) narcotic drug
  - (7) depressant
  - (8) hallucinogen
  - (9) controlled substance
  - (10) prescription drugs
  - (11) synthetic, and/or look-alike **substances**

Use of medication by a student prescribed by a medical doctor, a dentist, or other health care provide authorized by law to prescribe medication for that student, does not violate this rule. Please see medication policy.

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's office before possessing, using, or providing the medication or substance.

- B. Possess or provide to any person anything used or designed to be used primarily for the storage, processing, delivery, or consumption of:
  - (1) alcohol
  - (2) marijuana
  - (3) stimulants
  - (4) intoxicants
  - (5) narcotics
  - (6) depressants
  - (7) hallucinogens
  - (8) tobacco (any form)
  - (9) controlled substance
  - (10) prescription drugs
  - (11) drug paraphernalia
  - (12) substance used for huffing.

Examples of things which are not to be possessed or provided to another person include: (a) pipes (b) rolling papers (c) clips, etc.

- C. No student may provide or transmit, by sale or otherwise, any substance which he/she represents to be a narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage, stimulant, depressant, or intoxicant of any kind.

- D. No student may possess or use any substance which the student has reason to believe is, or which has been represented to him/her as, a narcotic drug (including tobacco or look-alikes), hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage, stimulant, depressant, or intoxicant of any kind.
- E. Violation of this policy will result in disciplinary action.
- F. Students who are caught having tobacco on school property will be required to attend a Tobacco Education Group (TEG) in lieu of suspension.
- G. Depending on the violation, a student may be recommended to a substance abuse education program at the parent's expense.

Building administrators will report a violation, in writing, to the appropriate law enforcement agency.

#### **Purpose of Drug Testing**

Drug and alcohol abuse in school is a threat to the safety and health of students, faculty, staff, and the community as a whole. It jeopardizes the efficiency and quality of educational programs and has the potential of physical harm. The risks associated with such abuse include impaired judgment, diminished capacity, illness, addiction, and conditions that substantially inhibit a person from performing to his/her fullest ability.

Drug testing of Clay Community Schools students suspected of drug or alcohol use is not intended to be disciplinary or punitive in nature. The educational opportunities offered in various schools will continue to direct students away from drugs and alcohol and toward a healthy, safe, and drug-free life. Every parent has the right to expect that each student is receiving the best education that can be provided by Clay Community Schools, free from the risks and dangers of drug and alcohol abuse.

Testing statistics and results, which shall not include specific student identification, shall be compiled at the end of each school year and made available to the Central Office Administration and to the School Board.

#### **Reasonable Suspicion Drug Test**

All students enrolled in Clay Community Schools are subject to reasonable suspicion drug testing. Clay Community Schools may require any Clay Community Schools student to submit to a chemical test of the student's breath, saliva, or urine if the administration has reasonable suspicion to believe that the student is using or is under the influence of alcohol, marijuana, or any other illegal substance while:

- a. On school grounds.
- b. Off school grounds at a school activity, function, event, or any other school-sponsored activity.
- c. When traveling to or from school by bus or other transportation.

If reasonable suspicion for drug or alcohol use exists, the administrator, or his designee, may conduct a search of the student's clothing, locker, personal belongings, or automobile, as necessary to ascertain whether the student has possession of any alcohol, marijuana, or other illegal substance.

Reasonable suspicion may arise from the following:

- a. A student's behavior.
- b. A student's physical appearance, demeanor, and/or odor.
- c. Any other circumstance which suggests that the student has recently used alcohol, marijuana, or any other controlled substance.
- d. Information communicated to an administrator by a teacher, parent, law enforcement personnel, other adult, or another student indicating that a student is using or under the influence of alcohol, marijuana, or any other illegal substance.

Any administrator, health services personnel, or law enforcement officer trained to administer drug tests may conduct the test of a student's breath, saliva, or urine. After reasonable suspicion has been established by the administrator, a student's refusal to submit to drug testing will result in the administration proceeding as if the test were positive. Agreement to submit to reasonable suspicion testing for the use of drugs and alcohol shall be a condition for participation in extracurricular activities in Clay Community Schools.

The cost of one school-initiated breath, saliva, or urine test will be paid for by the school corporation. A parent or student may elect to have the student retested at a healthcare facility of their choosing. However, Clay Community Schools shall not acknowledge any retesting results if the student refused the drug or alcohol test requested by Clay Community Schools administration. Further, the school's retest form must be completed before retesting is done and the retest must be completed within 24 hours of the school's drug and alcohol test. A student who has tested positive for drugs or alcohol, including a student who has refused to submit to testing, shall be suspended from school until the retest results are provided to the administration, and procedures for expulsion may be initiated. Clay Community Schools is not responsible for the cost of retesting.

Drug testing results are considered confidential by the Clay Community Schools administrative staff, but may be discussed with a student's guidance counselor or other school employee if it is deemed necessary by the administration in order to provide assistance to the student or for the safety of other students. Any student who attempts to alter or substitute a breath test, saliva test, or urine sample may be disciplined by the administration. Both the student whose breath, saliva, or urine sample was altered or substituted and the student who provided the altered or substituted breath, saliva, or urine sample may be subject to discipline, including suspension or a recommendation for expulsion.

Positive test results will result in disciplinary action. Disciplinary action may include mandatory participation in a drug counseling assistance program approved by Clay Community Schools, drug and alcohol prevention activities, suspension, or recommendation for expulsion. Students who test positive and participate in parking/driving privileges or extra-curricular activities, are subject to restriction of those privileges as recommended by the administration and/or as outlined by any additional rules and regulations established by Clay Community Schools.

**TELEPHONE USE**

Children will be permitted to use the telephone if their health or safety is involved. Use of the telephone may be denied for forgotten homework, musical instruments, books, gym shoes, and other similar articles. Telephones may not be used to make arrangements to go home with other students.

Students may not use cell phones on school property without permission. Cell phones are to be turned off and kept in your locker or backpack during school hours. If a student chooses to bring an electronic device to school, the security of the device (IPOD, CD player etc.) is the responsibility of the student. At no time will the Clay Community School Corporation be responsible for preventing theft, loss, or damage to electronic devices brought onto its property.

Important telephone messages from parents will be delivered to the student. Other uses of the telephone by the students will be approved or disapproved by the principal or designee depending on the circumstances.

**TEXTBOOK RENTAL AND OTHER FEES**

Clay Community Schools, in keeping with the provisions of Indiana Law, provides a textbook rental program for all students. Book rental charges for the year are calculated for each subject based on a rate of one-fourth the cost of the textbook. All students regardless of lunch status will be charged full replacement cost for lost or damaged textbooks, novels, workbooks, agendas and library books.

Other charges may be made for required workbooks, fees, and Weekly Reader or Scholastic magazines. The fees and textbook rental amounts will be printed in the newspapers and distributed to parents. These rental fees are payable prior to the starting of school and during the first week of school.

Assistance is available for payment of rental costs to children of families meeting income standards on a free lunch application. Information is available to every student at the beginning of the school year concerning textbook assistance and free and reduced lunch application form. All students in CCS within your household are to be listed and submitted on one application form.

**Schedule of Book Rental Charges and Refunds**

	<b>New Student Charge</b>	<b>Withdrawal Refund</b>
1st Nine Weeks	Full Amount	75%
2nd Nine Weeks	75%	50%
3rd Nine Weeks	50%	25%
4th Nine Weeks	25%	0%

Workbooks and consumables are not included in withdrawal refund.

**TRANSCRIPTS**

Each student has a permanent record of the courses taken, the grades received and attendance record. This record is considered highly confidential. It is a valuable tool in guiding and counseling a student.

Transcripts needed for transfer information may be requested from the principal's office.

**TRANSFERS WITHIN THE DISTRICT**

Clay Community Schools Policy Handbook item 6220. A transfer may be revoked if the transferred student creates a disruption or is a discipline or attendance problem in the receiving school. In this case, the student would need to return to his/her home school.

**VANDALISM OF SCHOOL PROPERTY**

If it is determined that damage has resulted from the student's conduct or possession of a knife, or any instrument used destructively to mar, damage, deface, or destroy school property of any kind or description, including school buses, the parent of the student responsible shall be required to reimburse the school corporation in the amount of that damage.

**Notes**

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