

# **Clay Community Schools**

## **Secondary Schools Corporation Handbook**

**2018-2019**

***Adopted: April 12, 2018  
by Board of School Trustees***

## **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
At-Risk Programs	Mr. Chris Ross
Curriculum/Grant Coordinator	Mrs. Kathy Knust
District Technology Instructional Specialist	Ms. Dianna Knox

## **PRINCIPALS**

Clay City Elementary	Mr. Michael Owens
Clay City 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

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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 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, 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 the rate at which they learn, talents, interests, cultural background, life experiences, abilities, and in other ways. 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 handicaps.

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 for a feeling of security and a successful climate of learning. This positive climate will allow the individual the 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 student needs and help them to meet successfully 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 that it is necessary to help equip each student for informed and understanding participation in the democratic process through which America is governed. As members of a democratic, capitalistic economic system, students should have instruction in the importance and interdependency of the various components of that system.

The Corporation believes in encouraging and demonstrating pride in our community, state, and nation, and pride 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.

## **GENERAL INFORMATION**

### **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.

### **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. Clay Community Schools has also adopted the ALICE Program as its active shooter training program. 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.

### **GRADUATION CREDIT REQUIREMENTS FOR INDIANA HIGH SCHOOL DIPLOMAS GENERAL DIPLOMA**

The completion of Core 40 is an Indiana graduation requirement. Indiana’s Core 40 curriculum provides the academic foundation all students need to succeed in college and the workforce.

To graduate with less than Core 40, the following formal opt-out process must be completed:

- The student, the student’s parent/guardian, and the student’s counselor (or other staff member who assists students in course selection) must meet to discuss the student’s progress.
- The student’s Graduation Plan (including four year course plan) is reviewed.
- The student’s parent/guardian determines whether the student will achieve greater educational benefits by completing the general curriculum or the Core 40 curriculum.
- If the decision is made to opt-out of Core 40, the student is required to complete the course and credit requirements for a general diploma and the career/academic sequence the student will pursue is determined.

#### **Course and Credit Requirements**

English/Language Arts	8 credits in literature, composition and speech
Mathematics	4 credits (2 credits Algebra I and 2 credits any math course) <i>General diploma students are required to earn 2 credits in a Math or a Quantitative Reasoning (QR) course during their junior or senior year. QR courses do not count as math credits.</i>
Science	4 credits (2 credits Biology I, 2 credits any science course) <i>At least one credit must be from a Physical Science or Earth and Space Science course</i>
Social Studies	4 credits (2 credits US History, 1 credit US Govt., 1 credit Economics)
Physical Education	2 credits
Health and Wellness	1 credit ( <i>There is a Family Consumer Science alternative for the health requirement.</i> )
Career and Technical Education Required Courses	1 credit Digital Applications and Responsibility (formerly Information Communications & Tech.) 1 credit Preparing for College and Careers 1 credit Personal Financial Responsibility
Career Academic Sequence	6 credits (Selecting electives in a deliberate manner to take full advantage of career exploration and preparation opportunities)
Flex Credit	5 credits To earn the 5 Flex Credits a student must complete one of the following: <ul style="list-style-type: none"> <li>• Additional courses to extend the career-academic sequence.</li> <li>• Courses involving workplace learning, which may include the following courses: Career exploration internship, career planning and success skills (internship), business cooperative experiences, cooperative family and consumer sciences, industrial cooperative education, interdisciplinary cooperative education, marketing field experience.</li> <li>• Advanced career-technical education, college credit</li> <li>• Additional courses in: language arts, social studies, mathematics, science, world languages, fine arts</li> </ul>
Electives	11 credits
<b>Total: 48 Credits</b>	

**Diploma Graduation Requirements**

Subject Area	Core 40 Diploma	Core 40 with Academic Honors	Core 40 with Technical Honors
<b>English/LA</b>	<b>8 credits</b>	<b>8 credits</b>	<b>8 credits</b>
	Literature, Composition, Speech	Literature, Composition, Speech	Literature, Composition, Speech
<b>Mathematics</b>	<b>6 – 8 credits</b>	<b>8 credits</b>	<b>6-8 credits</b>
	Algebra I, Geometry, Algebra II,  <i>Students must earn 6 math credits in grades 9-12 and must take a math or quantitative reasoning course each year in high school</i>	2 credits each in Algebra I, Geometry, Algebra II, and 2 additional Core 40 Math Credits  <i>Students must earn 6 math credits in grades 9-12 and must take a math or quantitative reasoning course each year in high school</i>	Algebra I, Geometry, Algebra II,  <i>Students must earn 6 math credits in grades 9-12 and must take a math or quantitative reasoning course each year in high school</i>
<b>Science</b>	<b>6 credits</b>	<b>6 credits</b>	<b>6 credits</b>
	2 credits Biology; 2 credits Chemistry, or Physics, or Integrated Chemistry/Physics; 2 additional credits from any Core 40 science course	2 credits Biology, 2 credits from one of the following: Integrated Chemistry/Physics, Chemistry, or Physics; and 2 more credits from any Core 40 science course.	6 credits in laboratory science from the following: 2 Biology; 2 Chemistry, or Physics, or Integrated Chemistry/Physics; 2 additional credits from any Core 40 science course
<b>Social Studies</b>	<b>6 credits</b>	<b>6 credits</b>	<b>6 credits</b>
	2 credits U.S. History; 1 credit U.S. Government; 1 credit Economics 2 credits World History or Geography and History of the World	2 credits U.S. History, 1 credit U.S. Government, 1 credit Economics, and 2 credits of either World History/Civilization or Geography/History of the World.	6 credits distributed as follows: 2 credits U.S. History, 1 credit U.S. Government, 1 credit Economics, and 2 credits of either World History/Civilization or Geography/History of the World.
<b>Physical Education</b>	<b>2 credits</b>	<b>2 credits</b>	<b>2 credits</b>
<b>Health &amp; Wellness</b>	<b>1 credit</b>	<b>1 credit</b>	<b>1 credit</b>
	<i>There is a Family Consumer Science alternative for the health requirement</i>	<i>There is a Family Consumer Science alternative for the health requirement</i>	<i>There is a Family Consumer Science alternative for the health requirement</i>
<b>Local Requirement</b>	<b>3 credits</b>	<b>3 credits</b>	<b>3 credits</b>
Required Courses	1 credit Digital Applications and Responsibility (formerly Information Communications and Technology-ICT) 1 credit Preparing for College and Careers 1 credit Personal Financial Responsibility	1 credit Digital Applications and Responsibility (formerly Information Communications and Technology-ICT) 1 credit Preparing for College and Careers 1 credit Personal Financial Responsibility	1 credit Digital Applications and Responsibility (formerly Information Communications and Technology-ICT) 1 credit Preparing for College and Careers 1 credit Personal Financial Responsibility
<b>World Language</b>		<b>6-8 credits</b>	
		Either 6 credits in one language or 4 credits each in two different languages	
<b>Fine Arts</b>		<b>2 credits</b>	
		Any course in art, music, dance, or theatre arts	
<b>Directed Electives</b>	<b>5 credits</b>		<b>5 credits</b>
	World Languages, Fine Arts, and/or Career/Technical		World Languages, Fine Arts, and/or Career/Technical
<b>Electives</b>	<b>9-11 credits</b>	<b>8-10 credits</b>	<b>13-15 credits</b>
	Career academic sequence recommended	Career Academic Sequence Recommended	Career Academic Sequence Recommended
<b>TOTAL</b>	48 credits	52 credits	52 credits
<b>Additional Requirements</b>		<b>C or above in courses that will count toward the diploma: GPA of 3.0 or above; complete <u>one</u> of the following:</b> A) Earn 4 credits in 2 or more AP courses and take corresponding AP exams B) Earn 6 verifiable transcribed college credits in dual credit courses from priority course list C) Earn <u>two</u> of the following: 1.) Minimum of 3 verifiable transcribed college credits from the priority course list .2.) 2 credits in AP courses and corresponding AP exams. D) Earn a combined score of 1750 or higher on SAT critical reading, mathematics and writing sections and a minimum score of 530 on each E) Earn an ACT composite of 26 or higher and complete written section	<b>C or above in courses that will count toward the diploma: GPA of 3.0 or above; complete <u>one</u> of the following,</b> A) Any one option (A-E) of Core 40 w/Academic Honors B) Earn the following scores or higher on WorkKeys; Reading for Information-6, Applied Mathematics-6, and Locating Information-5 C) Earn the following minimum score(s) on Accuplacer; Writing 80, Reading 90, Math 75 D) Earn the following minimum score(s) on Compass; Algebra 66, Writing 70, Reading 80

### ALTERNATIVE WAYS OF EARNING CREDITS

Indiana Code 20-36-5-1 provides high ability students with alternate methods for earning high school credits. A student may receive credits toward graduation or an Academic Honors Diploma by demonstrating "high" proficiency in a required course or subject area without completing course work in the subject area. Examples of alternate methods for demonstrating proficiency in a course or subject area include:

- Earning a "high" proficiency score on an end of course assessment (Indiana Department of Education - End of Course Assessment) without taking the course.
- Receiving a three, four, or five on an advanced placement examination (Advanced Placement/Advanced College Placement/International Baccalaureate) for a course or subject area.
- Receiving a score that demonstrates proficiency on a standardized assessment (Scholastic Aptitude Test/Advanced College Test) of an academic or subject area competence that is accepted by accredited post-secondary institutions.

A grade and credit will be listed on the student's transcript for the coursework earned through an alternate method and this will be averaged into the student's grade point average.

Students who fail a course required for graduation **must retake** the course for credit. They may make up the course through summer school if the opportunity exists, during the regular school year or through APEX, if the online course exists. Once a student passes the End of Course Assessment, (ECA), it is not necessary to retake the assessment.

Students must meet or exceed all Clay Community Schools and the State of Indiana requirements of the program in order to receive credit to be counted toward graduation.

### DUAL CREDIT

Dual credit courses are courses which can be taken to earn both high school credit as well as college or university credit. Clay Community Schools students have the opportunity to enroll in dual credit courses available at Northview High School and Clay City Junior-Senior High School. The courses vary in terms of costs and fees associated with tuition and assessment. Should there be an extra cost, the student is responsible for any cost or fees associated with tuition/and or assessment.

Students must meet or exceed all Clay Community Schools and the State of Indiana requirements of the program in order to receive credit to be counted toward graduation.

### ALTERNATIVE PHYSICAL EDUCATION I and II CREDITS

Alternate ways to earn Physical Education credits refers to an Educational Option for students to meet the state requirements for earning two credits for physical education without taking the physical education classes. Students who participate in a sanctioned Indiana High School Athletic Association sport or marching band while enrolled in grades 9-12 as documented by the athletic director, principal, athletic coach or band director may earn the high school physical education credit requirements.

Students who declare their intent to earn an alternative credit for PE by playing an IHSAA sport or participating in marching band will earn a letter grade based upon the documentation of the state standards, the activity journal, and the grade earned via the APEX online learning assessment. Physical education grades earned via alternate ways will count in the grade point average and the class ranking calculation. Students will receive a letter grade based on the following criteria: Completion certificate verified by the coach and athletic director, a 100% completed portfolio explaining in detail each and every day's activities and the Indiana State Standards addressed, and a 60% or higher grade on the APEX assignments and assessments. Fail = did not complete the season in good standing, or did not fulfill the portfolio requirement, or earned a 59% or lower on the APEX assignments and assessments. The Alternate Way to earn physical education credit policy is only offered for two seasons. Two full seasons will fulfill the requirements of two physical education credits. Students completing only one season will need to complete one physical education course.

In order to receive P.E. credit for a sport or band, students **MUST**:

1. Complete 100% of the season in good standing and receive their completion certificate.
2. Complete a portfolio of the required daily activities sheets. These sheets must be initialed by their respective coach/band director and athletic director (if in a sport) at the end of the season signifying that the activities took place.
3. If completing a sanctioned Indiana High School Athletic Association sport, the portfolio must be signed by the athletic director and then turned in to the teacher of record\*.
4. Complete the APEX Online learning class with assignment and assessment scores averaging above 59%.

\*The principal of the school will serve as the Teacher of Record. At the completion of the season students must turn in their portfolio and a copy of the completion certificate to their Teacher of Record.

#### Special Circumstances

1. Students who violate the extracurricular participation guidelines and are suspended from their sport, if reinstated will be able to complete the season in good standing, receive the completion certificate, turn in a completed portfolio, and meet the APEX Online Learning requirements.
2. Injured students who are able to complete 75% of the season, receive their completion certificate, and complete 60% or more of their portfolio, and meet the APEX Online Learning requirements will receive credit.
3. Students who are injured and unable to complete the alternative credit could be allowed to complete the credit during their next year. These cases will be reviewed individually by the coach, athletic director, teacher of record and the student's guidance counselor.

### CURRICULUM

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

### GRADUATION DIPLOMA POLICY

- A. A senior student may participate in the commencement program if the student meets all requirements for a regular high school diploma, a Certificate of Course Completion, or a Certificate of Completion.
- B. No student who has completed the requirements for graduation shall be denied a diploma or certificate for disciplinary reasons. A



student may be denied participation in the commencement exercise for any of the following: (1) unacceptable personal conduct (2) at the principal's discretion, participation in commencement is not in the best interest of the school.

- C. The ECA-GQE consists of three tests that students will take after completing courses in Algebra I, English 10, and Biology. The tests are called **End of Course Assessments** and are normally given in late Spring although there may be other opportunities during the year to take the assessments, dependent on completion date of the courses. Students in the Classes of 2016, 2017, and 2018 will take the ECA-GQE as their graduation examination. Beginning with the Class of 2019 (students who begin 9<sup>th</sup> grade in the Fall of 2015), the graduation examination will become the Grade 10 ISTEP+. The Indiana Department of Education is phasing out the ECA-GQE assessments and phasing in Grade 10 ISTEP+.
- D. Foreign Exchange Students - Any foreign exchange student may participate in the commencement program.
  - 1. Any foreign exchange student meeting the requirements for graduation from the State of Indiana and Clay Community Schools will receive a regular diploma at graduation.
  - 2. Any foreign exchange student not meeting the requirements for graduation from the State of Indiana and Clay Community Schools will receive an HONORARY diploma.
- E. Students who complete the minimum courses required for high school graduation, but who do not pass the Graduation Qualification Examination or qualify for a waiver, shall receive a Certificate of Completion.
- F. Special Education Students - The Case Conference Committee will determine whether a student in special education will work toward a regular high school diploma, a Certificate of Course Completion, or a Certificate of Completion. Certificates of Course Completion will be issued to students receiving special education who do not meet all Clay Community Schools and State of Indiana graduation requirements, but do complete the program specified in their I.E.P. and have received the recommendation of the Case Conference Committee.

### EARLY GRADUATION

#### Seven Semester Graduate Waiver:

Clay Community Schools and the Board of Education do not encourage students to attempt to complete their high school course of study in less than eight semesters. Indiana Code (511-IAC 6-7.1-3) states that a student shall attend at least seven semesters in grades 9 through 12. Students planning to **graduate with seven semesters** must notify their guidance counselor and complete a request for waiver no later than **July 1<sup>st</sup>** before the seventh semester. A decision by the principal to deny a request for waiver may be appealed to the superintendent, and a decision of the superintendent to deny a request for waiver may be appealed to the governing body of the school corporation. In order to request consideration of a seven semester graduation waiver, one of the following circumstances must exist:

- 1.) failure to waive the requirement would effectively prevent the student from graduating high school; or
- 2.) the waiver is for the purpose of enrolling in an accredited postsecondary educational institution, and the student has been accepted for enrollment; or
- 3.) the waiver is for the purpose of furthering the student's education through military enlistment and the student has an enlistment contract that contains an educational component.

Students completing seven semesters will be permitted to participate in commencement, providing that they indicate that intention in writing to the principal no later than their last day in attendance in the seventh semester.

Students must meet or exceed all Clay Community Schools and the State of Indiana requirements of the program in order to receive credit to be counted toward graduation.

#### Early Graduate Waiver:

In reference to IAC 20-36-5-2, a school may waive the seven semester requirement. Accordingly, the CCSC Board will consider waivers of the seven semester requirement for high school graduation provided the student has satisfactorily completed the requirements for graduation set forth by the Indiana Department of Education and Clay Community Schools. In order to request consideration of a seven semester graduation waiver, one of the following circumstances must exist:

- 1.) failure to waive the requirement would effectively prevent the student from graduating high school; or
- 2.) the waiver is for the purpose of enrolling in an accredited postsecondary educational institution, and the student has been accepted for enrollment; or
- 3.) the waiver is for the purpose of furthering the student's education through military enlistment and the student has an enlistment contract that contains an educational component.

In order to be eligible for early graduation, a student must have accrued the necessary credits for graduation and an Academic Honors Diploma by one of the following methods:

- 1.) Receiving a score that demonstrates proficiency on a standardized assessment of academic or subject area competence that is accepted by a post-secondary educational institution. Receiving a high proficiency score on an **End of Course Assessment** for a course without taking the course.
- 2.) Successfully completing a similar course at an eligible institution under the postsecondary enrollment program under IC 21-43-4.
- 3.) Receiving a three (3), four (4), or five (5) on an advanced placement examination for a course or subject area.
- 4.) Other methods approved by the state board.

A student requesting to graduate **earlier than the seventh semester** must submit his/her request in writing to the building principal on the appropriate form and the student and his/her parents shall be required to meet with the building principal. The decision of the principal to deny a request for an early graduation waiver prior to seven semesters may be appealed to the superintendent, and a decision of the superintendent to deny a request for an early graduation waiver may be appealed to the Board of Education. Local decisions on requests for waivers will be documented. **Students must complete the seven semesters to be included in class ranking or consideration for valedictorian/salutatorian designation.** A student who receives a waiver for early graduation may participate in commencement **within the school year in which his/her diploma is granted**, providing that they indicate that intention in writing to the principal. Students must meet or exceed all Clay Community Schools and the State of Indiana requirements of the program in order to receive credit or to be counted toward graduation.

#### "Fast Track":

Students of Clay Community Schools are given multiple course opportunities within the high school curriculum for dual credit with Ivy Tech Community College and other colleges and universities. Accordingly, Clay Community Schools will not participate in the Fast Track to College program with Ivy Tech Community College. Students wishing to participate in this program will need to withdraw from the high school and enroll at Ivy Tech Community College. Any costs incurred will be at the student's expense.

### **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. 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.

### **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 10 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.

### **WAYS TO MEET THE END OF COURSE ASSESSMENTS - GRADUATION QUALIFYING EXAM (ECA-GQE) STANDARD** **(Graduation eligibility requirements for students not passing graduation examination)**

A student who does not achieve a passing score on the graduation examination may be eligible to graduate if the student does all the following:

1. Takes the graduation examination in each subject area in which the student did not achieve a passing score at every the test is offered after the school year in which the student first takes the graduation examination.
2. Completes remediation opportunities provided to the student by the student's school.
3. Maintains a school attendance rate of at least ninety-five percent (95%) with excused absences not counting against the student's attendance.
4. Maintains at least a GPA of 1.667 in the courses comprising the credits specifically required for graduation by rule of the state board.
5. Otherwise satisfies all state and local graduation requirements.
6. Either: completes the course and credit requirements for a general diploma, including the career academic sequence; a workforce readiness assessment or evidence based.

### **STANDARDIZED GRADE SCALE and GRADE POINT AVERAGE**

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:

<b>Percent</b>	<b>Grade</b>	<b>Numerical Equivalent</b>	<b>Range (maximum &amp; minimum range within which a letter grade will be assigned)</b>
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: (Grades 6-12)**

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 40% 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.

## SEMESTER EXAMS AND GRADES

Semester grades will be calculated in the following manner: (Grades 6-12)

**Each nine weeks' grade will count as 42.5% of the semester grade and the semester exam will count as 15% of the semester grade.** If a student fails to take a semester exam the student will receive an incomplete for the course. After two weeks, unless arrangements are made with the principal, the incomplete becomes an F for the semester and no credit is earned. Two F's, regardless of the 3<sup>rd</sup> grade will result in a semester grade of F for the course.

Sixth grade Middle School students do not take final exams; therefore, their semester grade is based on an average of the two grading periods.

## GRADE POINT AVERAGE

### Calculating GPA for Grading Period

All courses listed on each student's high school transcript will be included in the calculation of the grade point average. Letter grade equivalents used in computing class rank and grade point average are as follows: Add the grade points for your grades and divide by the number of classes with grades to determine your current GPA. (excluding study hall or student helper)

## RETAKING COURSES

If seating in the classroom is available, a student may petition through his/her counselor for the opportunity to repeat any coursework in which the student has earned a semester grade of "C-" or less and have placed on the permanent transcript the higher grade earned. In addition, for classes taken in Middle School for High School credit, if seating in the classroom is available, a parent/legal guardian may petition through the student's counselor for the opportunity to repeat any coursework in which the student has earned a semester grade of "C-" or higher and have placed on the permanent transcript the higher grade earned, so long as the class is taken in consecutive years (i.e. 8<sup>th</sup> grade year and 9<sup>th</sup> grade year). The lower grade will be expunged from the record. Additional credit will not be accumulated through this process. A student who has received a grade of "F" in a required course must repeat that course and the "F" grade will be expunged when a higher grade is earned.

## INCOMPLETE GRADES

Students are expected to complete the major objectives of each course. If a student does not complete the major objectives for the course, he/she will be given an "incomplete" for a grade. Any grade of "incomplete" for the nine weeks or the semester exam will revert to an F for the course if not satisfactorily resolved by completion of the assigned work.

## HONOR ROLL

Honor Roll will be determined in the following manner:

The student receives no grade less than a B- AND the grade point average for the grading period or semester is in the following ranges:

Academic Distinction .....	4.000
High Distinction .....	3.667 - 3.999
Distinction .....	3.333 - 3.666
Honorable Mention .....	3.000 - 3.332

## VALEDICTORIAN AND SALUTATORIAN

The valedictorian and the salutatorian shall be determined based on seven semesters' work and upon meeting the requirements to earn an Academic Honors diploma. Only Students earning a Core 40 with Academic Honors will meet the requirement to be recognized as valedictorian and salutatorian.

## STUDENT CLASSIFICATION

A student shall be classified as a FRESHMAN when he/she has successfully completed the work of the first 8 grades and has been promoted to grade 9.

To be classified as a SOPHOMORE, a student should have accumulated at least twelve (12) credits toward graduation.

To be classified as a JUNIOR, a student should have accumulated at least twenty four (24) credits toward graduation.

To be classified as a SENIOR, a student should have accumulated at least thirty six (36) credits toward graduation.

Students will have to attain a required number of credits to take certain courses. These will be noted in the Course Description Booklet.

## TRANSCRIPTS

Each student has a permanent record of the courses taken, the grades and credits received and his attendance record. This record is checked carefully for graduation requirements and considered highly confidential. It is a valuable tool in guiding and counseling a student. A transcript of the high school permanent record usually accompanies each college application.

Transcripts needed for transfer, military use, scholarship consideration, college applications or prospective employer information may be requested from the guidance office.

## 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 educational 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.

## 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.
  - 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 networks or Internet.
10. Disclaimer — Clay Community Schools, 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.

### **ALTERNATIVE EDUCATION PROGRAM**

The Alternative Education Program of Clay Community Schools is an educational facility that provides individualized instruction, behavior modifications and student/family counseling for those students having problems in the traditional school setting. The Alternative Education Program serves students (grades 9 – 12) who are at risk of losing credits or who are otherwise referred by the participating schools and/or the Juvenile Probation Department. It is committed to providing a structured, personalized learning environment that empowers students to break the cycle of academic failure, poverty and hopelessness, and become competent, confident, life-long learners and productive, responsible citizens. Students are referred to the Alternative Program by their home schools.

### **1 to 1 CHROMEBOOK ACCEPTABLE USE AND GUIDELINES**

The focus of the 1 to 1 chromebook program for Clay Community Schools (CCS) is to provide tools and resources to the 21st Century Learner. Excellence in education requires that technology is seamlessly integrated throughout the educational program. Increasing access to technology is essential for that future.

The CCS Technology Acceptable Use Policies for Clay Community Schools and the signed agreement for network/Internet access apply to the chromebook. All students must adhere to CCS Technology Acceptable Use Policies. Chromebooks are issued to students, but remain property of Clay Community Schools. The students are responsible for care and good judgment when using the chromebook.

All students are required to adhere to the following CCS Technology Acceptable Use Policies that are specific to the chromebooks.

#### **SECTION I – GENERAL TERMS AND CONDITIONS**

- 1.1 **Participation** – The program is mandatory for all students in grades 6 through 12. Use of the chromebook will be required for many class projects. Students are expected to bring their chromebooks to school, fully charged, every school day.
- 1.2 **Distribution and Check-In** – Students will receive their chromebook in the fall and return them during the final week of school so that they can be checked for serviceability. The chromebook is assigned to the student for the duration of his/her enrollment in Clay Community Schools or until it is removed from district inventory. Individual school chromebooks and accessories must be returned to Clay Community Schools IT staff at the end of each school year. Students who graduate early, withdraw, are suspended or expelled, or terminate enrollment at Clay Community Schools for any other reason must return their individual school chromebook on the date of termination.
- 1.3 **Financial Responsibility** - If a student fails to return the chromebook at the end of the school year or upon termination of enrollment at Clay Community Schools, they are subject to financial liability until the chromebook is returned or associated fees are received. The student will pay the replacement cost of the chromebook. Failure to return the chromebook within 5 working days after un-enrollment from Clay Community Schools, will result in a theft report being filed with the Clay County Sheriff's Department. Furthermore, the student will be responsible for any damage to the chromebook. Any physical damage, intentional or not, to the chromebook will be reported to the Technology Director or designee immediately. The student listed below understands that if she/he is found to be the cause of deliberate or accidental damage or loss of the chromebook she/he will be responsible for repair or replacement cost.
- 1.4 **Internet Filtering and Monitoring**- Each chromebook will be monitored and will be subject to Internet filtering according to School Corporation's policies. School administrators will be able to view installed applications and websites visited. If students attempt to access blocked sites, the Director of Technology will be notified. Students are to follow all guidelines from the CCS Acceptable use policy for Technology when using the chromebook, whether at school, at home, or elsewhere.
- 1.5 **Applications/Software**- Clay Community Schools will pay for (and retain ownership of) all software necessary to make full use of the chromebooks as educational tools. The chromebook is an instructional device. Selected applications that are installed on any district chromebook must align with CCS educational purpose.
- 1.6 **Student Responsibility** – It should be understood that the chromebooks are for educational use only, and students found to be using school chromebooks improperly may have special restrictions applied or lose the use of the device altogether. Some, but not all of the examples of prohibited uses can be found in Section III.

#### **SECTION II – CARE OF 1 to 1 CHROMEBOOKS**

##### **2.1 General Precautions**

- The chromebook is school property and all users will follow this policy and the CCS Acceptable use policy.

- Only use a clean, soft cloth to clean the screen, no cleansers or liquid.
- Cords and cables must be inserted carefully into the chromebook to prevent damage.
- Chromebooks must remain free of any writing, drawing, stickers, or labels that are not placed by CCS Staff.
- Chromebooks must never be left in an unlocked home, car, or any unsupervised area outside of school.
- The chromebooks are sensitive to moisture and extreme heat. It must not be left in a car or location where it will be damaged and must be kept dry and away from sources of water such as sinks, bathtubs and pools.
- Every effort will be made to prolong the condition of the chromebook. For example, to extend the battery life of the chromebook, do not let the battery drain completely. It is best not to allow the battery to drain below 20% charge.
- Chromebooks may be selected at random for inspection to confirm compliance to all Clay Community Schools Acceptable Use Policies.

**2.2 Carrying Chromebooks** – The chromebook will be provided protective sleeves. Students are required to keep chromebooks in the protective sleeves when carried. Students are not to use the chromebooks while walking.

**2.3 Damage** – In case of any damage to the chromebook does occur, students are to inform the Technology Director or designee immediately so that proper precautions and repairs may be made.

### SECTION III – STUDENT EXPECTATIONS

**3.1 Chromebooks Left at Home** – chromebooks will be part of students’ required school supplies, and students who leave them home will be considered unprepared. If students leave their chromebook at home, they are responsible for getting the course work completed as if they had their chromebook present.

**3.2 Charging your Chromebook’s Battery** - chromebooks must be brought in to school each day fully charged. Chromebook batteries will last a full school day.

**3.3 Wallpaper/Background Photos** – Inappropriate media may not be used as a wallpaper or background photo. Inappropriate language, offensive phrases, sexually suggestive images, weapons, alcohol or drug related images are unacceptable and will result in disciplinary action.

#### **3.4 Sound or Music**

- Sound must be muted at all times unless permission is obtained from the teacher for instructional purposes.
- Music is allowed on the chromebooks for use in media projects.
- Personal Music should not be stored on the chromebook.

**3.5 Software** – Software is only allowed to be installed by CCS IT Staff. Student are not to load software on the chromebooks.

**3.6 Camera Use** – Students may use their chromebook cameras and microphones only under the direction and supervision of a teacher. Students are not to take pictures, audio, or video of themselves, staff, or other students unless expressly directed by a teacher. Any unauthorized use of cameras or microphones will be subject to disciplinary action.

**3.7 Passcodes** – CCS takes privacy of student data very seriously. Students are required to keep their passwords secret. Passcodes should only be shared with parents or school staff.

**3.8 Other Prohibited Uses** – The following activities are expressly prohibited while using school provided technology:

- Illegal installation or transmission of copyrighted materials
- Any action that violates existing school policy or public law
- Sending, accessing, uploading, downloading, or distributing offensive, profane, threatening, obscene, or sexually explicit materials
- Attempting to gain access to other student’s accounts, files, or data
- Listening to music, playing games, watching videos or browsing the web during class
- Deleting apps provided by CCS
- Removing any configuration profiles provided by CCS
- Removing identifying stickers or marking from chromebooks or sleeves
- Use of school internet/email accounts for non-school related uses
- Connecting personal internet/email accounts to the chromebook
- Giving out any student’s personal information, for any reason, over the Internet. This includes, but is not limited to, names, addresses, phone numbers, email addresses, or pictures
- Sending unsolicited messages to other students
- Using chromebooks for non-educational purposes during the school day
- Using chromebooks at any time when teachers or staff have prohibited their use
- Using chromebooks at any time when a student’s parents have prohibited their use
- Vandalism: any malicious attempt to harm or destroy hardware, software, or data, including both physical damage and damage caused by downloading viruses, spyware, or other malware

### **Student/Parent Agreement for 1 to 1 Chromebooks**

*Sign and return this page*

By signing below, both parents and students enrolled in the 1 to 1 chromebook program agree to all the conditions and guidelines set forth in the 1 to 1 chromebook Acceptable Use Policy. You pledge the following:

- I will take good care of my chromebook
- I will never leave the chromebook unattended in a public or unsupervised space outside of school
- I will know where my chromebook is at all times
- I will charge my chromebook’s battery daily before coming to school
- I will keep food and beverages away from my chromebook to prevent damage
- I will not disassemble any part of my chromebook or attempt any repairs

- I will protect my chromebook by only carrying it in a protective sleeve or chromebook bag
- I will only use my chromebook in ways that are appropriate and that meet CCS expectations, which are educational
- I will not place decorations (such as stickers or drawings) on the chromebook
- I will not remove or deface the CCS stickers on the chromebook or protective sleeve
- I will not remove any software or data placed on my chromebook by CCS
- I understand that my chromebook is subject to inspection at any time without notice and remains the property of CCS
- I understand that my chromebook, software, and Internet use are subject to monitoring and filtering
- I will follow the policies outlined in the 1 to 1 chromebook Acceptable Use Policy and the CCS Acceptable Use Policy, and the schools technology policy while at school, as well as outside the school day
- I will be responsible for all damage or loss to the chromebook while it is in my care
- I will return the chromebook in good working condition upon transfer or completion of the school year

*I agree to the stipulations set forth in the 1 to 1 chromebook Acceptable Use Policy, the CCS Acceptable Use Policy, and the Student/Parent Agreement for 1 to 1 chromebooks (above). I hereby understand that I am fully financially responsible for any non-normal wear and tear, as determined by the administration, and am responsible for monitoring my child's technology use outside of school.*

Student Name (print): \_\_\_\_\_ Student #: \_\_\_\_\_  
 Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
 Parent Name (print): \_\_\_\_\_  
 Parent Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### 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.

Other charges may be made for required workbooks, laboratory fees, scholastic magazines and postage. All students regardless of lunch status will be charged full replacement cost for lost or damaged textbooks, novels, workbooks, agendas and library books. Book rental fees are payable as soon as notices are distributed.

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

### SCHEDULE OF BOOK RENTAL CHARGES AND REFUNDS

	New Student Charge	Withdrawal Refund
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.

A course fee will be charged for enrollment in each APEX course. No fee will be charged if the student is granted permission to drop the APEX course within 10 days of enrollment in the course.

### BREAKFAST AND LUNCH PROGRAM

Students who purchase breakfast and/or lunch from the school cafeteria are encouraged to make deposits in his/her lunch account for at least one week of meals. Funds can also be added to a student lunch account using a debit/credit card by visiting [www.myschoolbucks.com](http://www.myschoolbucks.com). Account balances can be checked after 5:30 p.m. through the PowerSchool Parent Portal.

### Procedures on Charging School Meals - Middle School and High Schools

We do not allow meal charging in these schools. 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.

### 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.

### 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 in control.

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 of 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.

### 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 may be found on our school web site.

### 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 immunizations:

#### MINIMUM IMMUNIZATION REQUIREMENTS FOR SCHOOL ENTRY: 2018-2019

##### GRADE 6

- 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 7-11

- 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)
- 2 Meningococcal (MCV4)
- 2 Hepatitis A (Hep A)\*
- Men B (meningococcal B)\*

##### GRADE 12

- 3 Hepatitis B
- 5 DTaP
- 4 Polio
- 2 MMR
- 2 Varicella
- 2 Hepatitis A
- 2 MCV 4
- 1 Tdap

**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.

Requirements are determined by the Indiana State Department of Health, Immunization Division – Phone 800-701-0704.

#### 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.

#### **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.

#### **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.

#### **ATTENDANCE DISTRICT**

A student shall attend school in the school attendance boundary in which his/her custodial parent or legal guardian resides unless authorized by the superintendent or his designee. In grades 9 through 12 requests for transfers shall be considered only at the beginning of each semester and at the end of a grading period for the junior high/middle school. 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 2018-2019 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 2018. Transfer Tuition costs are subject to change based on state and local regulations and may change in the middle of the academic year.

#### **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 en 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 inter-school 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.**

#### **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.*

#### **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 or assistant 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.

### REQUEST FOR QUESTIONING AND/OR RELEASING STUDENTS

Students shall not be questioned in school other than by authorized school personnel and shall not be removed from school or school-related activities by non-school personnel, including a non-custodial parent except in the following situations:

- A. Where the custodial parent has consented to this action.
- B. By persons with police or court authority, provided the parents are notified as soon as is reasonably possible. The school shall inquire whether the questioning or removal could wait until after school hours.
- C. By persons with police authority who are investigating or enforcing the law relating to:
  1. conduct occurring on school grounds or in the carrying out of school functions off school grounds, where the conduct has caused an immediate and direct disruption to the operation of school or such functions, or
  2. conduct creating an immediate and direct disruption of students coming to or going from school or a school function.
- D. By persons with police authority in cases of suspected child abuse.

### CLOSED CAMPUS

Clay Community Schools has a "Closed Campus" policy which means all students are required to remain on the school grounds once they arrive in the morning until they leave at the end of the school day, except for validly approved reasons and school sponsored field trips.

### LEAVING THE SCHOOL BUILDING

Pupils are not to leave the school building without permission from the principal, assistant principal, or the principal's designee during school hours. If the student becomes ill during the school day, he/she is expected to report to the office and a phone call will be made to the parent or guardian.

Students who become ill at Building Trades will inform the teacher who will then notify the parent for permission to release the student. The teacher will notify the administration office at the proper building that the student has left the school premises.

### REPORTING IN AND OUT

Students who arrive at school after the school day has begun will report in at the administration office.

Any student leaving school during the school day for any reason must receive permission and sign out in the administration office and report in upon returning.

### ILL STUDENTS

Please remember to keep children home if they are vomiting, have diarrhea, or fever. Students with a temperature over 100 degrees Fahrenheit will be sent home. **Students should be fever free for 24 hours without FEVER REDUCING MEDICATIONS before returning to school.**

### ENROLLMENT

Students in Clay Community Schools are expected to be in attendance on the first day of school.

Students in the district who have reached the age of 18 may be referred to an adult education program in the current semester if he/she is not enrolled within 15 days after school begins. Students in the district who have reached the age of 18 and enroll late, but within the 15 day time period, will not be allowed to make up work.

If extenuating circumstances prevail, the school administration reserves the right to decide in individual cases.

A principal may require a student, who is at least sixteen years of age and wishes to enroll after an expulsion, to attend one or more of the following: (1) An alternative school or alternative educational program. (2) Evening classes. (3) Classes established for students who are at least sixteen years of age.

### REQUESTS TO ENROLL FROM A NON-PUBLIC SCHOOL

Students 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 two 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.

### COMPULSORY ATTENDANCE - WITHDRAWING FROM SCHOOL

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 7 years of age, whichever is earlier. School attendance is compulsory until the student either graduates or reaches age 18.

A student who is at least sixteen (16) years of age but less than eighteen (18) years of age is bound by the requirements of compulsory school attendance and may not withdraw from school before graduation unless:

- (1) the student, the student's parent, and the principal agree to the withdrawal;
- (2) at the exit interview, the student provides written acknowledgment of the withdrawal and the:
  - (A) student's parents; and
  - (B) school principaleach provide written consent for the student to withdraw from school; and
- (3) the withdrawal is due to:
  - (A) financial hardship and the individual must be employed to support the individual's family or a dependent;

- (B) illness; or
- (C) an order by a court that has jurisdiction over the student.

The written acknowledgment of withdrawal must include a statement that the student and student's parents understand that withdrawing from school is likely to:

- (1) reduce the student's future earnings; and
- (2) increase the student's likelihood of being unemployed in the future.

A student who withdraws from school in order to circumvent the sanctions listed in IC 9-24-2-1 will not be issued a driver's license or learner's permit until the age of eighteen.

Exceptions to compulsory attendance: Service as a legislative page, service on a precinct election board or as a helper to a political candidate, subpoenaed court appearance and National Guard active duty.

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

#### **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.

#### **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 the 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 educational 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 is 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, or 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 possessing 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 measures.
- 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	Saturday School	Tuesday/Thursday Night School
Friday Night School	Community Service	Referral to Juvenile Court
In-school suspension	Suspension	Alternative to Suspension
Expulsion	Other Courses of Action	

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

- A. 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.
- B. 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 his designee.
- C. 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.
- D. 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. . Any school employee or school resource officer using restraint shall report such to the building principal, their supervisor, or other designated administrator. A written report of each incident shall be completed by the employee or school resource officer who used such techniques or by the designated administrator. The written report is needed to contain the information required by the school corporation's seclusion and restraint plan. 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

- E. Saturday School— Assignment on Saturday morning in a designated area with supervision. Students are expected to utilize appropriate study materials. Both students and parents will be notified of the assignment. Students are responsible for their own transportation.
- F. Tuesday/Thursday Night School— Assignment on Tuesday/Thursday night in a designated area with supervision. Students are expected to utilize appropriate study materials. Both students and parents will be notified of the assignment. Students are responsible for their own transportation.
- G. Friday Night School— Assignment on Friday night in a designated area with supervision. Students are expected to utilize appropriate study materials. Both students and parents will be notified of the assignment. Students are responsible for their own transportation.
- H. Community Service— Up to 120 hours of community service with a nonprofit organization may be assigned by the principal, with parental approval.
- I. 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.
- J. 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.
- K. 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 his designee until the date of the expulsion meeting. A student suspended out-of-school is encouraged to make up all academic work missed while out on suspension. Homework assignments, class discussion credit, and daily assignments/quizzes will receive NO academic credit. Tests and assignments, such as chapter tests, nine week tests/projects, final exams, and major course projects that have a substantial impact on the student's final grade will be graded and credit given. Such tests and projects will generally be due on the day the student returns to school. It shall be the student's responsibility to get the missed assignments at the end of the day from the office and/or through the phone message center.
- 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;
  2. And, 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.
- L. Alternative to Suspension Program— Principal/designee will have the discretion to recommend the alternative to Suspension Program in lieu of an out-of-school suspension. See building principal for program guidelines. (See C.O.P.E.)
- M. 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 his 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 educational 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.
- N. 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 are 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 number of periods, assignment by the principal of special courses of study or alternative school, or removal from school sponsored transportation.
- O. A copy of the Indiana Law pertaining to Due Process and Pupil Discipline is available upon request.

## ADDITIONAL POLICIES AND PROCEDURES

### **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)

### **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 SafeSchool 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

#### **SEXUAL HARASSMENT POLICY**

- A. It is the policy of Clay Community Schools to maintain a learning and working environment that is free from sexual harassment.
- B. It shall be a violation of this policy for any employee of Clay Community Schools to harass any student, teacher, other school employee or visitor through conduct or communications of a sexual nature. It shall also be a violation of this policy for a student to harass any student, teacher, other school employee or visitor through conduct or communication of a sexual nature. The use of the term "employee" also includes non-employees and volunteers who work subject to the control of school authorities.
- C. A complete copy of the sexual harassment policy and complaint procedures is available upon request.

### **STUDENT SUICIDE PREVENTION AND AWARENESS POLICY-6704**

The purpose of this policy is to protect the health and well-being of all students by having procedures in place to prevent, assess the risk of, intervene in, and respond to suicide. The corporation recognizes that physical, behavioral, and emotional health is an integral component of a student's educational outcomes, and that suicide is a leading cause of death among young people. The corporation has a responsibility to take a proactive approach in preventing deaths by suicide and acknowledges the school's role in providing an environment which is sensitive to the factors that place youth at greater risk for suicide and helps to foster positive youth development.

This policy covers actions that take place in the school, on school property, at school-sponsored functions and activities, on school buses or vehicles, at bus stops, and at school-sponsored out-of-school events where school employees are present.

Referral information for crisis intervention services will be made available to Clay Community Schools students, parents, and staff members. Availability of information concerning suicide prevention services in the community will also be provided, as well as counseling services, as related to suicide prevention, for students and their families (corporation website, counselor's office, and nurse's office). Cooperation among Clay Community Schools and suicide prevention services in the community is encouraged.

When a student is identified by a staff member as potentially suicidal or a student self-refers, the student will be seen by a school nurse, counselor, and/or an administrator within the same school day to assess risk and facilitate referrals. The student will be supervised, and a parent of the student will be contacted during the same school day. Law enforcement and/or other emergency services may also be contacted.

Post-intervention plans should include the identification of and providing services for other high-risk students to prevent another death. School nurses, counselors, administrators, and other school personnel will work with teachers to identify students who are most likely to be significantly affected by the death. Suicide warning signs will be reviewed and procedures for reporting students who generate concerns with the staff will be provided. Students identified as being more likely to be affected by the death will be counseled by school personnel or health professionals. Parents of these students will also be contacted to inform them of the school's concerns. Counselors and area clergy will be on-site at the school to provide assistance to impacted students and staff members during the aftermath of a suicide involving a student or staff member.

Beginning after June 30, 2018, all Clay Community Schools teachers and any other appropriate Clay Community Schools employees who provide instruction to students in any combination of grades 5-12 shall be required to attend at least two (2) hours of evidence-based in-service youth suicide awareness and prevention training every three (3) years. The training required under this policy must be held during the teacher's or employee's contracted day or at a time chosen by the teacher or employee. For purposes of this policy, "teacher" includes the following:

- A. A superintendent who holds a license under IC 20-28-5;
- B. A principal;
- C. A teacher;
- D. A librarian;
- E. A school counselor;
- F. A school psychologist;
- G. A school nurse;
- H. A school social worker.

The format of the training may include: an in-person presentation; electronic or technology-based medium, including self-review modules available on an online system; an individual program of study of designated materials; or, any other method approved by the governing body that is consistent with current professional development standards. Training will also include increasing the awareness of the relationship between suicide and drug and alcohol use and training on the warning signs and tendencies that may be evidence that a child is considering suicide. The training must be approved, recommended, or listed as approved by the Suicide Prevention Resource Center or the National Registry of Evidence-Based Programs and Practices of the Substance Abuse and Mental Health Services Administration.

Other programs and activities may be developed to increase child suicide awareness and prevention.

Legal Reference: IC 20-26-5-34.4; IC 20-28-3-6

### **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, 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.

### **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 the law. Clay Community Schools intends to uphold vigorously the Indiana Statutes relating to school attendance.

Excessive absence and tardiness are looked upon as serious matters. The school accepts the responsibility of helping develop good character



habits in its students. Chronic tardiness is a deterrent to the establishment of such habits and, therefore, cannot be condoned. Please consult your school for tardy policies.

School officials will carry out the following policy:

- A. Any student who misses five (5) days of school, or five (5) periods of any class, or two (2) unexcused absences in any one semester may be subject to suspension, expulsion, loss of driving privileges, loss of work permit, and/or referral to Clay County Juvenile Probation Department.
- B. The only excused absences will be for:
  - illness
  - funeral
  - other absences pre-approved by the administration.

All other absences will be considered "unexcused." Truancy is defined as a student who willfully refuses to attend school in defiance of parental and/or legal authority and is considered unexcused.

All absences (excused and unexcused) will be counted in applying this attendance policy.

- C. Arriving late to school (tardiness) is in violation of the attendance policy and may subject the student to disciplinary action. Tardiness of more than 15 minutes to any class will be counted as an absence for that period.
- D. The procedure that will be followed when students in middle school/junior high/high school have accumulated absences is as follows:
  1. Fifth Absence — A letter will be sent notifying the parent that the student has missed at least five (5) days of school or five (5) periods of any class per semester.
  2. Upon receipt of the letter, the parent may contact the school to confirm the nature of the absences and/or request a conference with the school attendance officer.
  3. Expulsion may be filed if absences are considered excessive and include unexcused absences or truanancies. The attendance officer will meet with the student prior to filing expulsion to discuss the nature of the absences.
  4. Students who exceed the five (5) absences in a semester, regardless of the nature of the absences, will automatically be placed on an attendance probation. Probation requires pre-approval or doctor's verification for any additional absences for the remainder of the semester. Students failing to meet this probation requirement may be given unexcused absences and/or may be recommended for expulsion.
  5. 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 attendance officer may meet with the student, parent, and an official from the Juvenile Probation Department regardless of the total number of absences.
- E. Pre-arranged absences are available for students when needed for family vacations or other non-medical parental requests. Student Applications may be picked up in the attendance office.

Following administrative approval, the pre-arranged absence will be shown to all teachers who will provide the homework missed during these days. All assignments must be completed and turned in upon the student's return to school.

Failure to pre-arrange such absences will result in unexcused absences with no make-up work accepted for credit.

A vacation request during ISTEP+/GQE/End of Course Assessments (Core 40-ECA) testing is strongly discouraged.

Every effort will be made to encourage students to remain in school and insure good attendance habits.

#### **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.

#### **COLLEGE VISIT POLICY**

A junior or senior student who has made a pre-arranged college day visit through his/her school's guidance department will not be counted absent from school for a maximum of two days per school year. The student must present to the office a note from the college verifying his/her attendance for the college day. If a student is on attendance probation or is not in good academic standing, or the day is in the last month of the semester he/she may not be approved for a college day visit.

#### **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.

### **HOMEWORK**

The Board recognizes that homework is a worthwhile activity for students. Homework is an out-of-school assignment that contributes to the educational process 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 classroom experience; it should not be assigned for disciplinary purposes; assignments before school vacations should be avoided and homework should be distributed throughout the grading periods.

Homework should fulfill the following purposes or objectives:

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

### **MAKEUP WORK**

It is the student's responsibility to contact each teacher to obtain the required make-up work. All absences resulting from reasons listed as valid will be considered excused. All other absences will be considered unexcused. In the case of excused absences, work may be made up and no penalties will be attached. In the case of unexcused absences, work may be made up with no credit earned.

### **EXTRA-CURRICULAR PARTICIPATION**

The following eligibility requirements must be met before a student can participate in activity clubs, athletics, student council, overnight trips, and/or trips consuming class time with the exception of authorized class field trips.

Extra-Curricular activities are defined as those activities that students participate in outside of the regular school day that are not mandatory to meet course requirements. The student's grade will not be determined by whether he/she participates in the activity. These activities may or may not be related to a specific course offering.

In order to participate in the above mentioned extra-curricular activities, a student must be in good standing with the school in an academic and behavioral sense. This means:

1. To participate in extra-curricular activities a student must be currently enrolled in five full credit subjects and be passing five full credit subjects during the past nine weeks and the semester if in the current school year (subject to I.H.S.A.A. Bylaw C-18-1). If a student does not meet this standard, he/she will not participate in extra-curricular activities during the next succeeding nine weeks grading period. A student not meeting this standard during the last nine weeks and semester of a school year will not participate in extra-curricular activities during the summer and the first nine weeks of the next school year. The student becomes eligible on the IHSAA certification date. Incoming Junior High/Middle School students and freshmen are eligible to participate in all extra-curricular activities.
2. Any student who is suspended from school for any disciplinary reason shall not be permitted to participate in extra-curricular activities for the length of the suspension. Any student who receives a second out-of-school suspension during an academic school year will not be permitted to participate in extra-curricular activities for one day for each day of suspension up to a maximum of five days following his/her return to school. Any student who receives a third out-of-school suspension during an academic year will be ineligible to participate in extracurricular activities for the remainder of the school year.
3. Any student who is expelled from school for any disciplinary reason shall not be permitted to participate in extra-curricular activities for one grading period following his return to school. During this time it is expected that the student will show intent to seriously pursue his/her academic education and fulfill his/her responsibilities as a student to the rules and regulations of the school. Students returning in the fall from a spring semester expulsion will not be permitted to participate in extra-curricular activities for the first nine weeks of the new school year.
4. None of the above is seen as a forfeiture of the right and responsibility of the school administrators to protect the image of the school by removing a student from participation in any extra-curricular activity at any time that the student's participation is not in the best interest of the school corporation.
5. None of the above is seen as a forfeiture of the right of coaches or sponsors of extra-curricular activities to set additional non-academic rules, which regulates participation of students in extra-curricular activities.
6. A student must be signed in at school by 11:00 a.m. on the day he/she plans to participate in extracurricular activities. Refer to schools' handbook section.
7. COURT ORDERED PLACEMENT FOR EDUCATION (COPE) – A student who has been placed in the COPE program may not attend before or after school activities until the COPE penalty has been served. A student who completes a COPE assignment on Friday is eligible for extracurricular participation that may occur on Saturday.

### **EXTRA-CURRICULAR SUBSTANCE ABUSE POLICY**

During the season of practice, play or rehearsal, regardless of the quantity, a student shall not use, consume, possess, buy, sell, distribute or give away any beverage containing alcohol, or any tobacco products, or any controlled or mind-altering substance or substance believed or represented to be a controlled, illegal, or mind-altering substance.

During the years beginning with junior high/middle school and grades 9 through 12, students in violation of the substance abuse policy shall upon their:

**First Offense:** Be prohibited from participation in 10% of the total of regularly scheduled events if the activity is a sport, or 1 week including weekends, if the activity is a non-sport. Ten percent of the events in a sport shall mean:

Football.....	1 game	Baseball.....	3 games.....(3 dates)
Cross Country.....	2 meets	Tennis.....	2 matches.....(2 dates)
Volleyball.....	2 games..... (2 dates)	Track.....	1 meet.....(all events)
Basketball.....	2 games	Golf.....	2 matches.....(2 dates)
Wrestling.....	2 matches..... (2 dates)	Softball.....	2 games.....(2 dates)
Soccer.....	2 games..... (2 dates)	Cheerleading.....	same as sport season

This prohibition would include post-season contests, if applicable. The prohibition would begin at the time an extra-curricular participant was declared in violation of the policy and prohibition from participation may not be deferred. He/she may be required to practice during the time of this prohibition. Parents will be notified in writing of the first offense.

**Second Offense:** Be prohibited from participation from any extra-curricular activities for one calendar year from the date of the declaration of prohibition, and will not be eligible to receive any end-of-season awards, including varsity athletic letters. A notice by a letter from the principal will instruct the parents that prior to returning to any extra-curricular activity, the student must attend a substance abuse program, at the student's own expense, and receive a certification of completion. Upon its reception, the certificate will be approved by the principal and filed in the principal's office. After one sports season the student may appeal for reinstatement. The appeal process is the same as stated under "third offense."

**Third Offense:** Be prohibited from participation in extra-curricular activities through the remainder of his/her secondary education including junior high/middle school and grades 9 through 12. After one calendar year from the date of the declaration of prohibition the student may appeal for reinstatement. Only one appeal for reinstatement may be granted during junior high/middle school and grades 9 through 12. The appeal will be heard by a committee composed of 1) a student (appointed by that school's principal), 2) a parent (appointed by the superintendent of the school corporation), 3) the school principal, 4) a coach or sponsor (one that is out-of-season and unattached, activity wise, to the student) and 5) the athletic director or an outside-of-building administrator (in the case of non-athletic activity). Notice of the decision of the committee will be given to the student within 10 days of the hearing.

Records of violations will be kept on file in the principal's office. In the case of school change within the corporation, the records would be forwarded to the principal of the receiving school. Violations will be cumulative from junior high/middle school and grades 9 through 12.

Evidence of violations of this policy may be determined by established charges filed by law enforcement officials or agencies, observation by members of the athletic staff or extra-curricular sponsor, a faculty member or administrator, or by the admission of the offender.

Coaches or sponsors, or sponsors of specific activities shall have the right to impose further rules as they deem proper for their activities.

#### **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 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 bus is in motion.
- B. No student 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 student 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 to, 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.

#### **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.

#### **DRIVING AND PARKING PRIVILEGES**

Driving privileges are reserved for students in grades nine through twelve. The administration reserves the right to limit or revoke any and all driving privileges. Schools may require the purchase of a student parking permit.

Students must park in designated parking areas on the school campus. **Students must exit their vehicles upon arrival at school and go directly into the building.** Motor vehicles will be towed away at the owner's expense if they are parked in an obstructive or illegal manner.

Speeding and reckless driving will not be tolerated.

Indiana statutes provide that habitual truancy, suspension, expulsion and withdrawal from school may affect a student's ability to obtain and hold a driver's license or learner's permit. These statutes are presented here for the benefit of students and parents.

DRIVER'S LICENSE, PERMIT – ISSUANCE, INVALIDATION, REPORTING REQUIREMENTS, REVIEWS AND OTHER INFORMATION  
IC 9-24-2-1 **Version a** - Suspended, expelled, and withdrawn students - Sec. 1

- (a) A driver's license or a learner's permit may not be issued to an individual less than eighteen (18) years of age who meets any of the following conditions:
- (1) Is a habitual truant under IC 20-33-2-11.
  - (2) Is under at least a second suspension from school for the school year under IC 20-33-8-14 or IC 20-33-8-15.
  - (3) Is under an expulsion from school under IC 20-33-8-14, IC 20-33-8-15, or IC 20-33-8-16.
  - (4) Has withdrawn from school, for a reason other than financial hardship and the withdrawal was reported under IC 20-33-2-21 (a) before graduating.
- (b) At least five (5) days before holding an exit interview under IC 20-33-2-6(a)(3), the school corporation shall give notice by certified mail or personal delivery to the student, the student's parent, or the student's guardian of the following:
- (1) That the exit interview will include a hearing to determine if the reason for the student's withdrawal is financial hardship.
  - (2) If the principal determines that the reason for the student's withdrawal is not financial hardship:
    - (A) The student and the student's parent or guardian will receive a copy of the determination; and
    - (B) The student's name will be submitted to the bureau for the bureau's use in denying or invalidating a driver's license or learner's permit under this section.

IC 9-24-2-1 **Version b** - Suspended, expelled, and withdrawn students -Sec. 1

- (a) A driver's license or a learner's permit may not be issued to an individual less than eighteen (18) years of age who meets any of the following conditions:
- (1) Is a habitual truant under IC 20-33-2-11.
  - (2) Is under at least a second suspension from school for the school year under IC 20-33-8-14 or IC 20-33-8-15.
  - (3) Is under an expulsion from school under IC 20-33-8-14, IC 20-33-8-15, or IC 20-33-8-16.
  - (4) Is considered a dropout under IC 20-33-2-28.5.
- (b) At least five (5) days before holding an exit interview under IC 20-33-2-28.5, the school corporation shall give notice by certified mail or personal delivery to the student, the student's parent, or the student's guardian that the student's failure to attend an exit interview under IC 20-33-2-28.5 or return to school if the student does not meet the requirements to withdraw from school under IC 20-33-2-28.5 will result in the revocation or denial of the student's:
- (1) driver's license or learner's permit; and
  - (2) employment certificate.

IC 9-24-2-4 - Invalidation and revalidation of licenses; suspended, expelled, and withdrawn students - Sec. 4

- (a) If a person is less than eighteen (18) years of age and is a habitual truant, is under a suspension or an expulsion or has withdrawn from school as described in section 1 of this chapter, the bureau shall, upon notification by the person's principal, invalidate the person's license or permit until the earliest of the following:
- (1) The person becomes eighteen (18) years of age.
  - (2) One hundred twenty (120) days after the person is suspended, or the end of a semester during which the person returns to school, whichever is longer.
  - (3) The suspension, expulsion, or exclusion is reversed after the person has had a hearing under IC 20-33-8.
- (b) The bureau shall promptly mail a notice to the person's last known address that states the following:
- (1) That the person's driving privileges will be invalidated for a specified period commencing five (5) days after the date of the notice.
  - (2) That the person has the right to appeal the invalidation of a license or permit.
- (c) If an aggrieved person believes that:
- (1) the information provided was technically incorrect; or
  - (2) the bureau committed a technical or procedural error;
- the aggrieved person may appeal the invalidation of a license under IC 9-25.
- (d) If a person satisfies the conditions for reinstatement of a license under this section, the person may submit to the bureau the necessary information certifying that at least one (1) of the events described in subsection (a) has occurred.
- (e) Upon certifying the information received under subsection (d), the bureau shall revalidate the person's license or permit.
- (f) A person may not operate a motor vehicle in violation of this section.
- (g) A person whose license or permit is invalidated under this section may apply for a restricted driving permit under IC 9-24-15.
- (h) The bureau shall revalidate the license or permit of a person whose license or permit was invalidated under this section who does the following:
- (1) Establishes to the satisfaction of the principal of the school where the action occurred that caused the invalidation of the person's license or permit that the person has:
    - (A) enrolled in a full-time or part-time program of education; and
    - (B) participated for thirty (30) or more days in the program of education.
  - (2) Submits to the bureau a form developed by the bureau that contains:
    - (A) the verified signature of the principal or the president of the governing body of the school described in subdivision (1); and
    - (B) notification to the bureau that the person has complied with subdivision (1).

A person may appeal the decision of a principal under subdivision (1) to the governing body of the school corporation where the principal's school is located.

IC 20-33-2-11- Habitual truants ineligible for operator's license or learner's permit; minimum definition of "habitual truant"- Sec. 11.

- (a) Notwithstanding IC 9-24 concerning the minimum requirements for qualifying for the issuance of an operator's license or a learner's permit, and subject to subsections (c) through (e), an individual who is:
- (1) at least thirteen (13) years of age but less than fifteen (15) years of age;
  - (2) a habitual truant under the definition of habitual truant established under subsection (b); and
  - (3) identified in the information submitted to the bureau of motor vehicles under subsection (f); may not be issued an operator's license or a learner's permit to drive a motor vehicle under IC 9-24 until the individual is at least eighteen (18) years of age.
- (b) Each governing body shall establish and include as part of the written copy of its discipline rules described in IC 20-33-8-12:
- (1) a definition of a child who is designated as a habitual truant, which must, at a minimum, define the term as a student who is chronically absent, by having unexcused absences from school for more than ten (10) days of school in one (1) school year;
  - (2) the procedures under which subsection (a) will be administered; and
  - (3) all other pertinent matters related to this action.

- (c) An individual described in subsection (a) is entitled to the procedure described in IC 20-33-8-19.
- (d) An individual described in subsection (a) who is at least thirteen (13) years of age and less than eighteen (18) years of age is entitled to a periodic review of the individual's attendance record in school to determine whether the prohibition described in subsection (a) shall continue. The periodic reviews may not be conducted less than one (1) time each school year.
- (e) Upon review, the governing body may determine that the individual's attendance record has improved to the degree that the individual may become eligible to be issued an operator's license or a learner's permit.
- (f) Before:
  - (1) February 1; and
  - (2) October 1; of each year the governing body of the school corporation shall submit to the bureau of motor vehicles the pertinent information concerning an individual's ineligibility under subsection (a) to be issued an operator's license or a learner's permit.
- (g) The department shall develop guidelines concerning criteria used in defining a habitual truant that may be considered by a governing body in complying with subsection (b).

Determination of eligibility is made by the Bureau of Motor Vehicles. This information is provided here simply to inform students and parents of additional consequences of suspension, expulsion and withdrawal.

#### **SEARCH AND SEIZURE**

- A. The principal or the principal's designee may search the person of a student during a school activity if the principal has reasonable cause for a search of that student. "Reasonable cause 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.

#### **MOTOR VEHICLES**

The principal or the principal's designee may search a motor vehicle that has been driven to school when there is a reasonable cause (as defined in the Search and Seizure section of this handbook) for a search of the motor vehicle. The student's parent or legal guardian shall be notified.

If a student, parent or legal guardian, or the motor vehicle owner refuses to provide or allow access to a motor vehicle on school premises at the time of a request to search the motor vehicle, the principal or his designee may request a law enforcement officer to search the motor vehicle.

#### **LOCKERS STATEMENT OF POLICY**

All lockers made available for student use on the school premises, including lockers located in the hallways, physical education and athletic dressing rooms, industrial and agricultural education classrooms and the art classrooms, are the property of the school corporation. These lockers are made available for student use in storing school supplies and personal items necessary for use at school, but the lockers are not to be used to store items which cause, or can reasonably be foreseen to cause, an interference with school purposes or an educational function, or which are forbidden by state law or school rules.

The student's use of the locker does not diminish the school corporation's ownership or control of the locker. The school corporation retains the right to inspect the locker and its contents to insure that the locker is being used in accordance with its intended purpose, and to eliminate fire or other hazards, maintain sanitary conditions, attempt to locate lost or stolen materials and to prevent use of the locker to store prohibited or dangerous materials such as weapons, illegal drugs or alcohol.

#### **LOCKER RULES**

In order to implement the school corporation's policy concerning student lockers, the school board adopts the following rules and regulations:

- A. **Locks** — The school corporation will retain access to student lockers by keeping a master key. Students may not use their own locks to prevent access to lockers by school officials and any unauthorized locks may be removed without notice and destroyed.
- B. **Use of Lockers** — Lockers are to be used to store school supplies and personal items for use at school. Lockers shall not be used to store "contraband" which are items that cause, or can reasonably be foreseen to cause, an interference with school purposes or an educational function, or which are forbidden by state law or school rules, such as drugs (other than medicine for which a student has a current prescription or common cold or headache medicine sold over the counter), drug paraphernalia, beverage containing alcohol, weapon, any volatile substance, bomb or explosive device, any acid or pungent or nauseous chemical, any library book not properly checked out or overdue, unreturned gym or athletic equipment, any wet or mildewing articles or any stolen items. Students will be expected to keep their lockers in a clean and orderly manner.
- C. **Authority to Inspect** — The school corporation retains the right to inspect lockers to ensure they are being maintained in accordance with the conditions of rule No. 2. All inspections of student lockers shall be conducted by the principal or a member of the administrative staff designated in writing (hereinafter referred to as "designee") by the principal. (The principal may give the following staff members authority to inspect lockers: central office administrators, assistant principal, guidance counselors, athletic directors, teachers, etc.)
- D. **Inspections of Individual Student's Lockers**
  - 1. The inspection of a particular student's locker will not be conducted unless the principal or his designee has a reasonable suspicion to believe that the locker to be inspected contains contraband.

2. Before a particular student's locker is inspected, the student (or students if more than one has been assigned to a locker) if present on the school premises, shall, where possible, be contacted and given the opportunity to be present during the conduct of the inspection unless circumstances require that the inspection be conducted without delay in order to protect the health and safety of others present on school premises. Whenever an individual student's locker has been inspected under this rule without the student's presence, the principal or his designee shall notify the student of such inspection as soon as practicable thereafter.

**E. Inspection of All Lockers**

1. An inspection of all lockers in the school, or all lockers in a particular area of the school, may be conducted if the principal, superintendent or assistant superintendent reasonably believes that such an inspection is necessary to prevent, impede or substantially reduce the risk of (1) an interference with school purposes or an educational function, (2) a physical injury or illness to any person, (3) damage to personal or school property, or (4) a violation of state law or school rules. Examples of circumstances justifying a general inspection of a number of lockers are:
  - a. When the school corporation receives a bomb threat.
  - b. When evidence of student drug or alcohol use creates a reasonable belief of a high level of student use.
  - c. At the end of grading period, and before or during school holidays to check for missing library books, or lab chemicals or school equipment.
  - d. Where student violence or threats of violence creates a reasonable belief that weapons are stored in the lockers.
2. If a general inspection of a number of lockers is necessary, then all lockers in the defined inspection area will be examined. Students will not necessarily be given the opportunity to be present while a general inspection is being conducted.

**F. Involvement of Law Enforcement Officials**

1. The principal, superintendent or assistant superintendent may request the assistance of law enforcement officials to assist the school administrators in inspecting lockers or their contents for purposes of enforcing school policies only if such assistance is required:
  - a. to identify substances which may be found in the lockers; or
  - b. to protect the health and safety of persons or property, such as to aid in the discovery and disarming of bombs which may be located in the lockers.
2. If a law enforcement official requests to inspect a student's locker or its contents, the principal shall require the production of a search warrant before allowing the inspection.
3. If a law enforcement official requests the principal to make an inspection of a locker or its contents on behalf or in the place of such official, the request shall be denied. However, upon request of law enforcement officials, school officials may secure the locker and its contents for a reasonable period of time in order to permit the law enforcement official an opportunity to obtain a search warrant.

- G. Locker Maintenance** — Nothing in these rules shall affect members of the custodial or other staff who repair defective lockers or clean out or supervise the cleaning out of (a) lockers from time to time in accordance with posted general housekeeping schedule, (b) the locker of a student no longer enrolled in the school, or (c) a locker during any vacation period which is reasonably believed to contain rotting items such as food, wet clothes, etc.

**SUBSTANCE ABUSE POLICY**

It is a violation of the Substance Abuse Policy to:

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

Use of medication by a student prescribed by a medical doctor, a dentist or other health care provider authorized by law to prescribe medication for that student, does not violate this rule. However, in order for any medication to be taken by a student, written instructions from the health care provider or written permission from a parent or guardian is required. This includes over-the-counter medications such as aspirin or cough medicine.<sup>6</sup>

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 administrative 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, and (c) clips.

- C. No student may provide or transmit, by sale or otherwise, any substance which she/he 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 her/him as, a narcotic drug, (including tobacco or look-alikes), hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage, stimulant, depressant, or intoxicant of any kind.
- E. The principal or the principal designee reserves the right to administer a breathalyzer test at school or at any school sponsored activity. If a student refuses to comply, local authorities may be called.
- 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 FOR 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 TESTING

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.

## ATHLETIC PROGRAM MISSION STATEMENT

Clay Community Schools is dedicated to provide a comprehensive athletic program emphasizing sportsmanship, moral character, team spirit, self-discipline, individual and team commitment, school loyalty and competitive athletic interaction. The athletic program will be designed to allow for the greatest number of student participants possible while encouraging academic excellence through high academic standards.

## IHSAA ELIGIBILITY RULES

### *For Students in Grades 9, 10, 11 & 12*

Participation in athletics is a privilege earned by meeting the standards set by your school, conference, and IHSAA. If you have any questions regarding your eligibility, contact your athletic director or principal BEFORE you endanger your athletic eligibility, rather than AFTER it is too late.

### **YOU ARE INELIGIBLE**

- A. AGE
  1. A student who is or shall be twenty (20) years of age prior to or on the scheduled date of the IHSAA state finals in a sport shall be ineligible for inter-school athletic competition in that sport; a student who is nineteen (19) years of age on the scheduled date of the IHSAA state finals in a sport shall be eligible as to age for inter-school athletic competition in that sport.
- B. AMATEURISM
  1. If you play under an assumed name.
  2. If you accept money or merchandise directly or indirectly for athletic participation.
  3. If you sign a professional contract.
- C. AWARDS and GIFTS

1. If you accept commercial awards which advertise any business firm or individuals.
  2. If you accept any award designating "All-State" or "All-American".
  3. If you accept awards, gifts or honors from colleges or their alumni.
- D. CHANGE OF SCHOOLS**
1. If you were not eligible in the school from which you transferred.
  2. If you have participated in a high school varsity athletic contest in any sport and your parents did not make a corresponding change of residence to the new school district.
- E. ENROLLMENT**
1. If you did not enroll in school during the first 15 school days of a semester.
  2. If you have been enrolled more than 4 fall semesters and 4 spring semesters beginning with grade 9.
  3. If you have represented a high school in a sport more than 4 years.
- F. GRADES**
1. If you did not pass 5 full credit subjects or the equivalent in your previous grading period. Semester grades take precedence. (More restrictive local standards take precedence).
  2. If you are not currently enrolled in 5 full credit subjects or the equivalent.
- G. ILLNESS - INJURY**
1. If you are absent 5 or more consecutive school days due to illness or injury and do not present to your Principal written verification from a licensed physician stating that you may participate again.
- H. CONDUCT, CHARACTER**
1. If your conduct in or out of school (1) reflects discredit upon your school or the Association or (2) creates a disruptive influence on the discipline, good order, moral or educational environment in the school.
- I. PARENT & PHYSICIAN'S CERTIFICATE**
1. If you do not have a completed Student-Parent-Physician's Certificate on file with your principal prior to your first practice each school year.
- J. PARTICIPATION, PRACTICES, GAMES, CONTESTS, SCRIMMAGES**
1. If you participate as a member of any other similar team, in the same season, not under the direct supervision and management of your school.
  2. If you participate out-of-season in a team sport and do NOT follow the set IHSAA standards for participation on a non-school team. See your athletic director for participation guidelines.
  3. If you participate in a tryout, demonstration, or audition as a prospective college athlete.
  4. If you participate as a grade 9, 10, 11, 12 student in a contest with or against a student enrolled below grade 9.
  5. If you participate in a demonstration, coaches' school, coaches' clinic or officials' clinic outside the State of Indiana. Those held in the State of Indiana must have prior approval of the IHSAA.
- K. UNDUE INFLUENCE**
1. If any person uses undue influence to retain or secure you as a student or to retain or secure your parents as residents.

#### **NCAA INITIAL ELIGIBILITY**

Students who want to participate in NCAA Division I or II athletics should start the certification process by the end of their junior year or early in their senior year. If you wish to participate as a college freshman, you must meet specific requirements. These include graduation, standards for SAT/ACT, and minimum GPA including specific courses. Please contact your guidance counselor or athletic director for more information.

#### **RED SHIRTING POLICY**

Clay Community Schools recognizes that participation in interscholastic athletics is a privilege and not a right. Fair competition and safety of participants are prime concerns of this school corporation.

Clay Community Schools does not allow "red shirting," (the retention at grade level for athletic purposes, of any student who has successfully completed the academic requirements for any grade.)

It is hoped that this rule will help make athletic competition both fair and safe. Further, it is also hoped that as many students as possible will be able to participate as a result of this rule.

#### **STUDENT RECORDS**

The Family Educational Rights and Privacy Act, passed by Congress in 1974, 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.

- A.** 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.
- B.** There are some exceptions to rule number 3, above. School personnel may show or turn over records without 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 or 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 or those 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.



## **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:** <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.

## **NON-CUSTODIAL PARENTS**

Upon request a non-custodial parent, unless restricted by 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 school 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.

## **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.

## **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.

## **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.

#### **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.

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

Under the Asbestos Hazard Emergency Response Act (AHERA) of 1986 Clay Community Schools is required to annually notify 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 2016 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 2018 and April 2019. 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.

#### **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.