



*2019-2020*

***LEARNER HANDBOOK***



# **SCHOOL INFORMATION**

Renaissance Academy

806 Eastern Blvd

Clarksville, IN 47129

P: 812-258-9040

F: 812-280-5040

## **SCHOOL CULTURE**

TRUST, RESPECT, AND RESPONSIBILITY

## **FACILITATORS AND STAFF**

Superintendent: Tina Bennett

Director: Brian Allred

Secretary /Treasurer: Erin Lewis

IT Dept.: Chris Vernon

Shelby Miller— Business

David Gardner — Science

Litha Sonner — Math

Jill Sammons — English

Jacob Payne — History

Brandi Maddox — Para Professional

— Para Professional

# 2019-2020 School Calendar

Board Approved  
December 11, 2018



## Clarksville Community School Corporation

200 Ettel Lane  
Clarksville, IN 47129  
(812) 282-7753  
(812) 282-7754 Fax  
[www.clarksvilleschools.org](http://www.clarksvilleschools.org)

Aug. 6-7: **Teacher Only Work Days**

Aug. 8: Students Begin

Sept. 2: Labor Day

Sept. 18: 2 Hour Early Release Day

Oct. 7- 11: Fall Break

Nov. 5: Teacher Only Day  
Parent Teacher Conference (CES)  
Prof. Development (CMS/CHS/RA)

Nov. 27-29: Thanksgiving Break

Dec. 23-Jan. 3: Holiday Break

Jan. 20: MLK Jr. Day

Feb. 17: Presidents' Day

March 23-27: Spring Break

April 15: 2 Hour Early Release Day

May 1: Oaks Day (Make-Up Day if needed)

May 5: Election Day (Make-Up Day if needed)

May 25: Memorial Day

May 27: Last Student Day

May 28: Last Teacher Day

### Grading Period Ends

October 4 (41 days)  
December 20 (46 days)  
March 13 (48 days)  
May 27 (45 days)

Teacher Only Days



No School for Students  
or Teachers



First & Last Student Days



Make-Up Days (If needed)



2 Hour Early Release Days



July							August							September							October						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
											1	2	3	1	2	3	4	5	6	7							
7	8	9	10	11	12	13	4	5	6	7	8	9	10	8	9	10	11	12	13	14	6	7	8	9	10	11	12
14	15	16	17	18	19	20	11	12	13	14	15	16	17	15	16	17	18	19	20	21	13	14	15	16	17	18	19
21	22	23	24	25	26	27	18	19	20	21	22	23	24	22	23	24	25	26	27	28	20	21	22	23	24	25	26
28	29	30	31				25	26	27	28	29	30	31	29	30						27	28	29	30	31		

November							December							January							February						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
					1	2	1	2	3	4	5	6	7			1	2	3	4							1	
3	4	5	6	7	8	9	8	9	10	11	12	13	14	5	6	7	8	9	10	11	2	3	4	5	6	7	8
10	11	12	13	14	15	16	15	16	17	18	19	20	21	12	13	14	15	16	17	18	9	10	11	12	13	14	15
17	18	19	20	21	22	23	22	23	24	25	26	27	28	19	20	21	22	23	24	25	16	17	18	19	20	21	22
24	25	26	27	28	29	30	29	30	31					26	27	28	29	30	31	23	24	25	26	27	28	29	

March							April							May							June							
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	
1	2	3	4	5	6	7				1	2	3	4						1	2			1	2	3	4	5	6
8	9	10	11	12	13	14	5	6	7	8	9	10	11	3	4	5	6	7	8	9	7	8	9	10	11	12	13	
15	16	17	18	19	20	21	12	13	14	15	16	17	18	10	11	12	13	14	15	16	14	15	16	17	18	19	20	
22	23	24	25	26	27	28	19	20	21	22	23	24	25	17	18	19	20	21	22	23	21	22	23	24	25	26	27	
29	30	31					26	27	28	29	30			24	25	26	27	28	29	30	28	29	30					
														31														

### MID-TERM DATES

- 1st Progress Report—Friday, September 6, 2019
- 2nd Progress Report—Friday, November 8, 2019
- 3rd Progress Report—Friday, January 31, 2020
- 4th Progress Report—Friday, April 17, 2020

### End of Quarter Dates

- 1st Nine Weeks – October 4, 2019
- 2nd Nine Weeks – December 20, 2019
- 3rd Nine Weeks – March 13, 2020
- 4th Nine Weeks – May 27, 2020

# GENERAL INFORMATION

## ATTENDANCE:

- ◆ Attendance and success in school go hand in hand!
- ◆ Call 812-258-9040 or email the school to report all full and partial absences.
- ◆ Learners arriving more than twenty-five (25) minutes late to school will be counted unexcused for that period.
- ◆ Please check Echo whenever you are absent in order to track agendas in your classes and to email teachers and group mates.

## ◆ CATEGORIES OF ABSENCES

- ◆ **EXCUSED** - Absence due to illness or medical appointment, verified by note from parent/guardian or physician. Parent phone call or note must be received before noon on the day the learner returns to school; a death in the immediate family; military connected family absence related to deployment or return; or other acceptable reason that is verified 17 by a telephone call or note from parent or guardian. Once a learner reaches nine absences for the semester, absences will be unexcused without documentation from a professional office such as a doctor.
- ◆ **UNEXCUSED** – An unexcused absence is any absence not covered under the definition of excused or exempt.
  - ◆ Unexcused absences 3: Documented Warning Unexcused absences
  - ◆ 4 - 6: Thirty (30) minutes of after school detention Unexcused absences
  - ◆ 7 - 9: Sixty (60) minutes of after school detention Unexcused absences
  - ◆ 10+: In-school suspension (ISS) NOTE: Failure to report to assigned detention will result in additional disciplinary action.
- ◆ **TRUANCY** – The Indiana Department of Education recommends that truancy be defined as “when a learner is absent from school without the permission of parent/guardian”. Under I.C. 20-33-2-11, a child who is designated a habitual truant is defined as “a learner who is chronically absent, by having unexcused absences from school for more than ten (10) days of school in one school year. The penalty for truancy is as follows:
  - ◆ 1<sup>st</sup> OFFENSE Notify parent(s) by telephone and/or mail. Learner will be assigned to one day of in-school suspension.
  - ◆ 2<sup>nd</sup> OFFENSE Notify parent(s) and arrange conference, if needed. The learner will be assigned two days of in-school suspension and he/she will be referred to the Clark County Juvenile Probation Office for excessive truancy.
  - ◆ 3<sup>rd</sup> OFFENSE Notify parent(s) and the probation office. The learner will receive three days of in-school suspension.
  - ◆ 4<sup>th</sup> OFFENSE May result in out-of-school suspension and/or expulsion.

## ◆ ATTENDING EXTRA-CURRICULAR EVENTS

Learners must be in attendance at school by 11:00 AM to be eligible to participate in any extracurricular activity or practice. If a learner arrives later than 11 AM or leaves school early, the learner MUST provide a doctor’s note to the main office (via fax - if applicable to situation) prior to attending, participating, or practicing in any extra-curricular activity. This applies to attendance on a school day preceding any weekend event(s). Exceptions to this rule are:

- 1.) College visit;
- 2.) Death in the immediate family, as previously defined in the Learner Handbook;
- 3.) Field trip or other out-of-class school sanctioned activity.

## ◆ ABSENCES BEFORE/AFTER BREAKS

Any absence occurring two days prior to or after fall, holiday, or spring break will be unexcused unless properly verified with documentation from a professional office, such as a doctor.

## ◆ CHRONIC ABSENTEEISM

In order to improve attendance, Clarksville limits the number of days a learner may be absent during each semester to nine (9) days. Any learner who exceeds the nine-day-per-semester limit could receive no credit for each class affected by the chronic absenteeism. According to I.C. 20-20-8-8 chronic absenteeism is defined as a learner who has been absent for ten percent of the school year or more for any reason.

All excused absences, unexcused absences, and trancies WILL count toward the nine-day limit. Suspension absences, whether in school or out-of-school, however, WILL NOT count toward the chronic absenteeism limit.

If a learner accumulates a total of five (5) absences in a semester, his/her parent/guardian will be notified by email. If no email address is on file, a letter will be sent home. On the seventh (7) and eighth (8) absence in a given semester, another email will be sent home. If no email address is on file, a letter will be mailed as a reminder of the potential loss of credit for chronic absenteeism. In addition, learners reaching 8 absences in a semester (other than exempt) will lose the privilege of attending school field trips. After the ninth (9) absence in a semester, one last letter and attendance contract will be sent as a final reminder that loss of credit for chronic absenteeism may occur. A mandatory parent/guardian conference with school officials may be held or the learner will be required to attend TPEC. This conference will outline the attendance policy and serve as a final reminder of loss of credit due to chronic absenteeism.

If requested by the learner or the learner's parent/guardian, an attendance committee can be convened to appeal the decision to revoke the learner's credit. This committee will meet to listen to the appeal and render a decision based on the circumstances involved.

## ◆ T.P.E.C. Program (Truancy Prevention Education Class)

Clarksville Community Schools are partnering with Clark Circuit Court No. 4, Clark County Juvenile Probation, and Clark County Juvenile Detention Alternatives in a county-wide effort to improve learner attendance. Learners that reach six unexcused absences, a combination of ten excused and/or unexcused absences, or eight tardies will be required to attend a Truancy Prevention Education Class (T.P.E.C). T.P.E.C. is the preliminary step to participation in the Clark County S.M.A.R.T. Program (S.M.A.R.T.—School Matriculation Assistance Review Team). T.P.E.C. is 30 minute class that will take place on the Clarksville Community Schools campus. T.P.E.C is to be attended by both the learner and guardian because both are responsible for a learner's attendance. If the learner is over 18 only the learner needs to attend. The class will be run by a Clark County Probation Officer and will focus on why attendance is important, the CHS attendance policy, and next steps if attendance does not improve.

## ◆ S.M.A.R.T. Program (School Matriculation Assistance Review Team)

The S.M.A.R.T. Program is being utilized to improve attendance of learners who are not legally meeting Indiana attendance guidelines. The S.M.A.R.T. Program is a six month program that encompasses services provided by Clark Circuit Court No. 4, Clark County Juvenile Probation, and Clark County Juvenile Detention Alternatives. Learners will be placed in the S.M.A.R.T. Program if the learner and/or guardian do not attend the mandatory T.P.E.C. or if the learner continues to have absences after the learner and/or guardian attend T.P.E.C. Learners 18 and Over Learners 18 and over may still be required to participate in T.P.E.C., but are not eligible for the S.M.A.R.T. Program. If a learner does not attend the mandatory T.P.E.C. or if the learner continues to have absences after the learner attends T.P.E.C., credit may be revoked and/or disciplinary action taken by the school.

# GENERAL INFORMATION

## ◆ TARDIES:

A learner's academic success begins with the learner being on time to class. A learner is considered tardy if they are not in their seats when class is to begin.

- **Tardies 3-5:** Thirty (30) minutes of after school detention
- **Tardies 6-7:** Sixty (60) minutes of after school detention
- **Tardies 8+:** In-school suspension

NOTE: Failure to report to assigned detention will result in additional disciplinary action. Additional disciplinary action may be taken by administrators, if excessive tardies are accumulated beyond what is listed above.

## ◆ Learner Sign In / Sign Out

Any learner wishing to leave the school building for an approved reason, such as a medical or dental appointment, MUST SIGN OUT in the main office before leaving. Upon returning to school, the learner MUST SIGN BACK IN. Any learner not following this procedure will be considered truant. Once a learner has arrived at school and enters the building, he/she may not then once again leave the building without signing back out. Reasons for leaving the building which are NOT approved include:

- (a) running an errand for a teacher, unless specifically approved by the principal or designee;
- (b) going home to pick up an assignment, project, uniform, etc.;
- (c) taking a sick friend or relative home;
- (d) going out to an automobile; or (e) going home to obtain medicine. Parents and learners should make every effort to schedule medical or dental appointments outside school time.

## ◆ Perfect / Exemplary Attendance **PERFECT ATTENDANCE:**

The learner must have attended school ALL PERIODS, EVERY DAY for the entire school year. In addition, he/she must not have been tardy more than five (5) times during the school year. **EXEMPLARY ATTENDANCE:** The learner may miss no more than seven periods during the school year. In addition, he/she must not have been tardy to class more than a total of ten times during the school year.

## ◆ Transfer Learners

When a learner transfers to Renaissance Academy after the beginning of the school year, his/her absences at the previous school will follow the learner to RA. Serious disciplinary problems will be viewed in a similar manner in transfer situations.

<b>DAILY</b>		
<b>PERIOD</b>	<b>TIME</b>	<b>MINUTES</b>
<b>1</b>	<b>8:00 - 8:50</b>	<b>50</b>
<b>2</b>	<b>8:54 - 9:44</b>	<b>50</b>
<b>3</b>	<b>9:48 - 10:38</b>	<b>50</b>
<b>LUNCH</b>	<b>10:40 - 11:10</b>	<b>30</b>
<b>CCR</b>	<b>11:14 - 11:44</b>	<b>30</b>
<b>4</b>	<b>11:48 - 12:38</b>	<b>50</b>
<b>5</b>	<b>12:42 - 1:32</b>	<b>50</b>
<b>6</b>	<b>1:36 - 2:26</b>	<b>50</b>
<b>7</b>	<b>2:30 - 3:20</b>	<b>50</b>

<b>TWO HOUR DELAY</b>		
<b>PERIOD</b>	<b>TIME</b>	<b>MINUTES</b>
<b>1</b>	<b>10:00 - 10:38</b>	<b>38</b>
<b>2</b>	<b>10:42 - 11:19</b>	<b>37</b>
<b>3</b>	<b>11:23 - 12:00</b>	<b>37</b>
<b>LUNCH</b>	<b>12:04 - 12:34</b>	<b>30</b>
<b>4</b>	<b>12:38 - 1:16</b>	<b>38</b>
<b>5</b>	<b>1:20 - 1:57</b>	<b>37</b>
<b>6</b>	<b>2:01 - 2:38</b>	<b>37</b>
<b>7</b>	<b>2:42 - 3:20</b>	<b>38</b>



<b>ACTIVITY/ASSEMBLY</b>		
<b>PERIOD</b>	<b>TIME</b>	<b>MINUTES</b>
<b>1</b>	<b>8:00 - 8:47</b>	<b>47</b>
<b>2</b>	<b>8:51 - 9:38</b>	<b>47</b>
<b>3</b>	<b>9:42 - 10:29</b>	<b>47</b>
<b>LUNCH</b>	<b>10:31 - 11:01</b>	<b>30</b>
<b>4</b>	<b>11:05 - 11:52</b>	<b>47</b>
<b>5</b>	<b>11:56 - 12:43</b>	<b>47</b>
<b>6</b>	<b>12:47 - 1:34</b>	<b>47</b>
<b>7</b>	<b>1:38 - 2:26</b>	<b>48</b>
<b>ASSEMBLY</b>	<b>2:30 - 3:20</b>	<b>50</b>

## **EMERGENCY PROCEDURES:**

Learner safety is our top priority during emergency situations. It is imperative that learners know what to do and where to go in an emergency.

### **FIRE DRILLS:**

Fire drills will be held intermittently throughout the school year on an unannounced basis. Learners should be aware of procedures for evacuating the building from every room or area in which they are in during the day. Procedures for evacuation are posted in each classroom.

- ◆ Learners should be aware of the following:
  - 1.) All windows and doors are to be shut.
  - 2.) Walk quickly. Do not run along the evacuation route.
  - 3.) There should be no talking.
  - 4.) Leave books and personal items in the classroom.
  - 5.) Remain outside until the “all clear” is given.
  - 6.) Do not use your cell phone/electronic device as this may jeopardize the airwaves for emergency personnel.
- ◆ Move away from the building a minimum distance of 50 yards. During fire or explosion emergencies or drills, the routes that should be used are posted in each area of the school building.

NOTE: Indiana Code 35-44-2-2 makes false reporting, such as sounding the fire alarm, a criminal act for which a learner may be expelled according to Indiana Code 20-33-8, section (c).

### **TORNADO WARNING AND DRILL PROCEDURES:**

- 1.) In the event of a tornado warning, sighting, or drill, an emergency announcement will be made over the public address system.
- 2.) Teachers and learners should move quickly and quietly to tornado emergency positions as posted in each classroom.
- 3.) Learners are to remain absolutely quiet.
- 4.) Learners should either kneel or sit with knees up and heads down facing the wall and should bring books or sweaters for protection from flying debris.
- 5.) Learners and teachers should avoid being near outside doors or windows.
- 6.) Teachers should take their class rosters with them and remain near the learners to ensure all learners are accounted for.
- 7.) When danger is imminent and time does not permit evacuation of rooms, learners should move to the nearest interior wall or seek shelter under desks or sturdy tables, and should avoid areas where there is danger of shattering glass.
- 8.) Learners and staff are instructed to not use their cell phone/electronic device as this may jeopardize the airwaves for emergency personnel.

### **EMERGENCY SCHOOL CLOSING:**

The decision to close school because of inclement weather or other emergencies will be made as early as possible by the superintendent or his/her designee. When conditions dictate closing school, announcement of the closing will be given to the local media and posted on the school website [www.clarksvilleschools.org](http://www.clarksvilleschools.org). Community members may also sign up on the district’s website for text and/or email alerts regarding closures. Announcements affecting our school will refer specifically to “Clarksville Community School Corporation”, or possibly “all schools in Clark County”. State law requires that emergency days be made up before the end of the school year.

Please do not call teachers or administrators regarding the closing of school. If appropriate, coaches will contact athletes regarding the status of practices or games. If conditions improve throughout the day, athletic contests may be played even though school was not in session. These decisions will be made on an individual basis.

## SEARCH AND SEIZURE:

The School Board recognizes its obligation to balance the privacy rights of its learners with its responsibility to provide learner, faculty, and authorized visitors with a safe, hygienic, and alcohol/drug-free learning environment. In balancing these competing interests, the Board directs the Superintendent to utilize the following principles:

- ◆ **School Property:** School facilities such as lockers and desks are school property provided for learner use subject to the right of the Superintendent and his/her designee to enter the facility as needed and inspect all items in the facility searched. Learners shall not have an expectation of privacy in any facility provided by the school and shall not be permitted to deny entry to a Corporation administrator by the use of a lock or other device.
- ◆ **Learner's Person and Possessions:** Prior to a search of a learner's person and personal items in the learner's immediate possession, consent of the learner shall be sought by an administrator. If the learner does not consent, such a search shall be permitted based only upon the administrator's individualized reasonable suspicion to believe that the search will produce evidence of a violation of a law, school rule, or a condition that endangers the safety or health of the learner or others. Searches of the person of a learner shall be conducted and witnessed by a person of the same gender as the learner and shall be conducted in a private place. The learner shall be given the option of selecting the witness from the faculty members on the school premises at the time of the search. A searched learner's parent or guardian shall be notified of the search within twentyfour (24) hours if possible. Searches, pursuant to this policy, also shall be permitted in all situations in which the learner is under the jurisdiction of the Board as defined by I.C. 20-33-8-14. Permission for a learner to bring a vehicle on school property shall be conditioned upon consent of the search of the vehicle and all containers inside the vehicle by a school administrator with reasonable suspicion to believe the search will produce evidence of a violation of law, a school rule, or a condition that endangers the safety or health of the learner driver or others. The learner shall have no BOARD OF SCHOOL TRUSTEES LEARNERS CLARKSVILLE COMMUNITY SCHOOL CORPORATION 5771/page 2 of 3 expectation of privacy in any vehicle or in the contents of any vehicle operated or parked on school property. The Superintendent may request the assistance of a law enforcement agency in implementing any aspect of this policy. Where law enforcement officers participate in a search on school property or at a school activity pursuant to a request from the Superintendent, the search shall be conducted by the law enforcement officers in accordance with the legal standards applicable to law enforcement officers.
- ◆ **Breath Test Instruments:** Administrators are authorized to arrange for the use of breathtest instruments for the purpose of determining if a learner has consumed an alcoholic beverage. It is not necessary for the test to determine blood alcohol level, since the Board has established a zero tolerance for alcohol use.
- ◆ **Metal Detectors:** To address the School Corporation's duty to maintain a safe learning environment free of the potential presence of weapons, school officials, school resource officers and other school personnel trained in the usage of metal detectors are authorized to use metal detectors, either hand-held wands or walk through devices, for the purpose of determining if a person is in possession of weapons or other dangerous metal objects. When the school administration has a reasonable suspicion to believe weapons or other dangerous metal objects are in the possession of an identified person, a search of the identified person and/or of his/her possessions shall be conducted in accordance the requirements of this policy's provisions for searching a Learner's Person or Possessions (B. above) and administrative guideline 7440B.
- ◆ **Use of Dogs:** The Board authorizes the use of specially-trained dogs to detect the presence of drugs or devices such as bombs on school property under the conditions established in the Superintendent's administrative guidelines.

Anything found in the course of a search pursuant to this policy which constitutes evidence of a violation of a law or a school rule or which endangers the safety or health of any person shall be seized and utilized as evidence if appropriate. Seized items of value shall be returned to the owner if the items may be lawfully possessed by the owner. Seized items of no value and seized items that may not lawfully be possessed by the owner shall be destroyed.

The Superintendent shall promptly record in writing the following information for each search pursuant to this policy:

- A. the information upon which the search was based
- B. the time, date, location, learners, or places searched, and persons present
- C. a description of any item seized and its disposition
- D. the time and date of notice to the parent or guardian in the case of the search of the person of a learner

The Superintendent shall prepare administrative guidelines to implement this policy.

I.C. 20-33-8-32

U.S. Constitution, 4th Amendment

## **SCHOOL BUS REGULATIONS:**

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 learners 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 pickup time.
- 2.) NEVER run alongside the bus. Wait until the bus comes to a complete stop to board. Learners 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.) Learners fighting, using profanity, or making obscene gestures to the public or another learner are subject to disciplinary action. Please report this to the principal.

### **WHILE RIDING 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.) Learners will enter and exit the bus only when it comes to a complete stop.
- 4.) Learners must not extend arms, legs, or head out of the bus.
- 5.) Learners enter/exit at their bus stop only, unless written permission is given to the BUS DRIVER from parent /school office.
- 6.) Learners must not litter the bus. A trash can is located at the front of the 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 will be allowed.
- 9.) No fireworks or weapons of any kind are allowed on the bus.
- 10.) Loud, boisterous or profane language, indecent conduct, fighting, eating, teasing, or smoking WILL NOT BE TOLERATED. Driver must 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.) Learners must 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 learner who violates the rules or cannot conduct himself or herself in a courteous or responsible manner while on the bus. If the learner loses his/her riding privilege, he/she 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 parents.
- 15.) Bus drivers will not be able to conduct parents meetings during the course of driving their route. If you need to speak with a driver, call the transportation office at 812-280-5015 for arrangements. For disciplinary matters, contact the principal or assistant principal at the school.

### **WHILE EXITING THE BUS:**

- 1.) Learners will exit the bus only when it comes to a complete stop.
- 2.) Learners are to immediately enter the school. Learners are not allowed to walk around campus or the surrounding area beyond campus. Learners are also not allowed to walk to nearby stores.

## **LEAVING CAMPUS EARLY:**

- ◆ For your safety, Renaissance Academy is a **CLOSED** campus.
- ◆ Learners are not allowed to leave campus without permission and they must sign out at the office prior to leaving campus.
- ◆ When you get to school, go to the office with your note for leaving school early including the date, the time, and the reason for which you must leave.
- ◆ You must sign out in the office before you leave.

## **INSURANCE:**

- ◆ Insurance is not provided by the school, however, an inexpensive learner insurance plan is available to all learners of Renaissance Academy. For more information and to apply visit Clarksville Community Schools website.
- ◆ Insurance is required for **all** learners who are competing in school—sponsored athletics.
- ◆ Both health and personal property insurance are the responsibility of the learner and his/her parent/guardian.

## **LUNCH TIME:**

- ◆ You may eat in the designated areas **ONLY!**
- ◆ Renaissance Academy has a closed campus lunch policy and no learner is allowed to bring fast food into the building for lunch.
- ◆ Prosser learners must eat lunch at Renaissance Academy and must travel directly between Prosser and RA.
- ◆ Clubs and activities are often hosted during lunch and will be announced by staff throughout the year.

## **APPLICATION FOR BOOK RENTAL:**

- ◆ Applications are available in the main office and online for learners who may qualify for textbook assistance. Approval is based upon family size and income according to state and local guidelines. Parents are encouraged to apply within two weeks after the official date of learner enrollment. Learners must reapply annually. Only one application is required per family, per school district. Transfer learners who received free or reduced lunches at the sending school **MUST** reapply upon enrollment at Renaissance Academy. Parents will be responsible for the balance of fees after state assistance is applied.

## **EXTRA-CURRICULAR AND CLUB PARTICIPATION:**

Learners who represent Renaissance Academy in class, club, or other elected offices, athletics, or other school-sponsored activities are expected to act as leaders and role models. Therefore, any learner who develops a poor record of discipline, attendance (including tardies), or less than acceptable academic performance, may be asked to resign his/her position.

A leadership position will be defined as any elected position for learners, including class officers, homecoming court candidates, or learner council officers. In order to be eligible for an elected position, a learner must not have an out-of-school suspension from the previous or current semester in which the selection takes place. Any learner placed on out-of-school suspension will be removed from their current elected position. Expulsion from school warrants immediate removal from elected office and renders the learner ineligible to hold an elected position for the remainder of their high school attendance.

## **JUNIOR - SENIOR PROM:**

Decisions regarding the location, form of music, eligibility for attendance, etc., in connection with the prom are the responsibility of the administration, the sponsors, the junior class officers, and the junior class. Surveys may be taken among eligible participants to help determine interests, but results are not binding. School administration shall have final authority to sanction the aforementioned decisions. Any attendee not from Renaissance Academy must be at least a junior in high school, no more than 20 years old, and must be pre-approved by the administration. School identification and/or a valid driver's license will be required for admittance the night of the dance.

## **NATIONAL HONOR SOCIETY:**

The Mildred Hallman Chapter of the National Honor Society is the local affiliate of a national service organization for junior and senior learners who have at least a 3.300 GPA and exhibit outstanding leadership, character, and service to others. The National Honor Society is recognized as a prestigious organization with chapters active throughout the entire nation.

Academically qualified learners are screened and selected by a faculty committee during the spring of each year. A "tapping" out ceremony is conducted during the school day to honor those chosen to be included into the society.

Activities of the National Honor Society are designed to serve and benefit others. Members must participate in all activities to remain eligible. The principal of the school occasionally calls upon the services of the NHS when an organization is needed to represent the school. Senior members in good standing are honored at the end of the school year by wearing the National Honor Society collar during Commencement ceremonies.

## **PAYMENT OF FEES AND BOOK RENTAL:**

- ◆ Learners will receive a schedule of classes at the beginning of the new school year. Each class has its own fees assessed to cover the cost of textbook rental, class fees, and consumables. The total amount due for the entire school year will vary from learner to learner based on his/her individual class schedule.
- ◆ A billing statement itemizing these fees is available through the Infinite Campus Parent Portal three weeks after the first day of school. The total balance due must be paid to the treasurer or by debit or credit through the Infinite Campus Parent Portal no later than the Friday of the second week of February. Failure to pay the balance in full by May 1 shall result in legal action being taken to collect outstanding fees.

## **MEDICATION:**

- ◆ **ALL** medications (prescription and over-the-counter) brought to school must be in its original container and taken to the office where it will be kept and administered under adult supervision. Learners are not allowed to carry medicine with them throughout the building.
- ◆ Parents/Guardians must complete a Medicine form with learners name, type of medication, and directions before the office can give a learner medication.
- ◆ All medicine left in the office at the end of the school year will be disposed of unless learner has written permission by a parent/guardian to take the medicine home.

## **IMMUNIZATIONS:**

- ◆ The authority for requiring children to be immunized against certain diseases is found in I.C. 20- 34-4 as amended by Public Law 103, Acts of 1976; again amended in 1980 and 1985. Standards and reporting procedures have been set by the Indiana State Board of Health. Immunization records **MUST** be presented at the time of enrollment along with a birth certificate.
  - ◆ Listed below are the minimum requirements set by the Indiana State Department of Health for all children enrolled in grades 6-12.
    - ◆ 5 doses of DTaP, DPT or DT (4 doses are acceptable if the 4th dose was administered on or after the 4th birthday and at least 6 months after the 3rd dose).
    - ◆ 4 doses any combination of IPV or OPV by age 4-6 (3 doses of all OPV or all IPV are acceptable if the 3rd dose was administered on or after the 4th birthday).
    - ◆ 3 doses of hepatitis B vaccine (3rd dose must be given on or after 24 weeks of age).
    - ◆ 2 doses of measles (rubella) vaccine, on or after the first birthday.
    - ◆ 2 dose of mumps vaccine, on or after the first birthday.
    - ◆ 1 dose of rubella (German measles) vaccine, on or after the first birthday.
    - ◆ 2 doses of Varicella (Chickenpox) on or after the first birthday or parent written documentation of history of chickenpox, including month and year of disease.
    - ◆ 1 dose of Tdap given on or after 10th birthday.
    - ◆ 1 dose of meningococcal conjugate vaccine (MCV4).
- SENIORS ONLY:
- ◆ 2nd dose of meningococcal conjugate vaccine (MCV4) given on or after 16th birthday.

## **SCHOOL PICTURES:**

- ◆ Pictures will be taken at the beginning of each school year.
- ◆ All Renaissance Academy learners will have their picture taken whether or not they purchase a picture packet. Their picture will be used on their school ID card.

## **VISITORS**

- ◆ Renaissance Academy has a NO VISITOR policy. Anyone entering the building who is not a learner or employee of the school system should report directly to the main office. Learners will not be called out of class for messages or visits. Messages or materials needed by learners should be brought to the main office. Every attempt possible will be made to cooperate with parents who have special needs. Learners will NOT be released from school to anyone other than a parent, legal guardian, or other adult listed in the learner data system

## **TRUST CARDS:**

All learners will begin the school year with a Trust Card, each card will have 10 points. Points will update each day. Points will reset at the beginning of each semester. Privileges and loss information is as follows:

- ◆ Trust Card Privileges (7+ Trust Card Points)
  - Utilize breakout area
  - Listen to music during work time (one ear bud only, with computer)
  - Participate in reward days (one day at the end of every 9 weeks to celebrate attendance and grades-- ie: Pizza party, Ice Cream Social , Gateway Park , Picnics, etc.
  - Attend Field Days
- ◆ Loss of Privileges (6 or less Trust Card Points)
  - Must remain in the classroom - unable to utilize breakout areas during class
  - All electronic devices must remain off and away during the school day
  - Unable to listen to music during class

## **TRUST CARD POINT SYSTEM:**

### **Trust Cards all start with 10 Points**

**Facilitators and administration are able to add and/or subtract one (1) point as they see fit.**

### **Examples of losing points include, but are not limited to the following:**

- \* Vocal Disruptions
- \* Vulgar Language
- \* Horse Play
- \* Misuse of Technology
- \* Unprepared for Class (not having required class materials)

### **Earning Back Points**

Any learner who is at seven (7) or below on Trust Card points will meet with the Learner Advocates and Facilitator Representation to review their behavior in promoting trust, respect, responsibility and why the learner is halfway to losing the Trust Card.

Loss of privileges is due of losing points against the culture of Trust, Respect and Responsibility. This requires an accountability check-in with a committee composed of the Learner Advocates and Facilitator Representation. Note: it is possible to continue accruing lost points that may lead to a negative balance.

Exceptional examples of community service or leadership (going above and beyond) may result in awarding of one point by decision of the Learner Advocates and Facilitator Representation.

# ACADEMIC INFORMATION

## MAKE UP WORK

- ◆ If you miss a class for any reason, it is the learner's responsibility to arrange with their teachers to make up missed work.
- ◆ Learners are encouraged to look in Echo for any missed work and to email teachers or group mates if they know they will be missing class.

## LEARNER REFUSES TO COMPLETE WORK:

- ◆ Meet with facilitator to "check-in"
- ◆ Meet with 2 learner reps to "check-in"
- ◆ Meet with facilitator and parent (phone conference or in-person)
- ◆ Warning
- ◆ "Check-in" with facilitator
- ◆ Phone call home
- ◆ The learner is blocked from games and Youtube on the laptop and is not allowed to have their cell phone during instruction time.

## Dual Credit Hours:

- ◆ Learners who qualify and enroll in dual credits that are taken on the Clarksville campus and/or on the Ivy Tech campus, must adhere to the following guidelines:
- ◆ Learners/Parents are responsible for the cost of all class materials (textbooks, workbooks, etc.)
- ◆ Learner must earn a C- or higher in the class or Learner/Parent will be responsible for reimbursing the cost of tuition to CCSC.
- ◆ Learners are required to attend scheduled classes during Fall and Spring breaks.
- ◆ Learners/Parents are responsible for checking the My Ivy website to track learner progress in each course. Renaissance Academy does not have access to My Ivy or learner grades for the Ivy Tech courses.
- ◆ Parents and learners will be required to sign their agreement prior to beginning dual credit courses.



**GRADES:**

- ◆ Grades will be emailed to your parent/guardian at the end of each quarter.
- ◆ Grades and attendance are available by accessing Infinite Campus and Echo at any time.
- ◆ Class rank will be determined by GPA earned in full credit courses in grades 9-12, including summer school or high school credits earned during 8th grade.

**Grading Scale for Renaissance Academy:**

<b>PERCENTAGES</b>	<b>REGULAR COURSES</b>	<b>DUAL CREDIT/AP COURSES</b>
<b>94-100</b>	<b>A 4.0</b>	<b>A 5.0</b>
<b>90-93</b>	<b>A- 3.7</b>	<b>A- 4.7</b>
<b>87-89</b>	<b>B+ 3.3</b>	<b>B+ 4.3</b>
<b>84-86</b>	<b>B 3.0</b>	<b>B 4.0</b>
<b>80-83</b>	<b>B- 2.7</b>	<b>B- 3.7</b>
<b>77-79</b>	<b>C+ 2.3</b>	<b>C+ 3.3</b>
<b>74-76</b>	<b>C 2.0</b>	<b>C 3.0</b>
<b>70-73</b>	<b>C- 1.7</b>	<b>C- 2.7</b>
<b>67-69</b>	<b>D+ 1.3</b>	<b>D+ 2.3</b>
<b>64-66</b>	<b>D 1.0</b>	<b>D 2.0</b>
<b>60-63</b>	<b>D- .7</b>	<b>D- 1.7</b>
<b>0-59</b>	<b>F 0</b>	<b>F 0</b>

# ACADEMIC INFORMATION

## Program of Studies

Students have the option of earning an Indiana Diploma with the following designations:

General, Core 40, Core 40 with Academic Honors (AHD), or Core 40 with Technical Honors (THD).

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. In addition, the Clarksville High School offers a wide selection of courses so students can choose subjects that best fit their individual needs, interests and abilities. A Curriculum Guide is available to each student during the scheduling process in an effort to assist students in planning their classes for the coming year.

Although the counseling department works hard to make students aware of the requirements for graduation, it is the responsibility of each student to be aware of his/her individual needs. This includes knowledge of courses that must be repeated due to failing grades.

Careful and accurate planning on the part of the student is very important. Students must realize that course selection is for the entire year.

Classes may not be dropped unless errors have been made. Any changes must have approval from the counselor or administrator. Adjustments can be made through the counseling office during the designated drop/add dates prior to the start of school. Any student dropping a class after the deadline may receive a W/F (withdraw/fail) for the semester grade.

College-bound students must become familiar with the requirements needed for college admission. Information regarding the diploma tracks are listed below and are available online on the CHS Counseling Office web page under diploma requirements.

Students who plan to attend college and play college sports must have their eligibility determined before they can play either through the NCAA or NAIA Eligibility Center.. It is advised that each student talk directly with his or her high school coach or athletic director about this process. The application should be completed no later than the first semester of the senior year in high school.

## Guidelines for Graduation

**DIPLOMA:** A Clarksville High School Diploma will be awarded to a student who meets ALL of the following:

- state minimum graduation course requirements found in 511 IAC 6-7-6;
- local requirements of the Clarksville Board of School Trustees; and
- the Graduation Qualifying Exam requirements.

**CERTIFICATE OF COMPLETION:** A Clarksville Certificate of Completion will be awarded to a student who meets the criteria outlined in I.C. 20-35-4-11.

# ACADEMIC INFORMATION



Effective beginning with students who enter high school in 2012-13 school year (class of 2016).

## CORE40 with Academic Honors *(minimum 47 credits)*

For the **Core 40 with Academic Honors** diploma, students must:

- Complete all requirements for Core 40.
- Earn 2 additional Core 40 math credits.
- Earn 6-8 Core 40 world language credits (6 credits in one language or 4 credits each in two languages).
- Earn 2 Core 40 fine arts credits.
- Earn a grade of a "C" or better in courses that will count toward the diploma.
- Have a grade point average of a "B" or better.
- Complete one of the following:
  - 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 the approved dual credit list.
  - C. Earn two of the following:
    1. A minimum of 3 verifiable transcribed college credits from the approved dual credit list,
    2. 2 credits in AP courses and corresponding AP exams,
    3. 2 credits in IB standard level courses and corresponding IB exams.
  - D. Earn a combined score of 1750 or higher on the SAT critical reading, mathematics and writing sections and a minimum score of 530 on each
  - E. Earn an ACT composite score of 26 or higher and complete written section
  - F. Earn 4 credits in IB courses and take corresponding IB exams.

## CORE40 with Technical Honors *(minimum 47 credits)*

For the **Core 40 with Technical Honors** diploma, students must:

- Complete all requirements for Core 40.
- Earn 6 credits in the college and career preparation courses in a state-approved College & Career Pathway and one of the following:
  1. State approved, industry recognized certification or credential, or
  2. Pathway dual credits from the approved dual credit list resulting in 6 transcribed college credits
- Earn a grade of "C" or better in courses that will count toward the diploma.
- Have a grade point average of a "B" or better.
- Complete one of the following,
  - A. Any one of the options (A - F) of the Core 40 with Academic Honors
  - B. Earn the following scores or higher on WorkKeys; Reading for Information – Level 6, Applied Mathematics – Level 6, and Locating Information-Level 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.

Course and Credit Requirements	
<b>English/ Language Arts</b>	<b>8 credits</b> Including a balance of literature, composition and speech.
<b>Mathematics</b>	<b>6 credits (in grades 9-12)</b> 2 credits: Algebra I 2 credits: Geometry 2 credits: Algebra II <small>Or complete Integrated Math I, II, and III for 6 credits. Students must take a math or quantitative reasoning course each year in high school</small>
<b>Science</b>	<b>6 credits</b> 2 credits: Biology I 2 credits: Chemistry I or Physics I or Integrated Chemistry-Physics 2 credits: any Core 40 science course
<b>Social Studies</b>	<b>6 credits</b> 2 credits: U.S. History 1 credit: U.S. Government 1 credit: Economics 2 credits: World History/Civilization or Geography/History of the World
<b>Directed Electives</b>	<b>5 credits</b> World Languages Fine Arts Career and Technical Education
<b>Physical Education</b>	<b>2 credits</b>
<b>Health and Wellness</b>	<b>1 credit</b>
<b>Electives*</b>	<b>6 credits</b> <small>(College and Career Pathway courses recommended)</small>
<b>40 Total State Credits Required</b>	

Schools may have additional local graduation requirements that apply to all students

\* Specifies the number of electives required by the state. High school schedules provide time for many more electives during the high school years. All students are strongly encouraged to complete a College and Career Pathway (selecting electives in a deliberate manner) to take full advantage of career and college exploration and preparation opportunities.

12-07-2012

### Graduation qualifying exam (GQE) or Graduation Pathways

Class of 2019-2022

Students in the 2019 – 2022 graduating cohorts may satisfy this requirement for graduation in one of three ways:  
Pass the GQE (ISTEP+ grade 10 in English/Language Arts and Math)

Qualify for a GQE waiver if unable to pass the GQE by the senior year

Successfully complete the graduation pathways

To earn a standard high school diploma from an accredited Indiana high school, a student must satisfy all requirements established by the State Board of Education and by the local school

corporation and must also satisfy the End-of-Course Assessment (ECA) criteria for students in the

Class of 2017 and 2018 and the ISTEP+ 10 for students in the Class of 2019 and beyond

established by the State Board of Education listed below.

# ACADEMIC INFORMATION

- Passing both the Algebra I and English 10 End-of-Course Assessments or ISTEP+10 Mathematics and English; or
- Fulfilling the requirements for an “Evidence-Based” Waiver; or
- Fulfilling the requirement for a “Work-Readiness” Waiver

## **Evidence-based Waiver:**

Take the graduation examination in each subject area in which the student did not achieve a passing score at least one time each year after the school year in which the student first took the examination.

Complete remediation opportunities provided to the student by the school.

Maintain a school attendance rate of 95% or better over the course of the high school experience (excused absences are not counted against a student’s attendance rate).

Maintain a grade point average of “C” or better in the courses required for graduation (a total of 34 credits).

Satisfy local graduation requirements. Note that students with IEPs are not required to meet requirements beyond state requirements (effective 2016).

Obtain a written recommendation from a teacher of the student in the subject area(s) not passed. The recommendation must provide documentation that the academic standards have been met, either through other tests or classroom work, be aligned with the governing body’s relevant policy and must be agreed upon by the principal.

## **Work Readiness Waiver:**

Take the graduation examination in each subject area in which the student did not achieve a passing score at least one time each year after the school year in which the student first took the examination.

Complete remediation opportunities provided to the student by the school.

Maintain a school attendance rate of 95% or better over the course of the high school experience (excused absences are not counted against a student’s attendance rate).

Maintain a grade point average of “C” or better in the courses required for graduation (a total of 34 credits).

Satisfy local graduation requirements. Note that students with IEPs are not required to meet requirements beyond state requirements (effective 2016).

Complete all of the following:

- a. Meet the course and credit requirements for a General Diploma (including the career academic sequence);
- b. Complete a workforce readiness assessment; and
- c. Complete at least one industry certification from the state board’s approved industry certification list.

## **Class of 2023 and beyond**

Students in the graduating class of 2023 must satisfy all three of the following Graduation Pathway Requirements by completing one of the associated Pathway Options. See the diagram below:



# Indiana GRADUATION PATHWAYS

The path to graduation is not one-size-fits-all. Indiana provides many pathways for students to earn a high school diploma.

## OVERVIEW

Students starting with the Class of 2023 must meet all of the following:

- 1 Credits**
- 2 Learn & Demonstrate Employability Skills**
- 3 Postsecondary-Ready Competencies**

## DIPLOMA REQUIREMENTS

- 1 Credits**  
Earn credits toward a diploma with designation.
  - Core 40 - minimum 40 credits
  - Academic Honors - minimum 47 credits
  - Technical Honors - minimum 47 credits
  - General
- 2 Learn & Demonstrate Employability Skills**  
Produce defined outcome(s) based on experience.  
Defined Outcome Options
  - Videos
  - Papers
  - Resume
  - Dual Credit
  - Certifications
  - Portfolio
  - Projects
  - Slideshows
  - Presentation
  - Five Year Goal Plan
  - Reflection of Experience
  - Letters of Recommendation
  - Letter of Employment Verification
  - Postsecondary-related Experiences
  - Co-Curricular Participation
  - Extra-Curricular Participation
  - Locally Defined Outcome
- 3 Postsecondary-Ready Competencies**  
Meet at least one of these competencies.
  - **Honors Diploma**  
academic or technical
  - **SAT**  
reading/writing = 480, math = 530
  - **ACT**  
english = 18, reading = 22, math = 22, science = 23 (2 out of 4 needed with at least one in English/Reading and one in Math/Science)
  - **ASVAB**  
minimum of 31
  - **Industry Certification**  
certification from approved DWD list
  - **Apprenticeship**  
federally recognized
  - **CTE Concentrator**  
C average or higher in at least 2 advanced HS courses in a state-approved CTE Pathway
  - **AP/IB/Dual Credit/ Cambridge International/CLEP**  
C average or higher in 3 courses (1 of the 3 courses must be in core content area or all three must be part of a CTE pathway)
  - **Locally Created Pathway**  
approved by SBOE
  - **Waiver**  
see listed web link

## TRACKING

- 1 Transcript with Completed Courses**  
Project-Based Experience  
Allows students to gain knowledge and skills by working for an extended period of time to investigate and respond to an authentic, engaging, and complex question.
- 2 Work Toward Completion of One of the Experiences Below**
  - Service-Based Experience  
Integrates academic study with service experience, reflects larger social, economic, and societal issues, and collaborative efforts between students, schools, and community partners.
  - Work-Based Experience  
Activities that occur in a workplace while developing the student's skills, knowledge, and readiness for work.
- 3 Course Selection, Graduation Plan, & Testing Opportunities**

# ACADEMIC INFORMATION

In addition to the Indiana graduation requirements, learners will be expected to fulfill the New Technology Network (NTN) requirements. They are as followed:

- STEM (Science, Technology, Engineering, Math) focus
- Internship Component
- Minimum 12 dual college credits, average is 20-25 dual college credits
- Community service component (See requirements below)

## COMMUNITY SERVICE REQUIREMENTS:

- **Freshman** - 15 hours required for school, church, club, or neighborhood organizations
- **Sophomores** - 25 hours required at Goodwill, soup kitchens, etc.
- **Juniors** - 25 hours required at community centers (Choices for Women, Soup Kitchen, etc.)
- **Seniors** - 35 hours required must be approved by a facilitator

Total - 100 hours for community service upon graduation.

\*\*Learners will keep portfolios of their community service projects, which may be used when interviewing for jobs and colleges.

## C.A. PROSSER SCHOOL OF TECHNOLOGY

Prosser School of Technology offers a two-year program for juniors and seniors preparing learners in a technical skill area and may assist in providing immediate entrance into a particular career choice. Learners participating in a Prosser program have dual enrollment in both schools by attending each program for one-half of the school day.

Renaissance Academy remains the home school. Learners must attend classes at both schools whenever they are in session. The suspension/expulsion of a learner at either the home school or at Prosser will be enforced at both schools.

### TRANSPORTATION:

**Learners attending Prosser must use School Corporation provided transportation unless they are a cosmetology learner.** Cosmetology learners are allowed to drive since their place of attendance is not on the main Prosser Campus. Cosmetology learners will only be granted driving privileges under the following conditions:

- 1.) The parent or legal guardian must sign the Prosser permission to drive form and return it to Renaissance Academy before the learner will be allowed to drive to the vocational site.
- 2.) The learner will not be allowed to transport any other learner (other than members of his/her immediate family) to or from the vocational site, unless a permission form is signed by parents of all learners involved.
- 3.) The learner or his/her parent must provide proof of insurance coverage in accordance with state law.
- 4.) The learner will follow all rules related to driving and parking on campus as well as classroom attendance. Excessive tardiness will result in revocation of driving privilege as stated in the Renaissance Academy Handbook
- 5.) If a learner violates any of the conditions set forth in the agreement, the driving privilege will be revoked and he/she must use the corporation provided transportation to Prosser.

# C.A. PROSSER SCHOOL OF TECHNOLOGY

In this form the parent/guardian agrees to the following:

I give my permission for my son/daughter to drive or ride to and from the above named vocational program. I have read and agree to the conditions listed above. **I understand that if any one of these conditions are violated, my learner will forfeit his/her driving privileges and must use the corporation provided transportation. I further agree to indemnify and hold harmless the Clarksville Community School Corporation of any liability that may arise as a result of our decision to use personal transportation.**

Attending Prosser Vocational School is a privilege for Renaissance Academy learners. Along with this privilege are certain expectations for Prosser learners to follow. Failure to follow these expectations could result in disciplinary action or removal from the program. Prosser provides an excellent opportunity to receive a well-rounded education.

Bus transportation will be provided daily to and from Prosser. Learners who drive to Prosser must have proper paperwork on file, need to obey traffic laws, and must be on time when returning to RA. Failure to follow these rules will result in loss of driving privileges.

## **A.M. – Prosser Learner Information:**

- 1.) A.M. Prosser learners will attend Prosser from 7:55 – 10:35.
- 2.) Learners will board the bus in front of RA and leave at 7:25 A.M., arrive at Prosser at 7:50 A.M., attend classes until 10:35, arrive back at RA at 10:55 AM.
- 3.) Drivers/riders must be at RA for lunch at 11:00.
- 4.) If Prosser is on a 2-hour delay and RA is in session, learners still report to RA for afternoon classes.
- 5.) If Prosser is closed and RA is in session, learners still report to RA for afternoon classes beginning at 11:00.
- 6.) If RA is on a 2-hour delay, A.M. Prosser bus will not run, but learners may attend Prosser on their own.
- 7.) If RA is closed and Prosser is in session, the Prosser bus will not run and learners are dismissed to go home from Prosser at 10:35.

## **P.M. – Prosser Learner Information:**

- 1.) P.M. Prosser learners will attend Prosser from 11:25 – 2:00. (except Cosmetology)
- 2.) Learners will eat lunch at RA, board the bus in front of RA at 11:00 A.M. and arrive at Prosser at 11:20 A.M.
- 3.) Learners who are driving or riding may leave at the end of 3rd period at 10:36. Remember that learners who drive to Prosser must have proper paperwork on file in RA main office.
- 4.) The bus will leave Prosser at 2:00 P.M. and arrive at RA at 2:15 P.M. Learners are dismissed upon returning to RA.
- 5.) If Prosser is on a 2-hour delay and RA is in session, learners will still report to Prosser as scheduled.
- 6.) If Prosser is closed and RA is in session, learners still reports to RA for morning classes and will be dismissed at the end of 3rd period.
- 7.) If RA is on a 2-hour delay, P.M. Prosser learners should report to RA for 1st period and then be released for lunch before going to Prosser.
- 8.) If RA is closed and Prosser is in session, learners are not required to attend Prosser but may do so on their own.

# C.A. PROSSER SCHOOL OF TECHNOLOGY

Other important information:

- 1.) Before a learner may **drive** and/or **transport** another learner to Prosser he/she **MUST** have completed the additional driving/riding parent/guardian permission slips.
- 2.) Before a learner may **drive** to Prosser he/she **MUST** have a current parking permit. The cost is \$1.00 and the application must be filled out and submitted to Mrs. Lewis. A copy of the learner's driver license must also be submitted.
- 3.) Before a learner may **drive** to Prosser he/she **MUST** have completed and submitted a Random Drug Testing Form.
- 4.) Before a learner may **ride** with another learner to Prosser he/she **MUST** have completed the additional driving/riding parent/guardian permission slip which must be signed by **BOTH** learners' (driver and rider) parents.
- 5.) Before a learner may **ride** with another learner to Prosser he/she **MUST** have completed and submitted a Random Drug Testing Form.
- 6.) If a learner rides the bus to Prosser, he/she **MUST** ride the bus back to RA. 7.) If a learner is suspended out-of-school (OSS) from one school, he/she is suspended from **BOTH** schools. 8.) Learners must attend classes at **BOTH** schools when in session to be eligible for any extra-curricular activity.
- 9.) Any Prosser program changes **MUST** be made at Prosser. This is **NOT** done through the counseling office at RA.
- 10.) Once a commitment to attend Prosser has been made, learner **MUST** attend for the entire school year.
- 11.) Prosser learners must eat lunch at Renaissance Academy and must travel directly between Prosser and Renaissance.

## LEARNER DRIVING AND PARKING

Driving to and from school is a privilege and not a right. Learners who are licensed drivers will be allowed this privilege as long as the following guidelines are observed.

- 1.) Learners must receive a parking permit in order to drive to school. Parking permits can be obtained in the front office at Renaissance Academy , the cost for the permit is \$1.00.
- 2.) Learner drivers must submit a copy of their driver's license and be included in the Clarksville Random Drug Testing program.
- 3.) Learners must appropriately park cars between markings and headed in.
- 4.) There should be no cruising around before or after school. Learners should not loiter in or around cars at any time.
- 5.) The parking lots should be kept free of litter.
- 6.) The speed limit on school grounds and the street in front of the school is 10 mph. Reckless stunts or fast starts may result in a suspension of driving privileges.
- 7.) Each learner is responsible for his/her own driving as well as his/her automobile, regardless of who is driving.
- 8.) As a privilege, learners enrolled at Prosser may drive or ride with a friend when parental permission forms are signed and submitted to the main office. Excessive absences, tardies, or disciplinary problems will result in loss of driving privilege and the learner being required to ride the Prosser bus. Violation of this driving policy will result in suspension from classes.

Failure to comply with the above can result in loss of driving privileges and/or the cost of towing.



# LEARNER NORMS AND PROCEDURES

## UNIVERSAL EXPECTATIONS:

- Trust, Respect, and Responsibility (School Culture)
- Focus on the purpose of school; learn and contribute to your learning environment and community
- Respect the rights of all people and property
- Keep hands, feet, and objects to yourself
- Follow classroom procedures established by each teacher
- Keep language, gestures, and clothing respectful and free of vulgarity, obscenity, and glorification of alcohol and drugs.
- Interact appropriately without excessive displays of affection or rough housing

## DRESS CODE:

- Selection of dress is a parental responsibility and modesty should prevail in styles of dress.
- Learners shall dress appropriately for educational activities so as not to endanger their health, safety or welfare, or that of others, or cause a disruption to the educational process. The following standards will be enforced.
- Pants, Skirts, Shorts, Dresses: NO “short” shorts, short dresses, or mini-skirts. No backless, sleeveless or strapless tops. No low cut dresses. No shorts, skirts, or pants that fail to conceal undergarments. No shorts, skirts or dresses that are shorter than fingers length when arms are at your side (should be worn mid-thigh). No pants which are baggy, torn, frayed or full of holes. Pants must be worn at the waist. Pajama pants are not permitted.
- Shirts, Blouses: No low-cut or bare-midriff tops. No halter tops, spaghetti straps, tank tops or sleeveless shirts. No undergarments, or t-shirts meant to be undershirts, may be worn as a primary garment. Hoods on hooded shirts must be kept down at all times.
- Clothing and accessories shall be free of writing, pictures, symbols or other insignia which are crude, vulgar, profane, obscene, libelous or sexually suggestive. Clothing and accessories that degrade any culture, religious or ethnic values, that advocate racial, ethnic or religious preju-

- Any clothing, jewelry or accessories (wallet chains, spiked jewelry, hair combs) which create a safety or health concern or cause or threaten a disruption to the educational process is prohibited. Hair color, spikes and/or hoop facials piercings that are distracting to the educational learning environment are not allowed.
- Heavy coats, sunglasses and jackets are not to be worn in the building during the day.
- Blankets are not permitted.

Final determination of what constitutes appropriate dress shall be determined by the school administration. Exceptions may be made by the administration for special days, events or activities.

**PUNCTUALITY:**

You are expected to be on time for your classes to show respect to your group work time and to model professionalism.

**FACILITATOR CONCERNS REGARDING LEARNER:**

- When a learner displays disrespect (talking back, yelling, hiding items, being rude in general) then they will immediately have a check-in with two learner representatives and a facilitator to monitor the situation.
- If the behavior occurs again, then the parent will be notified of the behavior via phone call and/or email.

# LEARNER NORMS AND PROCEDURES

## LEARNER CONCERNS REGARDING FACILITATOR:

A check-in needs to occur when a teacher is disrespectful, etc. How will this occur?

- Another facilitator needs to be present, as well as a member of the learner representative council
- Explain to the facilitator in question what the issue has been and ask what is going on (follow the check-in guideline sheet)
- Try to reconcile the situation

## USE OF CONFERENCE ROOMS:

Learners and facilitators will need to sign up for use of the conference rooms when classes are not using them. This will ensure that all members of RA are able to share the conference rooms to prevent some learners from refusing to share. Also, it will allow us to keep record of the conference room use so that if it is left a mess, we know who to go to rather than punishing an entire group. The sheet could be kept in a Google Form that everyone could access.

## CELL PHONES AND ELECTRONIC DEVICES:

### ◆ LAPTOPS

Laptops are a necessary tool to ensure that each learner can process information and communicate effectively in order to complete assignments in the project-based learning environment.

- **NEVER** give your password to another learner
- Report any malicious or suspicious activity to an adult
- **NEVER** bully, harass, or hack

### ◆ CELL PHONES

Cell phones/electronic devices are not permitted during class time without the expressed permission of school faculty for the purpose of an educational activity. In order to ensure the schools cell phone policy is being followed, learners will not be permitted to use their phones or other electronic devices in the hallway or other school areas during class time. Learners are able to use their cell phones during lunch. If there is a violation of the policy the following action will occur:

1st Offense

Cell phone/electronic device will be confiscated by the staff member. The learner will receive the phone at the end of the class period.

2nd offense

Cell phone/electronic device will be confiscated by the staff member and turned in to the office. The learner will be able to pick the phone up at the end of the day.

3rd offense

Cell phone/electronic device will be confiscated by the staff member and turned in to the office. The phone must be picked up in the main office by a parent/guardian between the hours 7:30 AM and 3:30 PM.

School faculty may assign detentions for repeated violations. Learners who refuse to give their cell phone/electronic device to a staff member when asked will automatically be referred to the office. Learner who are referred to the office for refusal to comply with the directive to give a requested cell phone/electronic device to a staff member will lose cell phone/electronic device privileges for the rest of the day and a parent/guardian will need to pick up the confiscated device between 7:30 AM and 3:30 PM. Additionally, appropriate disciplinary action will be taken, including detentions and up to out-of-school suspension. The learner is responsible for a cell phone/electronic device that are in their possession.

The use of camera or video options is strictly prohibited while on school property due to privacy and confidentiality legal protections. Learners who are found using their camera or video options while on school property will have their cell phone/electronic device confiscated by the office and parent/guardian will need to pick up the confiscated device between 7:30 AM and 3:30 PM.

Learners are responsible for their cell phones/electronic devices while on school grounds. RA will not be held responsible for any lost or stolen cell phones/electronic devices.

Headphones are not allowed. Earbuds may be used with facilitator permission.

#### ◆ **SEXTING:**

“Sexting” is defined as sending, sharing, viewing, or possessing pictures, text messages, emails, or other material of a sexual nature in electronic or any other form, including the contents of a cell phone or other electronic device. Violation of any of the information contained in this section may be considered as a ground for suspension or expulsion from school. Student cell phones have been found in a number of Indiana school districts to contain evidence of “sexual conduct” as defined above. As a result, it is important for parents and students to be aware of some of the potential legal consequences should this occur in our school system.

- ◆ The Child Abuse/Neglect Law requires school personnel to report to law enforcement or child protective services whenever there is reason to believe that any person/student is involved with “child exploitation” or “child pornography” as defined by Indiana Criminal Statutes.
- ◆ “Sexual Conduct” is defined by I.C. 35-42-4-4(a) to include sexual intercourse, exhibition of the uncovered genitals intended to satisfy or arouse the sexual desires of any person, or any fondling or touching of a child by another person or of another person by a child intended to arouse or satisfy the sexual desires of the child or other person.
- ◆ It is “child exploitation”, a Class C felony under I.C. 35-42-4-4(b), for any person/student (1) to exhibit, photograph or create a digitized image of any incident that includes “sexual conduct” by a child under the age of 18; or (2) to disseminate, exhibit to another person, or offer to so disseminate or exhibit, matter that depicts or describes “sexual conduct” by a child under the age of 18.
- ◆ It is “child pornography”, a Class D felony under I.C. 35-42-4-4(c), for any person/student to possess a photograph, motion picture, digitized image, or any pictorial representation that depicts or describes “sexual conduct” by a child who the person knows is less than 16 years of age or who appears less than age 16.
- ◆ I.C. 35-45-4-6. Indecent Display of Youth.
- ◆ The Indiana Sex Offender Registration Statute at I.C. 11-8-8-7 and the Sex Offender Registry Offense Statute at I.C. 35-42-4-11, as of May 2009, require persons convicted of or adjudicated as a juvenile delinquent for violating the Child Exploitation Statute at I.C. 35-52-4-4(b) to register as a sex offender.

#### **HARASSMENT:**

Harassment is the systematic and/or continued unwanted and annoying actions of one party or a group. The 3 main types of harassment are:

- ◆ **PHYSICAL** - often called “just playing around” includes games or actions such as pushing, dog-piling, throwing things, and similar activities.
- ◆ **VERBAL** - Includes remarks that are offensive, threatening, annoying, embarrassing, or which are used to perpetuate rumors, hearsay, etc. Also includes racial and other slurs.
- ◆ **SEXUAL** - Includes any behavior, either physical or verbal (this includes comments or jokes), that is sexual in nature, and which degrades, humiliates, or embarrasses another person.

**BE SURE YOU REPORT ANY HARASSMENT YOU MAY EXPERIENCE OR SEE SO WE CAN ADDRESS THE SITUATION!**

# LEARNER DISCIPLINE

## LEARNER DISCIPLINE - DUE PROCESS LAW

School officials may find it necessary to discipline learners 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 learner the right to attend school or take part in any school function for a period of up to (10) school days.

### 2. EXPULSION:

A learner 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 learner 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 FORSUSPENSION OR EXPULSION, I.C. 20-33-8-14(a):

The grounds for suspension or expulsion listed in section A. below apply when a learner 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. Learner Misconduct and/or Substantial Disobedience, I.C. 20-33-8-14

Grounds for suspension or expulsion are learner misconduct and/or substantial disobedience. Examples of learner misconduct and/or substantial disobedience for which a learner 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 learners 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 learners 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 learner, 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 learner.
- (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.

# LEARNER DISCIPLINE

- (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 learner 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 learner with a chronic disease or medical condition may possess and self-administer prescribed medication for the disease or condition if the learner'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 learner 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 learner has been instructed in how to self-administer the prescribed medication.
    4. The learner 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 learner 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 learner 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 learner 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 learner 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 learner or staff member;
  - (c) disobedience of administrative authority;
  - (d) willful absence or tardiness of learners;
  - (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.

# LEARNER DISCIPLINE

- (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 learner conduct rule the school building principal establishes and gives publication of to all learners and parents in the principal's school building.
- (28) Violating or repeatedly violating any of the rules or standards adopted by the School Board.

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

- (1) This rule applies when a learner 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 learner or groups of learners against another learner with the intent to harass, ridicule, humiliate, intimidate, or harm the other learner 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 learners 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 learners concerning the identification, prevention, and intervention of bullying.
- (6) All schools in the corporation are encouraged to engage learners, 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 learner 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 or 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

# LEARNER DISCIPLINE

(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 learner 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 learner engages in behavior described in this rule.

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

(1) No learner 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 learner engages in behavior described in this rule.

## **E. Unlawful Activity, I.C. 20-33-8-15**

A learner 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 learner'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 learner may not be attending classes or other school functions.

## **F. Legal Settlement, I.C. 20-33-8-17**

A learner may be expelled if it is determined that the learner's legal settlement is not in the attendance area of the school where the learner is enrolled.

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

1. A meeting will be held prior to the suspension of any learner. At this meeting, the learner will be entitled to (a) a written or oral statement of the charges; (b) if the learner denies the charges, a summary of the evidence against the learner will be presented; (c) the learner will be provided an opportunity to explain his/her conduct.
2. The meeting shall precede suspension of the learner 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 learner will be notified in writing. The notification will include dates of the suspension, description of the learner'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 learner 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.



# LEARNER DISCIPLINE

## IN-SCHOOL SUSPENSION

In-school suspension (ISS) is a method of handling serious behavioral problems. The learner serving suspension will report to an assigned area for all or part of the school day. He/She will attend no classes during that period of time. Restroom and eating privileges will be regulated.

The learner must take necessary books to the ISS room. He/She should request assignments from teachers before entering the suspension room. All homework, tests, or other assignments DO COUNT toward the learner's grade while serving in-school suspension.

One learner will not necessarily receive in-school suspension for the same offense as another if (a) he/she is a repeat offender; (b) the ISS room is already crowded; or (c) he/she is, or becomes, a supervision problem in the ISS room. Generally, in-school suspension will be used as an alternative to out-of-school suspension whenever feasible.

## OUT-OF-SCHOOL SUSPENSION

Out-of-school suspension (OSS) may be used for more serious behavioral problems, for learners who are repeat offenders, and for learners who pose a threat to safety or to the education process. According to state law, a learner may be suspended for a maximum of ten days at a time.

Learners on OSS may request missed work during OSS. However, learners on OSS will not receive credit for work due or missed in classes, with the exception of major tests, projects, reports, etc., which would profoundly affect semester grades. Learners who are suspended out-of-school may NOT attend or participate in any school activity from the time of the inappropriate behavior resulting in suspension until the day he/she returns to school following suspension. This includes suspensions that occur before fall break, winter break and spring break.

Learners suspended from Prosser School of Technology will be suspended from the home school (Renaissance Academy) as well. The same applies to Prosser when a learner is suspended from Renaissance Academy.

According to state law, a learner's driver's license or learner's permit will be invalidated by the Indiana Bureau of Motor Vehicles for a period of 120 days on the second out-of-school suspension in a given year. The length of time the learner loses his/her driver's license rights for an expulsion is 120 days, or the end of the semester during which the learner returns to school, whichever is longer.

## LEARNER USE OF CELLULAR PHONES AND/OR ELECTRONIC DEVICES

ALL cellular phones and/or electronic devices MUST be used for educational purposes while the learner is in the building. Failure to use electronic devices for educational purpose or without permission from staff may result in loss of privilege of use. Continued failure to follow these guidelines can result in confiscation of device. In the event a device is confiscated, a parent/guardian will be required to retrieve the device from the administration office. Subsequent confiscations of electronic devices may result in OSS and lose of device privileges.

### **SEXTING:**

"Sexting" is defined as sending, sharing, viewing, or possessing pictures, text messages, emails, or other material of a sexual nature in electronic or any other form, including the contents of a cell phone or other electronic device. Violation of any of the information contained in this section may be considered as a ground for suspension or expulsion from school. Learner cell phones have been found in a number of Indiana school districts to contain evidence of "sexual conduct" as defined above. As a result, it is important for parents and learners to be aware of some of the potential legal consequences should this occur in our school system.

- The Child Abuse/Neglect Law requires school personnel to report to law enforcement or child protective services whenever there is reason to believe that any person/learner is involved with "child exploitation" or "child pornography" as defined by Indiana Criminal Statutes.
- It is "child exploitation", a Class C felony under I.C. 35-42-4-4(b), for any person/learner (1) to exhibit, photograph or create a digitalized image of any incident that includes "sexual conduct" by a child under the age of 18; or (2) to disseminate, exhibit to another person, or offer to so disseminate or exhibit, matter that depicts or describes "sexual conduct" by a child under the age of 18.

# LEARNER DISCIPLINE

- It is “child pornography”, a Class D felony under I.C. 35-42-4-4(c), for any person/learner to possess a photograph, motion picture, digitalized image, or any pictorial representation that depicts or describes “sexual conduct” by a child who the person knows is less than 16 years of age or who appears less than age 16.
- “Sexual Conduct” is defined by I.C. 35-42-4-4(a) to include sexual intercourse, exhibition of the uncovered genitals intended to satisfy or arouse the sexual desires of any person, or any fondling or touching of a child by another person or of another person by a child intended to arouse or satisfy the sexual desires of the child or other person.
- The Indiana Sex Offender Registration Statute at I.C. 11-8-8-7 and the Sex Offender Registry Offense Statute at I.C. 35-42-4-11, as of May 2009, require persons convicted of or adjudicated as a juvenile delinquent for violating the Child Exploitation Statute at I.C. 35-52-4-4(b) to register as a sex offender.

## INTERNET USAGE AND OTHER RESOURCES

The internet and other resources available through Renaissance Academy are intended for educational purposes only. Misuse will result in disciplinary action and loss of computer/internet privileges. Learners must present a signed parental permission form before they will be granted access to the internet. The permission forms will be distributed to learners’ homes at the beginning of the school year.

## ACADEMIC DISHONESTY / PLAGIARISM

It is against school rules to cheat on school assignments or tests or to plagiarize. Plagiarism is taking or copying the writing or ideas of another person and turning his/her work in as your own. This includes copying information from the internet. On the first offense of Academic Dishonesty/Plagiarism, the learner will receive a failing grade on the assignment and/or test and will be referred to the administration for disciplinary action. Further infractions will result in a failing grade for the semester and further disciplinary action.

## USE/POSSESSION OF TOBACCO

All buildings and grounds within the Clarksville Community School Corporation are smoke-free. This policy applies to learners, faculty, staff, and visitors. Therefore, all forms of tobacco possession and use are prohibited before school, during lunch, after school, and at all school functions. This includes areas adjacent to school grounds. Violations of the learner possession or use of tobacco policy as described above will result in the following disciplinary action:

### FIRST OFFENSE

1. Learner will receive two days of in-school suspension and two demerits.
2. Learner will be assigned to a designated table during lunch for a period of sixty school days. Failure to comply will result in additional disciplinary action.

### SECOND OFFENSE:

1. Learner will receive four days of out-of-school suspension and additional demerits.
2. Learner will be assigned to a cafeteria table during lunch for one calendar year. He/She will be required to seek permission from administration to use a restroom for the same period of time.

### THIRD OFFENSE:

Recommend expulsion.

NOTE: The numbers of violations or offenses are accumulated during any one given school year. All disciplinary action described above will be extended into the next school year if the violation occurs at the end of the current year.

## FIGHTING

Fighting at Renaissance Academy will **NOT** be tolerated and can result in up to ten days of out-of-school suspension depending on the seriousness of the altercation and the learners overall discipline record. This includes areas adjacent to or close by school, and immediately before or after school, when such activity causes a disruption to the school climate. Assault and Battery cases will result in the police being called and all parties involved being transported to the Clark County Juvenile Detention Center. Out-of-school suspension will also result, as well as possible expulsion.

# LEARNER DISCIPLINE

## DRUGS AND ALCOHOL

Violation of rules regarding drugs and alcohol at Renaissance Academy is considered to be a very serious disruption of the educational process, and as such will be dealt with most severely. The following are violations of the disciplinary code of Renaissance Academy, whether on the school grounds at any time, or at any school activity, function, or event at any location including the school bus.

1. No learner may possess, transmit, use, or have an impaired condition of thought or action from any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage, stimulant, depressant, paraphernalia, or intoxicant of any kind. This includes look-alike drugs.
2. No learner may provide, by sale or otherwise, any substance which he/she represents to be a narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage, stimulant, depressant, or intoxicant of any kind.
3. No learner may possess or use any substance that he/she has reason to believe is or which has been represented to him/her as any of the aforementioned drugs or alcohol.
4. No learner may give or take another learner's prescription medicine. Any substance for which a learner has a prescription or written permission from a parent allowing use should be brought to the school nurse or administrator for dispensing and the medication should be taken in his or her presence.

### ANY LEARNER VIOLATING THIS POLICY IS SUBJECT TO THE FOLLOWING:

1. Parent will be notified and a conference will be arranged for the earliest possible time. Learner could receive five days of out-of-school suspension pending the right of the learner to attend an expulsion meeting according to due process.
2. Learner is barred from participation or attendance of all school-related activities until a decision is made by the expulsion examiner, should a meeting be held.
3. Expulsion charges will be initiated and an expulsion meeting will be scheduled to determine the length of the expulsion period. At the expulsion meeting a recommendation will be made by the high school principal to the expulsion examiner based on these factors, the penalty could be a forfeiture of rights according to Form 16 that would allow the learner to remain in school on a probationary status, or expulsion from school for a period of time up to one year.
4. A report could be made to proper law enforcement authorities and to the Bureau of Motor Vehicles.

## RANDOM DRUG AND ALCOHOL TESTING

The Board of School Trustees of the Clarksville Community School Corporation recognizes the health risks and dangers associated with the use of unlawful drugs and alcohol. Drug and alcohol abuse are a threat to the safety and health of our learners, faculty, and staff. It jeopardizes the efficiency and quality of our educational programs. The risks associated with such abuse may include the possibility of impaired judgment, diminished capacity, deterioration of body organs, conditions that substantially inhibit a person from performing to his/her fullest natural ability, serious injuries, and death.

The Board of School Trustees encourages all learners to participate in extra-curricular and co-curricular activities. The board believes the opportunity for such participation is a privilege and not a right. "Driving to School" is also a privilege and not a right. These privileges are offered to learners who meet all conditions of eligibility set forth by the school or a governing body (I.H.S.A.A.). One such condition for eligibility shall be an agreement by the learner and his/her parent(s) or guardian(s) to submit to testing for the use of drugs and alcohol in accordance with the Clarksville Community School Corporation Drug Testing Program.

## PHILOSOPHY

This testing program is an integral component of the overall education process of Renaissance Academy and Clarksville Community Schools. Its purpose is not punitive in nature, but rather intended as a medical diagnostic aid in discovering possible drug and alcohol related problems.

The 'safety factor' will be the primary reason for testing learners who participate in extra-curricular activities or who drive a motor vehicle to school. This group of learners is taking advantage of privileges offered to them by the school. Any person from this group who is under the influence of alcohol or illegal drugs presents a real and substantial danger to his/her own health and safety as well as the health and safety of other learners.

## PROGRAM GOALS

1. Identify a learner with drugs or alcohol in their body system.
2. Provide notification to the parent/guardian of any drug or alcohol problem.
3. Educate, help, and direct learners away from drug and alcohol use.

# LEARNER DISCIPLINE

## SUBSTANCES BEING TESTED

1. Ethyl Alcohol
2. Amphetamines (Amphetamine & Methamphetamine)
3. Barbiturates
4. Benzodiazepines
5. Cocaine Metabolite
6. Opiates
7. Phencyclidine
8. Marijuana Metabolite (THC)
9. Propoxyphene
10. Nicotene

## TESTING COMPANY

**Indiana Testing, Inc.** 8291 Indy Court Indianapolis, IN 46214 1-800-295-2587

## PARTICIPANTS

1. Any learner who drives a motor vehicle to school or participates in extra-curricular activities (ex: athletics, band, choir, learner council) must enroll in the Clarksville Community School Corporation Random Drug Testing Program. Any learner who refuses to enroll in the program will not be permitted to drive a vehicle to school or participate in extra-curricular activities.
2. Learners who do not drive to school or participate in extra-curricular activities may voluntarily enroll in the Clarksville Community School Corporation Random Drug Testing Program.
3. Staff members and coaches may voluntarily enroll in the Clarksville School Corporation Random Drug Testing Program.
4. Parents/Guardians of learners who do not drive or participate in extra-curricular activities may enroll their son/daughter in the random drug-testing program. The parent/guardian will determine who receives the results of the test.

## ENROLLMENT

1. Learners who enroll in the random drug-testing program must read and sign the 'Consent for Random Drug Testing' form along with his/her parent/guardian. This form will be signed each school year and will be kept on file in the office of the principal.
2. All eligible learners must enroll in this program by the Friday after Labor Day each school year. This includes those learners who only participate in an activity in the spring or those who anticipate receiving their driver's license sometime during the school year. He/She must enroll in the drug-testing program before the deadline and be part of the testing pool for the entire year.

## SELECTION & NOTIFICATION

1. The dates of testing will be determined by the administration of Renaissance Academy. To reduce costs, the schools will test on the same day. The dates selected will be kept confidential. The schools reserve the right to test as frequently as they like.
2. Each enrollee will be given a unique identification number assigned by the school principal or his/her designee. This person will maintain a cross listing of the individual and his/her identification number. These numbers will be given to the outside testing company.
3. When the administration determines a testing time, the principal or designee will inform the company to select random numbers from their pool. (The amount of numbers to select (test) will be determined by school administration). One alternate number will also be selected. This number will only be used if a problem exists with the original numbers (ex. learner absence).
4. The company will inform the principal or designee which numbers were selected. This person will then cross check the numbers with the names and identify the learners who will be tested. The principal/designee will locate each individual and escort him/her to the appropriate testing site located within the school. If a learner is absent, then the alternate number/name will be used.
5. After a specimen has been received, learners will be given a pass to return to class.
6. Persons selected to be tested will have their numbers put back into the pool. A single individual could be tested each and every testing period if his/her number keeps coming up.

# LEARNER DISCIPLINE

## TESTING PROCEDURES

1. An agent from the testing company, principal, or designee will administer the test. This person will be referred to as the collection site person. The collection site person will be responsible for overseeing the collection of the urine specimens. No unauthorized personnel shall be permitted in any part of the collection site.
2. Upon arrival at the collection site, the collection site person shall request the individual to present some type of identification. If the individual does not have the proper identification, this shall be noted. **If the individual refuses to take the test, they will forfeit their eligibility for athletics, extra-curricular activities, and driving to school.**
3. The collection site person shall ask the individual to remove any unnecessary outer garments (coat, jacket) that might conceal items or substances that could be used to tamper with his/her urine specimen. Also, all personal belongings (purse, book, bag, etc.) must remain with outer garments. The collection site person shall note any unusual behavior or appearance.
4. The learner shall be instructed to wash and dry his/her hands prior to testing. After washing/drying hands, the learner shall remain in the presence of the collection site person and not have any access to water fountains, faucets, soap dispensers, or cleaning agents.
5. The learner may provide his/her specimen in the privacy of a stall, or otherwise partitioned area that allows for privacy. The collection site person shall note any unusual behavior by the individual.
6. Upon receiving the specimen, the collection site person will determine that it contains 45 milliliters of urine. If there is not sufficient urine in the container, the sample is disposed and a second specimen will be collected. The learner may be given reasonable amounts of water to consume.
7. Immediately after collection, the collection site person shall measure the temperature of the specimen and conduct an inspection to determine the specimen's color and signs of contaminants. Any unusual findings from the inspection must be included in the 'Chain of Custody' form. The time from urination to delivery of the sample for temperature measurement is critical and in no case should exceed four (4) minutes. Samples must register 91 to 99 degrees Fahrenheit or they will not be accepted. If this is the case, another specimen should be collected.
8. If it is determined by the Test Administrator that a test was tampered with or a false specimen was provided, the learner will forfeit their eligibility for athletics, extra-curricular activities, and driving to school.
9. After the specimen has been provided and submitted to the collection site person, the learner shall be permitted to wash his/her hands. Both the individual being tested and the collection site person should keep the specimen in view at all times prior to it being sealed and labeled. A tamper-proof seal with the initials of both the collector and donor is placed over the cap and down the sides of the bottle. The identification label on each specimen bottle should contain the date and the identification number of the learner.
10. A copy of the 'Chain of Custody' form signed and dated by the collector and donor will be provided to the principal or designee. A temperature of the sample will be recorded on this form, as well as a recording of the split vials.
11. After placement of the specimen into the transport bag, the transport pouch is sealed by the collector. The urine specimen and Chain of Custody form are now ready for shipment.

## TEST RESULT REPORTING PROCEDURE

1. The testing laboratory will notify the principal or designee of a positive test result.
2. The principal will notify the learner and his/her parent(s)/guardian(s) of the positive test result. The principal will inform them of the consequences as stated in the drug testing policy. The principal will also provide a list of agencies that can assist the learner. If a challenge of the result is requested, then a split test may be ordered upon bottle B. The challenged test will be done at the learner/parent expense.
3. The principal will also notify the head coach of the athletic team or the supervisor of the extra-curricular group of which the learner belongs. The principal will inform this person of the consequences that have come about because of the positive result.
4. The parent(s)/guardian(s) of a learner who was tested will be notified of the test result.

# LEARNER DISCIPLINE

## HAZING POLICY

In accordance with Indiana Code 35-42-2-2, Section 2, no learner shall be subjected to any form of hazing. Hazing occurs when an act that creates a substantial risk of harm to the learner or to any third party in order for the learner to be initiated into or affiliated with any school group, club, athletics team, grade level, activity, or organization. Hazing includes but is not limited to:

- Any activity involving an unreasonable risk of physical harm, including paddling, beating, whipping, branding, electric shock, sleep deprivation, exposure to weather, placement of harmful substances on the body, and participation in physically dangerous activities.
- Any activity involving the consumption of alcohol, drugs, tobacco products, or any other food, liquid, or other substance that subjects the learner to unreasonable risk of physical harm.
- Any activity involving actions of a sexual nature or the simulation of actions of a sexual nature.
- Any activity that subjects a learner to an extreme and unreasonable level of embarrassment, shame, or humiliation or which creates a hostile, abusive, and intimidating environment for the learner.
- Any activity involving any violation of federal, state, or local law or any violation of school district policies and regulations.

## 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. Therefore, it is the policy of the Clarksville Community School Corporation that:

- The school district will engage learners, parents, teachers, food service professionals, health professionals, and other interested community members in developing, implementing, monitoring, and reviewing district-wide nutrition and physical activity policies.
- All learners in grades PreK–12 will have opportunities, support, and encouragement to be physically active on a regular basis.
- Foods and beverages sold or served at school will meet the nutrition recommendations of the U.S. Dietary Guidelines for Americans.
- Learners will be provided with access to a variety of affordable, nutritious, and appealing foods that meet the health and nutrition needs of learners. An effort will be made to accommodate the religious, ethnic, and cultural diversity of the learner body in meal planning. Schools will provide clean, safe, and pleasant settings and adequate time for learners to eat.
- All schools in our district will participate in federal school meal programs including the School Breakfast Program and the National School Lunch Program.
- Schools will provide nutrition education and physical education to foster lifelong habits of healthy eating and physical activity, and will establish links between health education and school meal programs, and with related community services.

## RACIAL HARASSMENT

In accordance with Board policy 51.43.4, no learner or employee shall be subjected to any form of racial harassment. Racial harassment consists of unwelcome racial comments and other inappropriate verbal or physical conduct of a racial nature when made by any employee to a learner, learner to employee, employee to another employee, or learner to another learner. A full description of the corporate policy and forms to be used in filing a complaint may be obtained from either the office of the high school principal or the office of the superintendent. Any initial complaint should be registered with the building principal when feasible.

# LEARNER DISCIPLINE

## SEXUAL HARASSMENT

In accordance with Board policy 4050 and 51.43.3, no learner or employee shall be subjected to any form of sexual harassment. Sexual harassment is defined as any unwelcome sexual advances, requests for sexual favor, or other inappropriate verbal or physical conduct of a sexual nature when made by any employee to learner, learner to employee, employee to another employee, or learner to another learner. A full description of the corporate policy may be obtained from either the office of the high school principal or the office of the superintendent. Any initial complaint should be registered with the building principal when feasible.

## GRIEVANCE PROCEDURES FOR DISCRIMINATORY VIOLATIONS, INTERPRETATIONS, AND APPLICATIONS

1. For whom is the grievance procedure available?

Anyone whose civil (protected) rights may have been violated by acts or omissions within the school environment. Possible discrimination based upon age, race, color, national origin, religion, sex, and handicapping conditions including limited English proficiency may be addressed through this procedure.

2. What laws are involved?

- Title VI (race, color, national origin)
- Title IX (sex, discrimination)
- Section 504 of the Rehabilitation Act of 1973 (handicapping condition)
- Advisory Committee requirements of the State Vocational Technical Education Plan

3. Who may file a grievance of potential violation?

- School corporation officers
- School employees
- Learners
- Patrons of the school

4. Who is responsible for seeing that compliance exists with all laws (compliance coordinator)?

- The superintendent or designee for allegations and violations of a corporate level, such as policy or practice

5. Who is the final authority in making decisions on grievances that are properly filed (compliance officer)?

- The Superintendent, Title IX and Section 504 Officer  
200 Ettel Lane, Clarksville, Indiana 47129  
(812) 282-7753

6. What procedures must be followed in filing a grievance?

## LEVEL ONE

- a. The officer, employee, learner, or patron alleging a violation shall submit the initial complaint in writing to the appropriate compliance coordinator described in #4 on the previous page. The complaint shall stipulate the specific act or omission, the date of same, and the parties involved.
- b. The compliance coordinator shall initiate investigation of the circumstances of the complaint within seven calendar days of the receipt of the written complaint.
- c. The compliance coordinator shall render a decision within fourteen calendar days of the receipt of the written complaint. The decision shall be in writing to the complainant.
- d. The complainant shall have seven calendar days to react to the decision before it becomes final.

# LEARNER DISCIPLINE

## LEVEL TWO

- a. The compliance coordinator shall submit the written disagreement statement and all related information to the superintendent within three calendar days of receipt.
- b. The superintendent shall review all materials and schedule a meeting within seven calendar days of receipt of the written disagreement and all related information. The participants shall be the complainant, the compliance coordinator and the superintendent. Other witnesses may be called with mutual prior notice of three calendar days.
- c. The superintendent shall make a decision within seven calendar days of final meeting of parties. The decision shall be final.

## NOTES:

- By mutual agreement, circumstances of calendar availability may result in extension of stipulated time allowance if a request is made in writing by either party and so agreed to by both parties.
- If the alleged violation, interpretation, or application is of a corporate nature such as written rule, regulation, or policy the LEVEL TWO is initiated immediately.

## POLICE QUESTIONING AND APPREHENSION

Law enforcement officers may not remove a learner from a school building for questioning while the learner is properly in attendance without permission from the parent of the learner, regardless of the learner's age. However, the situation differs when an enforcement officer has a warrant for the learner's arrest, or an order signed by the judge of the juvenile court, or the officer has informed the school official that he/she has probable cause to make an arrest. Also, when a crime has been committed on school premises, learners may be questioned in the school without parent consent.

**\*\*IN THE EVENT OF ANY CONFLICT BETWEEN LANGUAGE IN THIS HANDBOOK AND  
A POLICY OF THE BOARD OF SCHOOL TRUSTEES, THE BOARD POLICY SHALL GOVERN.\*\***



