

# Clarksville Elementary School

## Parent-Student Handbook

2018-2019



*“Home of the Explorers”*

# *Welcome*

Dear CES Families,

Welcome to the 2018-2019 school year! This handbook is given to the families of all students enrolled at Clarksville Elementary. The information within its pages will help you understand the procedures and guidelines that must be followed at CES.

As parents and guardians, you are very important to our school. We encourage you to work with us during the year to assist in making your child's school experience a rich and meaningful one. We hope that the information in this handbook reflects our sincere commitment to making our school the best it can possibly be.

Please go over this handbook with your child and make sure that he/she understands it. It is extremely important that your child know the rules and information in our CES school handbook.

The staff and I are looking forward to working with all of our CES families this year. Let's have a great year!

Sincerely,



Mindy Dablow  
Principal, Clarksville Elementary School

## **Vision, Mission, Beliefs**

### **Our Vision**

The vision of Clarksville Elementary School is to develop every child as an individual, both academically and socially so that each child will grow, learn, and feel important.

### **Our Mission**

Clarksville Elementary students will be provided a challenging educational environment with curriculum that fosters a lifelong desire to grow academically and socially.

### **Our Beliefs**

1. Students learn best when they are actively engaged in the learning process.
2. Students learn best when our staff maintains high expectations for learning and provides all children an opportunity to learn.
3. Motivation to learn is influenced by a student's emotional and physical state, beliefs, interests, goals and habits of thinking.
4. Teachers, administrators, parents, and the community share the responsibility for helping students learn.
5. Effective school leaders engage in practices that support the ongoing improvement of teaching and student performance.
6. A safe and physically comfortable environment promotes student learning.

## **Clarksville Community Schools at a Glance**

### **Clarksville Community Schools District Office**

Superintendent: Mrs. Tina Bennett  
200 Ettel Lane, Clarksville, IN 47129  
[tbennett@clarksvilleschools.org](mailto:tbennett@clarksvilleschools.org)  
Phone: 812-282-7753

### **Clarksville High School**

Principal: Mrs. Adrienne Goldman  
800 Dr. Dot Lewis Drive, Clarksville, IN 47129  
[agoldman@clarksvilleschools.org](mailto:agoldman@clarksvilleschools.org)  
Phone: 812-282-8231

### **Renaissance Academy**

Director: Dr. Brian Allred  
806 Eastern Boulevard, Clarksville, IN 47129  
[ballred@clarksvilleschools.org](mailto:ballred@clarksvilleschools.org)  
Phone: 812-258-9040

### **Clarksville Middle School**

Principal: Mrs. Nikki Bullington  
101 Ettel Lane, Clarksville, IN 47129  
[nbullington@clarksvilleschools.org](mailto:nbullington@clarksvilleschools.org)  
Phone: 812-282-8235

## **Clarksville Elementary School**

Principal: Mrs. Mindy Dablow

700 N. Randolph Avenue, Clarksville, IN 47129

[mdablow@clarksvilleschools.org](mailto:mdablow@clarksvilleschools.org)

Phone: 812-282-1447

## **Our School District**

Students that attend Clarksville Elementary School must live in the Clarksville Elementary School district or have an approved transfer application on file at the school.

## **Change of Address**

When a family moves out of the school district, they are to notify the CES office immediately of their new address. Indiana Code requires the parent or guardian to notify the school within 14 days of the move. If the move is made after the beginning of a semester, the student will be allowed to finish the semester in our school, if parents provide transportation and no attendance or discipline problems are noted.

## **Contact Information**

Clarksville Elementary School works hard to foster an environment of communication among students, parents, staff, administrators, board members and the wider community. If parents have a question or concern about their student, they should contact their child's teacher. Staff contact information is listed on the Clarksville Community Schools district website.

## **Board of Education**

The Board of Education serves as the governing system for providing a free, public education as required by state law for children in the Clarksville Community School Corporation. The board typically meets on the first two Tuesdays of month at 7:30PM at Renaissance Academy, 806 Eastern Blvd., Clarksville, IN, and the meetings are open to the public. The CCSC Board meeting schedule, tentative meeting agendas, minutes of previous meetings, policies and names/contact information of Board Members are posted on the CCSC website.

The Board of School Trustees approves and authorizes all items in the school handbooks. As a result, the Clarksville Elementary Handbook represents the legal and formal policies that guide activity within the corporation.

## **District Leaders**

Superintendent: Mrs. Tina Bennett	<a href="mailto:tbennett@clarksvilleschools.org">tbennett@clarksvilleschools.org</a>	812-282-7753 x.5001
Corporation Treasurer: Christi Pruitt	<a href="mailto:cpruitt@clarksvilleschools.org">cpruitt@clarksvilleschools.org</a>	812-282-7753 x.5004
Director of Technology: Bobby Crane	<a href="mailto:bcrane@clarksvilleschools.org">bcrane@clarksvilleschools.org</a>	812-280-5027 x.5201
Food Services Director: Melissa Pixley	<a href="mailto:mpixley@clarksvilleschools.org">mpixley@clarksvilleschools.org</a>	812-282-8234 x.5101
Director of Maintenance: Rick Jackson	<a href="mailto:rjackson@clarksvilleschools.org">rjackson@clarksvilleschools.org</a>	812-283-0626 x.5401
Transportation Director: Scott Gardner	<a href="mailto:sgardner@clarksvilleschools.org">sgardner@clarksvilleschools.org</a>	812-280-5015 x.5102
School Resource Officer: Chris Bartley	<a href="mailto:cbartley@clarksvilleschools.org">cbartley@clarksvilleschools.org</a>	812-282-9644

## **Communities in Schools**

Communities In Schools of Clark County (CISCC) is a non-profit organization whose mission is to link community resources that are needed to help young people successfully learn, stay in school, and prepare for life. Their main goal is to help make sure the basic needs of students are being met so that they can be successful in school.

Clarksville Elementary receives assistance from CISCC through many programs. 3-2-1 Read, tutoring during the school day for grades K-2, After School Homework Club for students in grades 3-4, eye exams, Before School Care, After School Care, assistance with winter coats, and assistance from Centerstone Mental Health Center are just a few of the things that CISCC offers to Clarksville Elementary.

**Clarksville Police Department**

The Clarksville Police Department has a School Safety Resource Officer located in our school corporation. Officer Chris Bartley assists at the elementary school, middle school, and high schools. School safety, discipline, and attendance issues are just some of the areas the Resource Officer assists with at all levels.

**Criminal Background Checks**

Our school offers parents opportunities to serve as volunteers through activities such as field trips, room assistance, staff assistance, PTO membership, and special school activities. All volunteers must complete a Consent to Perform Investigative Consumer Report Form and will have a Limited Criminal History Background Check. **These forms must be completed annually. Necessary background check paperwork is available in the CES office and should be submitted at least one week prior to the intended volunteer date.**

**Parent-Teacher Organization**

The Clarksville Elementary PTO is a vital part of our school community. Our PTO sponsors events and fund raisers that generate valuable resources that support our school. We are indebted to the many parents and extended families that help make our school a great haven for learning. All parents are encouraged to participate in our PTO. We are extremely proud of their hard work and commitment to our students. We look forward to working with all our CES families to make this the best year ever!

**Communities in Schools Before and After School Care**

CIS is pleased to offer Before School Care in the CES cafeteria from 6:30AM-7:50AM. CIS also provides a safe, well supervised after school program . Students go with CIS staff members to the cafeteria after school where they work on their homework and participate in other activities. Information about both of these programs can be obtained from contacting Communities in Schools at 812-280-0028 or their website at [www.cisofclark.org](http://www.cisofclark.org) .

**School Hours**

The Clarksville Elementary School day runs from 8:20PM-3:20PM for grades K – 4. Preschool is in session from 8:20AM-11:20AM for the morning session and from 12:20-3:20PM for the afternoon session, Monday-Thursday. Selected preschool students also attend school on Fridays for extra instruction.

	<b>Normal Schedule</b>	<b>2-Hour Delay</b>
Doors Open	7:50 AM	9:50 AM
Start of School/Tardy Bell	8:20 AM	10:20 AM
Preschool Start Time	8:20 AM	
AM Preschool End Time	11:20 AM	No AM Preschool
Beginning of PM Preschool	12:20 PM	
Bus Dismissal	3:20 PM	3:20 PM
Car Rider Dismissal	3:20 PM	3:20 PM
Walker/Daycare Dismissal	3:25 PM	3:25 PM
PM Preschool Dismissal	3:20 PM	3:20 PM

## **Morning Arrival Procedures**

Classes begin at 8:20 AM. Students are expected to be in the classrooms, ready to work, at this time. Parents should not walk their students to their classroom, but allow their student to walk on their own to their classrooms. Any student arriving to class after this time is counted tardy. Late arrivals are expected to stop by the office to pick up a tardy slip before going to class. **Parents must escort their children into the office to sign them in and receive a tardy pass.**

School doors will not open until 7:50 AM. Students eating breakfast may go to the cafeteria at this time. Students not eating breakfast will go to the gym, where they will be supervised by staff members until 8:15 AM. Students are not allowed in classrooms prior to 8:15 AM, unless special provisions have been made by the classroom teacher.

**Students are not allowed to enter the building before 7:50 AM. There is no staff supervision before that time. Students are not allowed to play on our playground area before school.**

## **Car Rider Drop-off/Pick-up Procedures**

Parents who bring children to school in cars or vans are required to drop off and pick-up their children at the designated student drop-off and pick-up area at entry way #9 on Randolph Avenue. Students will enter the building at entry way #9. If students are eating breakfast, they should go to the cafeteria. Students not eating breakfast should go to the gym prior to 8:15 AM. After 8:15 AM, students should go to their classrooms. **The driveway and parking lot at the main entrance of the school is not for student drop-off until after 8:20 AM. Students who walk to school enter the building at the front entrance, so car rider drop offs are absolutely prohibited at this entrance until after 8:20 AM in order to ensure student safety.** Parents who bring their students to school after 8:20 AM are required to sign in at the office. This is for security reasons. If students must be picked up before the end of the school day, parents/guardians must enter through the front of the school and sign students out in the office.

## **Dismissal Procedures**

Students will be dismissed from class at the end of the day by a grade level teacher. Bus riders and car riders will be dismissed at 3:20 PM. Bus riders will go out through entrance #2 , #3, or #5 that opens to the back parking lot between CES and CHS where the buses are parked. Day Care Van riders will be dismissed at 3:25 PM and will exit through entrance #2 to load vans waiting along the curb on Washington Avenue. Walkers will be dismissed at 3:30 PM through entrance #5 to the back parking lot after the buses and daycare vans have been dismissed.

Please be on time when picking up your child. CES staff members often have meetings and other obligations after school, and it creates a hardship for staff if students have to be supervised after school hours. If your child is picked up late frequently, school administration may contact the Department of Child Services to report neglect.

## **Car Riders**

Students that go home in cars will be dismissed at 3:20 PM. Students will exit entrance #9 and will be loaded into cars along the circular drive off Randolph Avenue. This will be a drive-in service with ten cars loading at a time. Parents should hang their student's car rider ID tag from the rearview mirror of the vehicle . If you do not have a car rider ID tag, we ask that you pick up your child in the front office. Parents will be required to show their ID to an office staff member before the student will be released. The line will form running north to south along Randolph Avenue

from Carter Avenue. Parents are asked to stay in their vehicles and allow CES staff to help their child(ren) into the cars. Please stay in a single line and do not double park or block other traffic. **In order to keep our students safe, it is absolutely prohibited for cars to get out of the line and drive around the other cars.** When picking up students, please display courtesy to other parents who are also picking up their children. We respectfully request that you not park in the driveway prior to dismissal as room for cars will be limited. **Please also note that there is NO SMOKING on school property, so you may not smoke while waiting in the car rider line.** If students are not picked up on time, they will need to be picked up in the school office. Parents picking up students from the office must show their ID to an office staff member before the student will be released. This is for student safety. **PLEASE be on time picking up your children. CES staff members often have meetings and other commitments after school, and it puts a hardship on staff members if supervision is needed for students who are not picked up on time.**

### **Walkers**

Students who walk home will be dismissed at approximately 3:30PM and will leave the building through Door #5 into the back parking lot between CES and CHS. Siblings who walk together are instructed to meet at the entrance. If parents/guardians are meeting their children to walk together, they must wait outside in the back parking lot near Door #5 for the supervising staff members to walk the students out. If an adult is meeting a student in the back parking lot to walk home together, the adult must have a school issued sign with the child's name on it in order for the staff member to release the student. This is for student safety. Families can receive additional signs from the school office if needed.

Safety of the children is most important to all of us at Clarksville Elementary. Therefore students are expected to go home immediately after school. We have no playground supervision after school.

### **Leaving School Premises**

Students are not permitted to leave school premises without parental permission. Parents must come to the school office to sign out a child from school. The child will be called from the classroom after the parent reports to the office. If a child will be leaving school in a way other than their usual manner, the parent should contact the child's teacher via a written note or email. Transportation changes can be made by phone at 812-282-1447 or emailed to [cestransportation@clarksvilleschools.org](mailto:cestransportation@clarksvilleschools.org) before 2:00PM and will be shared with classroom teachers. No child will be allowed to leave with anyone who is not on that student's emergency contact list. IDs will be checked when students are picked up early to verify that the adult signing the children out are listed in the emergency contact section of Infinite Campus. Parents/Guardians can add emergency contacts to their child's list through the Parent Portal in Infinite Campus, or by contacting Mrs. Jennifer Bishop, CES attendance secretary, in the school office at 812-282-1447.

### **Curriculum & Learning**

#### **Homework Policy Philosophy**

Educators and parents share one common goal: to help each student in our school to be successful. Homework gives students the opportunity to extend the classroom learning and to practice skills while developing self-discipline and study habits that will benefit them in school and in the future.

Students, parents, teachers, and administrators share responsibility in working together to make homework a valuable, relevant, and instructional program. The Clarksville Community School Corporation expects students to complete homework assignments at all grade levels. If an emergency arises that prevents the completion of an assignment, the parent/guardian is asked to send a note to the teacher explaining the situation.

### **Purpose of Homework**

1. Provide practice and application of knowledge gained in the classroom through review, reinforcement, and enrichment.
2. Help students learn responsibility, good study work habits, and time organization.
3. Encourage home/school cooperation and communication for students' educational growth.
4. Promote learning through the use of community resources.

### **Teacher's Role**

The teacher should be conscientious and thoughtful about making appropriate homework assignments and properly preparing students for completing them. The teacher should:

1. Plan and coordinate homework so that it reinforces classroom instruction.
2. Provide directions for homework completion explaining how it will be graded.
3. Assure that assignments are reasonable for all students and that the time required is appropriate. The following time frames are considered appropriate for each grade level:

PreK-Kindergarten: No more than 15 minutes

1<sup>st</sup> Grade: No more than 20 minutes

2<sup>nd</sup> Grade: No more than 30 minutes

3<sup>rd</sup> Grade: No more than 30 minutes

4<sup>th</sup> Grade: No more than 45 minutes

***\*If it is consistently taking your child longer than these suggested time frames, please contact his/her teacher. We absolutely do not want our students spending an unreasonable amount of time on homework after a long day of school, so your child's teacher will work with you to come up with a reasonable amount of homework for your child.***

4. Notify parent/guardian if a student consistently fails to complete homework assignments.
5. Respect the need for students to participate in other activities.
6. Communicate the teacher's homework practices to parents.

### **Parents' Role**

Parents can be most helpful to their children by showing interest and encouraging positive attitudes toward homework. Parents should:

1. Provide a quiet place to study.
2. Establish a regular homework time with needed supplies.
3. Encourage the child to ask for help from the teacher if in doubt about assignments.
4. Communicate with the teacher when the child has consistent difficulties with homework.
5. Expect quality work and completion of tasks while accepting each child's best efforts.
6. Ensure that the child does his/her own work while giving encouragement and needed assistance.



## **Students' Role**

Students must accept responsibility for their own learning. They are expected to complete their homework in an acceptable way. Students should:

1. Always ask any questions about an assignment before leaving class.  
3<sup>rd</sup>-4<sup>th</sup> grade students will use planners to record their assignments. K-2<sup>nd</sup> grade teachers will communicate homework through weekly newsletters.
2. Take home all needed books and materials for the homework assignment.
3. Allow enough time so that assignments are not rushed.
4. Find a special place to work free from noises and distractions.
5. Check completed assignments for accuracy.
6. Return assignments on the date required.
7. If a student is absent, he/she will have one day per day of absence for making up missed work (ie. 3 days of absences = 3 days to make up).

**If parents feel that homework assignments are too time consuming, difficult, or overwhelming for their child, they are encouraged to contact the child's teacher to discuss this issue.**

## **Title I**

CES is a Title I school. Title 1 is a federally funded program that provides supplemental academic support for our students. Parent communication, workshops, and participation are vital components of this program. Funds from the Title 1 program help support the professional development opportunities for teachers and assistants as well as provide additional academic support for students.

## **Academic Progress Reporting**

The evaluation of students is an important process. Each student's progress is assessed in a variety of ways. Report cards will be issued at the end of each grading period and will be sent home with the child. Progress reports will be sent home with students midway through each grading period. Parent/Teacher conferences will be held at the end of the first grading period. Parents/Guardians will be given an opportunity to schedule a time to meet with teachers on a specific date. Additional conferences may be scheduled at the parent's or teacher's request.

## **Grading Scale**

The following scale will be used to evaluate students at Clarksville:

- A=Excellent (90%-100%)
- B=Good (80%-89%)
- C=Satisfactory (70%-79%)
- D=Passing, but much improvement needed (60%-69%)
- F=Failure (below 69%)

***\*Preschool and Kindergarten students will be assessed according to a list of grade level standards rather than letter grades.***

At the end of the school year, students who have mastered grade level skills will be promoted to the next level. If a child has not mastered all expected skills, but would not benefit by repeating the same grade level, or if parents do not agree with the school's recommendation to retain the student, he/she may be assigned to the next level.

## **Report Cards**

Report cards are distributed every nine weeks. Some grades on the report cards may be adapted, and not be an assessment of true grade level curriculum. If this is the case, the grade will be noted by an asterisk (\*). Adaptations of the grades may include the following instructional accommodations: below grade level materials, shortened assignments, assistance from an aide/tutor, peer assistance, altered tests, and materials orally read to the students. The purpose of these adaptations is to reduce frustration, promote self-esteem, and increase opportunities for academic success. Students with an IEP, 504 plan, or other special circumstances are eligible for accommodations. The classroom teacher will contact parents of students receiving adapted grades and the adaptations used will be fully explained.

## **Progress Reports**

Progress reports will be sent to parents midway through the grading period. This is important communication between parents and teachers.

## **Retention**

When considering retention for any student, teachers will consider classroom performance, the various assessments given at each grade level, and the attendance of the student. Teachers will document contact with parents where this issue has been discussed. Parents of students being retained will be asked to sign a letter stating they understand that their child will repeat the current grade level. If parents disagree with the school's recommendation to retain the student, they may be asked to meet with the teacher and principal to discuss the issue. If the parents do not wish to retain their child after a conference is held, the child will be assigned to the next grade level rather than promoted. The parents will receive a statement that they understand their child has not met state standards for the current grade level and will be assigned to the next grade level rather than promoted. A copy of this statement will also be placed in the child's permanent record file.

## **Academic and Behavior Policy For Extracurricular Activities**

Parents are encouraged to monitor student grades closely and to stress the importance of academic performance. Students need to understand that first priority must be academics and that extracurricular activities should not interfere with classroom performance. Students who have F's in academic subject areas will be prohibited from participating in extracurricular activities.

## **CES Student-Parent/Guardian Extra-Curricular Activities Contract**

During the 2018-2019 extracurricular season, students involved in extracurricular activities are expected to follow REACH (Respect, Empathy, Attitude, Cooperation, and Honesty) both at school and when participating in school events. All coaches and sponsors expect our students to be the leaders of the school and set the examples for others to follow. Our students need to remember that it is a privilege to participate in extra-curricular activities and that they are representing Clarksville Elementary. All students participating in extracurricular activities will be expected to follow REACH.

In the event that a student involved in extracurricular activities receives an office discipline referral, he/she will receive the following consequences:

### **Office Referral**

One (1) office referral  
Two (2) office referrals  
Three (3) office referrals

### **Consequence**

Removed from one (1) practice  
Benched from one (1) game/event  
Removed from Team/activity

## **Attendance**

According to state law, excessive tardiness and/or absenteeism is to be reported to proper authorities for investigation of educational neglect. Parents are required to contact the school with a note, email, fax or phone call that gives the reason for the student's absence. If prior contact is not possible, the family should provide a written excuse within 2 days of the absence. If parental contact is not made, the absence is recorded as "unexcused." **No more than 3 parent calls ins, without a doctor's note, will be excused per nine weeks.** If the absence of a student appears questionable or excessive, the school staff and the SMART program may work with the family to improve the child's attendance. **When a student has missed at least 5 days (excused or unexcused), a letter will be sent to the parents/guardians explaining the attendance policy in detail. At 10 days, parents/guardians will again be notified of the educational ramifications of consistent absences, and CES may require an attendance agreement/contract to be signed. Continued unexcused absences (10 or more) will be reported to the Division of Children and Family Services (DCS) as educational neglect per DCS Policy IC 20-33-2-25.**

CES will continue to monitor the students' attendance issues, and if the parents/guardians do not make improvements to their child's attendance, or if the child continues to be tardy, the school can refer the family to the Clark County School Matriculation Assistance Review Team (S.M.A.R.T.) program. This referral is the last attempt the school will make to give the family a chance to improve absences/tardies. The S.M.A.R.T. program will make a decision about the next course of action.

We do realize that illness sometimes causes a child to miss several days. If a child has been absent for 10 or more days due to being hospitalized, or has a valid doctor's note explaining the absences, that will be taken into account when considering a decision about the next course of action.

## **Excused Absences**

Excused absences are defined as absences that the school corporation regards as legitimate reasons for being out of school, as included in the school policy. These could include:

- Illness verified by phone call or note from parent/guardian (when cumulative absences are less than 10 days)
- Illness verified by note from Physician
- Family funeral
- Maternity
- Military Connected Families (e.g. absences related to deployment and return)

## **Unexcused Absences**

An unexcused absence is any absence not covered under the definition of excused or exempt or cumulative absences over 10 days without a doctor's note.

## **Tardies**

Frequent, unnecessary tardiness disrupts a child's learning and interrupts the learning process of the class as well. A student will be counted tardy if he/she arrives to class after the 8:20 AM bell but before 11:20 AM. Arrival after 11:20 AM is considered a half day absent.

## **Excused Tardy**

Doctor appointments with documentation will be counted as excused.

## **Family Vacations**

Families should make every effort to arrange vacations during school break times. If it is necessary to go on a family vacation on school days, the student will be counted absent, and he/she will be expected to make up missed work upon arrival back to the classroom. These absences will be counted as unexcused.

## **Early Dismissals**

Early dismissals must be acknowledged and arranged through the school's office. Parents/guardians are encouraged to make every effort to schedule doctor, dentist, or other appointments after school hours. Excessive use of early dismissal for students will require a conference with the parent and may require further action. Please inform your child's teacher or the office as early as possible if your child needs to leave early. Again, please try to keep early dismissals to a minimum. Adults picking up students in the office will be required to show ID to ensure student safety.

## **Perfect Attendance Recognition**

Students who have a record of any tardies or early dismissals will not be eligible for a Perfect Attendance award at the CES annual Awards Day ceremony.

## **Participation in Field Trips, Clark Coins Parties, and other Special Events**

Students with more than 5 absences or 10 tardies and/or early dismissals each semester will be unable to attend field trips, Clark Coins parties, and other special activities. If a student has an extended illness, hospitalization, death in the family, or other extreme circumstances for missing school, the school administration will consider allowing students to participate. Counting absences, tardies, and early dismissals will start over again at the start of the second semester.

## **Security Cameras**

As a part of the security policy, cameras have been placed throughout the building for the protection of our students. Cameras are located both inside and outside the building.

## **Doors Locked**

For the protection of our students during the school hours, all doors are locked every day. Visitors should come to the main entrance door and push the button on the wall of the school to the left of the doors for entrance to the building. Upon pushing the button, the secretary or someone in the office will come on the intercom and ask your purpose for being there and then unlock the door for you to come into the building. All visitors must sign in and out at the office and wear a visitors badge when in the building.

## **Visitors to the Building**

Visitors are to enter the building through the main front entrance. They are required to sign in with the secretary and provide their driver's license so that it can be scanned through our Raptor security system. **Please remember to bring your driver's license when you come to CES to volunteer or pick up your child!** Raptor is a system purchased for CES by the Clarksville Police Department and the Clarksville Town Council. It screens a visitor's driver's licenses and runs a criminal history check to ensure our students' safety. A Visitor's Badge sticker with the visitor's driver's license picture will be printed out for visitors to wear at CES. For special school events that will have a large amount of visitors attending (such as classroom holiday parties, field trips, Awards Day, Field Day, Walk-A-Thon, etc.), adults will be asked to sign in at in a designated area and will receive a visitor's sticker. They will not need to sign in at the office for these occasions. The school administration will notify parents of sign in procedures for each school event.

Students are not allowed to bring other students to school to visit classrooms during school hours. Our liability is to the students enrolled in our school. Additional children in the classrooms places additional responsibilities on the teachers. This also applies to transportation on school buses. Only Clarksville students may ride our school buses.

### **Dress Code**

Suitable and appropriate dress and appearance are strongly correlated with academic success. While at school, students are expected to wear appropriate clothes and to wear them in an acceptable manner that is appropriate for their age group. Clothing must fit students properly in order to be worn to school. School personnel expect students to use good judgment and taste in their dress and personal grooming habits. Parents are asked to cooperate by sending their children to school wearing clothing that is safe, clean, and non-distracting.

Clothing appearance guidelines require that:

- Pants, skirts, or shorts be worn at waist level (No Sagging or Bagging),
- Appropriate footwear be worn at all times **(NO FLIP FLOPS)**

### **Apparel Not Allowed at School**

- Hats, bandanas, or sunglasses worn indoors
- Midriff tops
- Flip-flops, strapless shoes, and heelies
- Hoop or dangling earrings
- Clothing or accessories that:
  - Display vulgar or suggestive pictures
  - Promote alcohol, tobacco, drugs, violence, or wrestling
  - Have suggestive lettering, profanity, or offensive slogans
  - Are too short, too tight-fitting, leave a bare midriff, or are too loose or have other characteristics which may be perceived as suggestive, revealing, or distracting.
- Other than the ears, pierced body parts are not allowed. Exposed undergarments, body markings that are disruptive or offensive, and hairstyles that cause distraction among students are not allowed. The principal or principal's designee has the final say in determining if a student's apparel is considered distracting.

If a student's clothing violates any of the above standards, or if his/her appearance causes a disturbance, distraction, or safety hazard, he/she will be expected to return home to change. Parents will be notified to assist in correcting the situation. Students will not be allowed to attend class if their dress is inappropriate.

Parents are encouraged to send children to school appropriately dressed on days they have physical education. Tennis shoes and clothes appropriate for physical activities are to be worn to physical education class. Classroom teachers will inform parents of what day of the week their child has PE.

Unless the outside wind chill is extremely low, students will most likely have outdoor recess. Students typically will go outside for recess if the temperature is 32 degrees or above. Therefore students should wear appropriate clothing for the weather. Students may wish to keep jackets at school to wear outside if the temperature dips during the day. Students should not wear shorts, t-shirts, or other summer clothing during the winter months. Please monitor what your child wears.

Kindergarten and first grade students should keep a seasonal appropriate change of clothing at school.

Good hygiene is to be practiced by all students. Indiana law states that teachers do not have to tolerate offensive odors from students in their classrooms. Parents or guardians will be contacted to resolve situations if their child is sent to the office because of an offensive odor.

## **Health and Wellness Policy**

The Clarksville Community School Corporation is committed to providing school environments that promote and protect children's health, well-being, and ability to learn by supporting healthy eating and physical activity.

The Clarksville Community School Corporation develops, reviews, approves, enforces and monitors school board policies addressing the following issues:

- Smoking and other tobacco use
- Health examinations
- Child abuse and neglect
- Bus conduct and requirements
- Drug abuse
- Student drug use and alcohol offenses
- Discipline and due process
- Vending machines
- Indoor air quality
- Pest management practices
- Medications
- Promotion of healthy schools

The Clarksville Community School Corporation supports wellness and good nutrition as part of the total learning environment. The entire school environment, not just the classroom, should be aligned with healthy school goals to positively influence a student's understanding, beliefs, and habits as they relate to good nutrition. All nutrition programs associated with the school will adhere to federal and state guidelines.

***Soft drinks should not be brought in to drink with school snacks or packed in student lunches at any time.***

***Food items for the classroom should be store bought and preapproved by the classroom teacher. This is important because of student food allergies. All snacks/treats brought to school to be shared with classmates must be store bought.***

### **Medications**

If prescription or nonprescription medications must be taken at school please follow these guidelines:

- A. Medications must be sent to school in the original container with the child's name on the medicine bottle. All medications must be taken to the school office upon arrival at school. Medication Form must accompany medicine, and must include the following information:

1. Name of student
2. Name of medicine
3. Amount to be given

4. Time to be given
5. Parent/Guardian signature
6. Date

- B. Medication cannot be administered by school personnel unless the above guidelines are followed.
- C. No child will be allowed to take medication at school without adult supervision.

### **Unconsumed Medication**

Senate Enrolled Act (376) prohibits the school from sending medication home with a student. Parents must pickup any unused medication upon the student's withdrawal, before a vacation or school break, or at the end of the school year.

### **Self-Administration of Medication by Student**

A written statement from the student's physician is required for a student to self-administer any medication (ex. asthma inhalers).

### **Clarksville Elementary School Student Cafeteria Account Procedures & Policies**

Please see the Clarksville Community Schools website for new updates to the CES Cafeteria Account Procedures and Policies. Updates were not available at the time this handbook was prepared. The CCSC website is [www.ccsc.k12.in.us](http://www.ccsc.k12.in.us).

The CES Cafeteria Manager is Katie LaHue, and she can be contacted at 812-282-1447 or [klahue@clarksvilleschools.org](mailto:klahue@clarksvilleschools.org). The CCSC Food Service Director is Melissa Pixley, and she can be contacted at 812-704-5525, ext. 5101 or [mpixley@clarksvilleschools.org](mailto:mpixley@clarksvilleschools.org)

### **Outside Foods**

**Parents may choose to pack their child's meals in lieu of purchasing meals at schools.**

**CCSC encourages nutritious food items being brought from home.** We respectfully ask that food not be brought (delivered) to your child at school from outside restaurants. Thank you in advance for your cooperation and understanding of this issue.

**CCSC proudly advocates a "No Fast Food Zone" policy to promote healthier food choices to our entire population.** This is also in conjunction with our Local Health & Wellness Policy as well as federal (HHFK Act of 2010) and state (INDOE/USDA) regulations in regards to school nutrition.

#### **A. Field Trips and Meals**

Any meal provided by the school cafeteria for a field trip will be charged to the student's meal account. Charges will be in accordance with the student's meal status.

#### **B. Special Diet Requests**

Please visit our website [www.ccsc.k12.in.us](http://www.ccsc.k12.in.us) for forms and procedures. Please contact Katie LaHue, CES Cafeteria Manager, with any questions you may have.

### **Student Behavior**

The main concern of our school is to provide students with a good learning environment. Learning should be a pleasant and rewarding experience. Important components to learning are listening and self-discipline. Students who practice good listening skills and self-discipline generally encounter fewer difficulties in school.

There may be times when pupil behavior will require attention. Students who behave inappropriately will be corrected under due process. Due process procedures ensures a student's right to be informed of the offense. The school encourages positive attitudes in all students. We also ask that students demonstrate courtesy and respect at school. School personnel will make every effort to inform students of the reason why they have been corrected.

Through the use of a Positive Behavior Support System, rules for the common areas of the school have been developed and will be posted around the school. **The CES Positive Behavior Support System is based on REACH, which stands for Respect, Empathy, Attitude, Cooperation, and Honesty.** Staff will be teaching the rules in the classroom and will reinforce those rules daily. The Common Areas Rules are as follows:

### **Procedures for Common Areas:**

#### **Hallway**

- Stay in line
- Keep hands, feet, and objects to self.
- Level 0 in hallways. (Noise Level: 0=No talking; Level 5=Outside voices; Scale goes from 0-5)

#### **Restroom Expectations**

- Flush toilets
- Wash hands with soap and water when finished.
- Respect each other's privacy.
- Noise: Level 1 in restroom.

#### **Gym/Assembly Area**

- Sit in designated area
- Level 2 (unless told otherwise).
- Keep hands, feet, and objects to self.
- Always face forward.

#### **Cafeteria**

- Noise level: 2
- When lights are out: Noise level: 0
- Use good table manners.
- Dump trash in trash-can; pick up your spilled trash.
- Walk to designated line-up area.
- Noise level: 0 when lining up.

#### **Playground**

- Noise Level: 0-5
- Play without roughhousing
- Play without pretend fighting (No play weapons).
- Include everyone (No clubs, cliques).
- Leave the mulch on the ground.
- Use playground equipment appropriately.
- **Students may not bring toys/athletic/electronics equipment from home to play with at recess. Students will be provided with plenty of materials (balls, jump ropes, sidewalk chalk, etc.) to play with by classroom teachers. Students may bring**



**toys/athletic equipment/electronics from home if given special permission by classroom teachers (Compliment parties, or other special occasions).**

Students who do not follow the established rules may receive classroom discipline referrals, or in severe cases, office level discipline referrals. Parents will be contacted by school administration if their child receives an office level discipline referral. Students may be prohibited from attending field trips and participating in other special school activities due to excessive discipline issues, as deemed necessary by school administrators.

**School Lockers**

All lockers used by students are the property of the School Corporation. Students may use assigned lockers to store school supplies and personal items necessary for use at school. Lockers are not to be used to store items which cause, or can reasonably be foreseen to cause, an interference with school purposes, an educational function, or which are forbidden by state law or school policy.

Though students are assigned individual lockers for personal use, the School Corporation retains the rights of ownership, and students have no expectation of privacy in the locker or its contents. The School Corporation may search a locker and its contents at any time. Students may not put locks on lockers.

**Locker Rules**

1. Use of Lockers

- a. Students are encouraged not to bring to school money or articles of value that could be stolen.
- b. Lockers are not to be used by more than one student.
- c. No food, drink, or wet articles should be stored in lockers.

2. Care of Lockers

Lockers should not be slammed, kicked, or over-filled. Decals, stickers, writing, tape, etc., that cannot be readily removed should not be used on lockers.

3. Involvement of Law Enforcement Officials

Administrators may request the assistance of law enforcement authorities to inspect lockers or their contents. The reason for involving law enforcement officers may be to identify substances that may be found in lockers or to protect the health and safety of persons or property.

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. Otherwise, the request will be denied and request that the principal make an inspection of a locker or its contents on behalf of, or in place of, a law enforcement official. However, the principal may cause a locker inspection to be performed for school purposes if information supplied by law enforcement officials gives rise to a reasonable suspicion that a locker contains contraband.

As a deterrent to serious drug problems, the superintendent or the principal may secure the services of dogs trained in the detection of narcotics, drugs, or alcohol on school property.

**School officials may find it necessary to discipline students when their behavior interferes with school purposes or educational functions of the school corporation. In accordance with the provisions of Indiana Code 20-33-8, administrators and staff members may take the following actions:**

1. **SUSPENSION FROM SCHOOL BY PRINCIPAL:** A school principal (or designee) may deny a student the right to attend school or take part in any school function for a period of up to (10) school days.

2. **EXPULSION:** A student may be expelled from school for a period no longer than the remainder of the current semester plus the following semester. In cases where the student is being expelled for possession of a firearm, a destructive device, or a deadly weapon, the maximum length of the expulsion period is listed under Grounds for Suspension and Expulsion, Section C and Section D.

**GROUND FORS SUSPENSION OR EXPULSION, I.C. 20-33-8-14(a):** The grounds for suspension or expulsion listed in section A. below apply when a student is:

(a) on school grounds immediately before, during, and immediately after school hours and at any time when the school is being used by a school group (including summer school);

(b) off school grounds at a school activity, function, or event; or

(c) traveling to or from school or a school activity, function or event.

**A. Student Misconduct and/or Substantial Disobedience, I.C. 20-33-8-14** Grounds for suspension or expulsion are student misconduct and/or substantial disobedience. Examples of student misconduct and/or substantial disobedience for which a student may be suspended or expelled include, but are not limited to:

(1) Using violence, force, noise, coercion, threat, intimidation, fear, passive resistance, or other conduct constituting an interference with school purposes or urging other students to engage in such conduct. The following enumeration is illustrative and not limited to the type of conduct prohibited by this rule:

(a) Occupying any school building, school grounds, or part thereof with intent to deprive others of its use.

(b) Blocking the entrance or exits of any school building or corridor or room therein with intent to deprive others of lawful access to or from, or use thereof.

(c) Setting fire to or damaging any school building or property.

(d) Prevention of, or attempting to prevent by physical act, the convening or continued functioning of any school or educational function, or of any meeting or assembly on school property.

(e) Intentionally making noise or acting in any manner so as to interfere with the ability of any teacher or any other person to conduct or participate in an educational function.

(2) Engaging in any kind of aggressive behavior that does physical or psychological harm to another person or urging of other students to engage in such conduct. Prohibited conduct includes coercion, harassment, bullying, hazing, or other comparable conduct.

(3) Engaging in violence and/or threat of violence against any student, staff member, and/or other persons. Prohibited violent or threatening conduct includes threatening, planning, or conspiring with others to engage in violent activity.

(4) Causing or attempting to cause damage to school property, stealing or attempting to steal school property.

(5) Causing or attempting to cause damage to private property, stealing or attempting to steal private property.

(6) Causing or attempting to cause physical injury or behaving in such a way as could reasonably cause physical injury to any person. Self-defense or reasonable action undertaken on the reasonable belief that it was necessary to protect some other person does not constitute a violation of this rule.

(7) Threatening or intimidating any person for any purpose, including obtaining money or anything of value from the student.

(8) Threatening (whether specific or general in nature) damage or injury to persons or property, regardless of whether there is a present ability to commit the act.

(9) Failing to report the actions or plans of another person to a teaching or administrator where those actions or plans, if carried out, could result in harm to another person or persons or damage property when the student has information about such actions or plans.

(10) Possessing, handling, or transmitting a knife or any object that can reasonably be considered a weapon, is represented to be a weapon, or looks like a weapon.

(11) Possessing, using, transmitting, or being affected by any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage, stimulant, or intoxicant of any kind. Also prohibited is the consumption of any of the stated substances immediately before attending school or a school function or event.

a. Exception to Rule 11: a student with a chronic disease or medical condition may possess and self-administer prescribed medication for the disease or condition if the student's parent has filed a written authorization with the building principal. The written authorization must be filed annually. The written authorization must be completed by a physician and must include the following information:

1. That the student has an acute or chronic disease or medical condition for which the physician had prescribed medicine.

2. The nature of the disease or medical condition requires emergency administration of the prescribed medication.

3. The student has been instructed in how to self-administer the prescribed medication.

4. The student is authorized to possess and self-administer the prescribed medicine.

(12) Possessing, using, or transmitting any substance which is represented to be or looks like a narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage, stimulant, depressant, or intoxicant of any kind.

(13) Possessing, using, transmitting, or being affected by caffeine-based substances, substances containing phenylpropanolamine (PPA), or stimulants of any kind, be they available with or without a prescription.

(14) Possessing, using, distributing, purchasing, or selling tobacco products of any kind or in any form.

(15) Offering to sell or agreeing to purchase a controlled substance or alcoholic beverage.

(16) Failing to comply with directions of teacher or other school personnel during any period of time when the student is properly under their supervision, where the failure constitutes an interference with school purposes or an educational function.

- (17) Failing to completely and truthfully respond to questions from a staff member regarding school-related matters including potential violations of the student conduct rules or state or federal law.
- (18) Falsely accusing any person of sexual harassment, or of violating a school rule, and/or a state or federal law.
- (19) Engaging in any activity forbidden by the laws of Indiana that constitutes an interference with school purposes or an educational function.
- (20) Aiding, assisting, or conspiring with another person to violate these student conduct rules or state or federal law.
- (21) Engaging in academic dishonesty, including cheating, intentionally plagiarizing, wrongfully giving or receiving help during an academic examination, and wrongfully obtaining test copies or scores.
- (22) Taking or displaying pictures (digital or otherwise) without the consent of the student or staff member in a situation not related to a school purpose or educational function.
- (23) Engaging in pranks that could result in harm to another person.
- (24) Use or possession of gunpowder, ammunition, or an inflammable substance.
- (25) Violating any rules that are reasonably necessary in carrying out school purposes or an educational function, including, but not limited to:
- (a) engaging in sexual behavior on school property;
  - (b) engaging in sexual harassment of a student or staff member;
  - (c) disobedience of administrative authority;
  - (d) willful absence or tardiness of students;
  - (e) engaging in speech or conduct, including clothing, jewelry or hair style, that is profane, indecent, lewd, vulgar, or refers to drugs, tobacco, alcohol, sex, or illegal activity, or is plainly offensive to school purposes;
  - (f) violation of the school corporation's acceptable use of technology policy or rules;
  - (g) violation of the school corporation's administration of medication policy or rules;
  - (h) possessing or using a laser pointer or similar device.
- (26) Possessing or using on school grounds during school hours an electronic device, a cellular telephone, or any other telecommunication device in a situation not related to a school purpose or educational function.
- (27) Any student conduct rule the school building principal establishes and gives publication of to all students and parents in the principal's school building.

#### B. Bullying, I.C. 20-33-8-13.5

- (1) This rule applies when a student is:
- (a) On school grounds immediately before or during school hours, immediately after school hours or at any other time when the school is being used by a school group (including summer school);
  - (b) Off school grounds at a school activity, function, or event;

(c) Traveling to or from school or a school activity, function, or event; or

(d) Using property or equipment provided by the school.

(2) Bullying by a student or groups of students against another student with the intent to harass, ridicule, humiliate, intimidate, or harm the other student through overt, repeated acts or gestures, including verbal or written communications transmitted, and/or physical acts committed, or any other similar behavior is prohibited.

(3) Parents or students who suspect that repeated acts of bullying are taking place should report the matter to the school principal or designee. School personnel will investigate all reports of bullying.

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

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

(6) All schools in the corporation are encouraged to engage students, staff and parents in meaningful discussions about the negative aspects of bullying. The parent involvement may be through parent organizations already in place in each school.

#### C. Possessing A Firearm or a Destructive Device, I.C. 20-33-8-16

(1) No student shall possess, handle, or transmit any firearm or a destructive device on school property.

(2) The following devices are considered to be a firearm under this rule:

- \* any weapon which will or is designed to or may readily be converted to expel a projectile by the action of an explosive

- \* any firearm muffler or firearm silencer

- \* any destructive device which is an explosive, incendiary, or poison gas bomb, grenade, rocket having a propellant charge of more than four ounces, missile having an explosive or incendiary charge of more than one-quarter ounce, mine, or any similar device

- \* the frame or receiver of any weapon described above

- \* any weapon which will, or which may be readily converted to expel a projectile by the action of an explosive or other propellant, and which has any barrel with a bore of more than one-half inch in diameter

- \* any combination of parts either designed or intended for use in converting any device into any destructive device described in the two immediately preceding examples, and from which a destructive device may be readily assembled

- \* an antique firearm

- \* a rifle or a shotgun which the owner intends to use solely for sporting, recreational, or cultural purposes

(3) For purposes of this rule, a destructive device is

- \* an explosive, incendiary, or overpressure device that is configured as a bomb, a grenade, a rocket with a propellant charge of more than four ounces, a missile having an explosive or

incendiary charge of more than one-quarter ounce, a mine, a Molotov cocktail or a device that is substantially similar to an item described above.

\* a type of weapon that may be readily converted to expel a projectile by the action of an explosive or other propellant through a barrel that has a bore diameter of more than one-half inch, or

\* a combination of parts designed or intended for use in the conversion of a device into a destructive device. A destructive device is NOT a device that although originally designed for use as a weapon, is redesigned for use as a signaling, pyrotechnic, line throwing, safety, or similar device.

(4) The penalty for possession of a firearm: suspension up to (10) days and expulsion 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 may reduce the length of expulsion, if circumstances warrant such a reduction.

(5) The superintendent shall immediately notify the appropriate law enforcement agency when a student engages in behavior described in this rule.

#### D. Possessing a Deadly Weapon, I.C. 20-33-8-16

(1) No student shall possess, handle, or transmit any deadly weapon on school property.

(2) The following devices are considered to be deadly weapons as defined in I.C. 35-41-1-8:

\* a weapon, taser or electronic stun weapon, equipment, chemical substance, or other material that in the manner it is used, or could ordinarily be used, or is intended to be used, is readily capable of causing serious bodily injury.

\* an animal readily capable of causing serious bodily injury and used in the commission or attempted commission of a crime.

(3) The penalty for possession of a deadly weapon; up to (10) days suspension and expulsion from school for a period of up to one calendar year.

(4) The superintendent shall immediately notify the appropriate law enforcement agency when a student engages in behavior described in this rule.

E. Unlawful Activity, I.C. 20-33-8-15 A student may be suspended or expelled for engaging in unlawful activity on or off school grounds if the unlawful activity may reasonably be considered to be an interference with school purposes or an educational function, or the student's removal is necessary to restore order or protect persons on school property. This includes any unlawful activity meeting the above criteria that takes place during weekends, holidays, other school breaks, and the summer period when a student may not be attending classes or other school functions.

F. Legal Settlement, I.C. 20-33-8-17 A student may be expelled if it is determined that the student's legal settlement is not in the attendance area of the school where the student is enrolled.

SUSPENSION PROCEDURES - When a principal or his/her designee determines that a student should be suspended, the following procedures will be followed:

1. A meeting will be held prior to the suspension of any student. At this meeting, the student will be entitled to (a) a written or oral statement of the charges; (b) if the student denies the charges, a summary of the evidence against the student will be presented; (c) the student will be provided an opportunity to explain his/her conduct.

2. The meeting shall precede suspension of the student except where the nature of the misconduct requires immediate removal. In such situation, the meeting will follow the suspension as soon as reasonably possible following the date of the suspension.

3. Following the suspension, the parent/guardian of a suspended student will be notified in writing. The notification will include dates of the suspension, description of the student's misconduct, and the action taken by the principal. Indiana law requires school principals to notify the BMV to invalidate the driver's license of a person under the age of 18 who is under expulsion, exclusion or second suspension from school for the current school year. The license shall remain invalid until the individual turns 18 or the student has re-enrolled in school and is in good standing.

EXPULSION PROCEDURES - Rules and Procedures Governing Expulsion are on file at the superintendent's office

### **Suspension Procedures**

When a principal or his/her designee determines that a student should be suspended, the following procedures will be followed:

1. A meeting will be held prior to the suspension of any student. At this meeting, the student will be entitled to (a) a written or oral statement of the charges; (b) if the student denies the charges, a summary of the evidence against the student will be presented; (c) the student will be provided an opportunity to explain his/her conduct.
2. The meeting shall precede suspension of the student except where the nature of the misconduct requires immediate removal. In such situations, the meeting will follow the suspension as soon as reasonably possible following the date of the suspension.
3. Following the suspension, the parent/guardian of a suspended student will be notified in writing. The notification will include dates of the suspension, description of the student's misconduct, and the action taken by the principal or assistant principal.

### **Expulsion Procedures**

Rules and Procedures Governing Expulsion are on file at the superintendent's office.

### **Student Use of Cellular Phones and/or Electronic Devices**

ALL cellular phones and/or electronic devices MUST be turned off when entering the school building and placed out of sight. The use of cell phones/electronic devices is NOT permitted at any time during the school day. Any violation of this policy will result in confiscation of the cell phone /electronic device and disciplinary action. In such instances, the parent/guardian must retrieve the device from a member of the administration. Subsequent violations of this policy will result in out-of-school suspension and losing the privilege of possessing a cell phone/electronic device on school property.

### **School Bus Transportation**

Bus schedules and bus stop location information are distributed to all students at the time of enrollment. Bus stop locations may be changed if overcrowding conditions arise.

### **Clarksville Community School Corporation Rules for Students Riding School Vehicles**

Clarksville Community Schools is providing you with the safest equipment and professional bus drivers, but understanding and following the rules also depends on you, the students and parents. **SAFETY is our first consideration in the operation of a school vehicle.**

### **While Waiting for the School Bus:**

1. Arrive at your stop five (5) minutes ahead of the scheduled pick up time.
2. **NEVER** run alongside the bus. Wait until the bus comes to a complete stop to board. Students enter/exit at their bus stop only.
3. If you live on the opposite side of the street from the bus stop, always cross in FRONT of the bus when the way is clear.
4. Students fighting, using profanity, or making obscene gestures to the public or another student are subject to disciplinary action; please report this to the principal.

### **While Riding in the Bus**

1. The driver is in complete charge of the vehicle. Please obey the driver. **Driver may assign seats.**
2. Please be seated immediately and remain seated while the vehicle is in motion.
3. Students will enter and exit the bus only when it comes to a complete stop.
4. Students will not extend arms, legs, nor head out of the bus.
5. Students enter/exit at their bus stop only, **unless written permission is given to the BUS DRIVER from parent /school office.**
6. Students will not litter the bus. Trash can located at front of bus.
7. Do Not mar, deface or cut seats...Parent/Guardian will be responsible for the cost of any damage.
8. For Safety Reasons no objects will be placed in the aisle, emergency exit, or doorway. No animals (dead or alive) or large objects (including band instruments, jam boxes) that will interfere with the seating of others.
9. No fireworks or weapons of any kind allowed on the bus.
10. **Loud, boisterous or profane language, indecent conduct, fighting, eating, teasing, and smoking WILL NOT BE TOLERATED. Driver needs to be able to hear TRAINS, EMERGENCY VEHICLES, and CAR HORNS**
11. Respect pedestrians and occupants of other vehicles. Do Not shout, make obscene gestures use profanity or throw objects from the bus.
12. Students will not tamper with the emergency door or fire extinguisher.
13. Upon recommendation of the bus driver, school authorities can deny the privilege of riding the bus to any student who violates the rules or cannot conduct themselves in a courteous or responsible manner on the bus. If the student loses his riding privilege, they will be permitted to ride the bus home that day only.
14. Violations will be reported to the principal/ or designee, who will determine appropriate disciplinary action and **notify the parents.**
15. Bus drivers will not be able to conduct meetings with parents during the course of driving their route. If you need to speak with a driver, call the transportation office at 812-280-5015 to speak with Scott Gardner, CCSC Transportation Director, or to leave a message for your child's bus driver.

## **Emergency Safety Procedures & Notifications**

### **School Closings**

Clarksville School Corporation utilizes an automated email system to notify people when an emergency announcement is necessary. The usefulness of this system is only as good as the telephone and email emergency contact information that is supplied to the school. School delay/cancellation information is also posted on the CCSC website, recorded on the greetings of district telephones, and is provided to local media outlets. In combination, these modes of communication serve to keep staff and parents informed when weather or other emergencies



cause schedule or calendar alterations. Parents/guardians will also receive instructions on signing up for automatic text alerts each year.

### **After School Cancellations**

Due to the age of the students that attend Clarksville Elementary and the importance of having parents/childcare present when children are home, Clarksville only calls for an unscheduled early release in extremely extenuating circumstances. Threatening weather or other circumstances may, however, require that all after school and evening activities be cancelled. When this is the case, the activities of all organizations using our buildings are also cancelled (i.e., clubs, sports, scout meetings, etc.)

### **Fire Drills**

All schools in Indiana are required to facilitate, at a minimum, monthly fire drills. Directions for the nearest exit to each room are posted in a prominent place in the room. Staff members are to make themselves aware of the routes that are to be taken from any given place in the building in the event of an actual emergency.

### **Tornado Drills**

All schools facilitate tornado drills, at a minimum, once each semester wherein students and faculty know to move to areas free of exterior doors and windows. Each staff member and student is trained on and practices appropriate actions and measures for this drill to be prepared in the event of an actual emergency.

### **Lockdown Drill**

Lockdown drills are facilitated, at a minimum, each semester. Each staff member and student is trained in and practices appropriate actions and measures for this drill to be prepared in the event of an actual emergency.

### **Information Regarding Rights and Privacy**

#### **Non-Discrimination Policy**

It is the policy of the Clarksville Community School Corporation not to discriminate on the basis of race, color, religion, gender, national origin, age, limited english proficiency, or handicap in its programs or employment policies as required by the Indiana Civil Rights Act (I.C. 22-9.1), Title VI and Title VII (Civil Rights Act of 1964), the Equal Pay Act of 1973, Title IX (Educational Amendments), and Section 504 (Rehabilitation Act of 1973).

Inquiries regarding compliance with Title IX may be directed to Mrs. Tina Bennett, Clarksville Community School Corporation, 200 Ettel Lane, Clarksville, IN, 47129, and regarding Section 504 to Mindy Dablow, Principal, Clarksville Elementary School, 700 N. Randolph Avenue, Clarksville, IN, 47129.

### **Family Educational Rights and Privacy Act (FERPA)**

#### **Notice for Directory Information**

The Family Educational rights and Privacy Act (FERPA), a Federal law, requires that Clarksville Community School Corporation, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child's education records. However, Clarksville Community School Corporation may disclose appropriately designated "directory information" without written consent, unless you have advised the district to the contrary in accordance with district procedures. The primary purpose of directory information is to allow the

Clarksville Community School Corporation to include this type of information from your child's education records in certain school publications. Examples include:

- A playbill, showing your student's role in a drama production;
- The annual yearbook;
- Honor roll or other recognition lists;
- Graduation programs; and
- Sports activity sheets, such as for wrestling, showing weight and height of team members.

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent's prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks. In addition, two federal laws require local educational agencies (LEAs) receiving assistance under the Elementary and Secondary Education Act of 1965 (ESEA) to provide military recruiters, upon request, with three directory information categories - names, addresses and telephone listings - unless parents have advised the LEA that they do not want their student's information disclosed without their prior written consent.<sup>1</sup>

If you do not want Clarksville Community School Corporation to disclose information from your child's education records without your prior written consent, you must notify the district in writing by September 1, 2016.

### **Bicycles**

Bicycles must be parked and chained to the bike rack. Bicycles are the responsibility of the students. After warnings are given, bike privileges will be suspended or revoked if procedures are not followed. Permission slips for riding bikes to school are found in Appendix A of this handbook.

### **Skateboards**

Skateboards are NOT to be ridden to school. Skateboarding is not allowed on the school premises at any time.

### **Field Trips**

All students will be given the opportunity to participate in educational tours that coincide with our school curriculum. Caution is always practiced by the school to ensure student safety. Parents must have a signed permission slip giving their child permission to go on field trips for the child to be able to attend.

Field trips may be denied to those students who exhibit undesirable behavior prior to the trip. Classroom teachers will notify parents of upcoming trips and of expected behavior standards.

Students must go on the bus and must return to Clarksville Elementary on the bus unless prior arrangements have been made through the building principal. Also, because field trip chaperones need to give their undivided attention to the children assigned to them, no little brothers or sisters or other children can be taken along on these trips.

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<sup>1</sup> These laws are: Section 9528 of the ESEA (20 U.S.C. 7908), as amended by the *No Child Left Behind Act of 2001* (P.L. 107-110), the education bill, and 10 U.S.C. 503, as amended by section 544, the *National Defense Authorization Act for Fiscal Year 2002* (P.L. 107-107) the legislation that provides funding for the Nation's armed forces.

### **Stranger Danger**

Students are to report to school on time daily and to go straight home after school. Should a child be bothered on his/her way to school or home, the child is to report the incident to a parent or to a school official. Police should be notified of the incident.

### **New Students To Clarksville Elementary**

All schools must require a student who initially enrolls in the school corporation at any grade level to provide an immunization record and an official copy of the student's birth certificate. A hospital certificate is not an official document. The official document can be obtained from the Health Department of the county in which the child was born. **These documents must be provided before the student will be enrolled.** It is the responsibility of the parent to get these records to us. Also the parents of new students must provide proof of residency in our school district at the time of enrollment, and we request that a copy of the last report card issued to the student be given to us for review.

### **Notice of Speech/Hearing Screening**

All students in grades 1, 4, 7, and 10, and students new to the Clarksville Schools are screened for hearing loss. All kindergarten students are screened for hearing loss and for speech/language disorders. You will be contacted only if your child fails the screening. Please notify the principal in writing if you have any objections to your child receiving this free screening.