

## WELCOME TO THE 2023-2024 SCHOOL YEAR

*On behalf of the faculty and staff of Cloverdale Elementary School we welcome you to our school. Cloverdale Elementary School serves grades PreK-4<sup>th</sup> with an estimated enrollment of 400 students. Our goal is to develop all children to their full potential. Our belief system is to build a strong partnership between the school and home to make sure CES students are successful.*

*Please feel free to contact our office staff at any time during the school day. Cloverdale Elementary is located at 311 East Logan Street, Cloverdale, Indiana.*

**MISSION STATEMENT:** *Every student deserves the opportunity to be educated in such a way that prepares them for college and a bright future.*

**CORE VALUES:** *Students who CARE about OUR SCHOOL FAMILY using RESPECT and RESPONSIBILITY leading to EDUCATIONAL SUCCESS.*

### **BOARD OF SCHOOL TRUSTEES:**

- Donna Fidler
- Emily Haltom
- Melissa Carrell
- Joe Mann
- Mike Rightmyer II
- Katrina Lewis
- Vivian Whitaker

The CCSC School Board meets the second Monday of each month at 7:00 PM in the Arthur L. Johnson Administration Building located at 310 E. Logan Street, Cloverdale, Indiana.

### **ADMINISTRATIVE STAFF:**

- Mr. Greg Linton, Superintendent
- Mrs. Mary Jane Elkins, Principal
- Mrs. Dawn Wade, Administrative Assistant
- Mrs. Marissa Bernard, Administrative Assistant

### **PHONE DIRECTORY: Cloverdale Elementary (765) 795-4339**

- Cloverdale Middle School (765) 795-2900
- Cloverdale High School (765) 795-4203
- Superintendent's Office (765) 795-4664

### **SCHOOL HOURS: Office Hours 7:30 AM – 4:00 PM**

- 7:40AM Bus Students may go to classrooms
- 7:45AM Car Riders may go to classrooms
- 7:40-8:00AM Breakfast served
- 8:10AM Tardy Bell
- 2:35-2:45 PM Student Dismissal

**DISMISSAL ARRANGEMENTS SHOULD BE MADE PRIOR TO START OF SCHOOL DAY. If dismissal changes, please send in a signed note to your child's teacher. Telephone calls for dismissal will only be accepted in EMERGENCY SITUATIONS.**

**VISITORS:** All visitors must report directly to the school office. As a visitor to the school, you must register at the office and obtain a visitor's pass. You will need to show identification to office personnel. Conferences with teachers must be pre-arranged and cannot be conducted while the teacher is instructing the students.

**TERMINOLOGY:**

- **PARENT:** In this document parent refers to a student's parent, legal guardian, third party custodial caregiver, or an individual granted legal custodial rights of the student.
- **NON-CUSTODIAL PARENT:** Parent of whom the student does not live with. Non-Custodial parent will be given access to all student report cards and student's educational records. Non-Custodial parent will be able to participate in conferences, classroom visitations, and all other school sponsored activities. Non-Custodial parent may not be allowed to pick up the student unless a signed permission is given by the custodial parent. A certified copy of the court order (divorce document) must be on file at the elementary office.

**ATTENDANCE:** School attendance is very important to the educational process. Indiana law requires that a child who is between the ages of 7 and 17 shall attend school.

**Excused Absences:**

- Illness with doctor note
- Dentist note
- School Nurse approval
- Death in family
- Required court appearance
- Any other absence approved by the administration

**Approved Absences: (Must be pre-approved)**

- Religious observance
- Exhibiting at state fair
- Family out of town (Limit of 5 days per school year)
- Other pre-approved absence approved by administration

A prearranged absence form must be obtained from the office and turned in along with a note of explanation 2 weeks prior to the time of the expected absence from the school.

**Unexcused Absence:**

- No telephone or note explaining the absence
- Absence not outlined in excused and approved absence definition listed above
- Such excuses as (not limited to) babysitting, various appointments, shopping, haircuts etc.
- Unsubstantiated absence in which administration rules "unexcused". Unexcused absences will be considered truancy and is the parent's responsibility. If a pattern of unexcused absences occur, parent will be reported to the proper authorities. Make up assignments missed during unexcused absences are subject to the teacher's discretion.

**ATTENDANCE PROCEDURES: A corporation attendance policy has been developed and approved by the Cloverdale Community School Board.**

Students absent from school must:

- (a) Have a parent/guardian notify the school office before 9:00 AM on the day of the absence;
- (b) Upon returning to school present a written statement from the parent/guardian explaining the reason for the absence or;
- (c) Present a doctor's statement.

Parents will be notified by email letter of the student's attendance record. Letters will be sent at 5 days of absences and at 7 days of absences. After 9 days of absences for the year, student must have a doctor's excuse. When a student reaches nine absences for the year, the principal will review the reasons and determine if a referral to the Juvenile Probation Department is necessary. Students with excessive absences may be retained in the current grade. The principal or designee will determine whether the student's absence is excused or unexcused based on available information.

**Prearranged Absences:** Prearrange absences are **discouraged** by the school board. However, should it become necessary that a student be absent from school for an extended period of time, the parent must complete the pre-arranged form in the office. Make-up work missed during a pre-arranged absence is subject to the teacher's discretion. Administration will determine if the absence is excused or unexcused.

**Tardiness:** Students are expected to report to school on time. A child who arrives after 8:10 AM is TARDY and must sign in at the office. If a child leaves before 1:30 PM, it is recorded as an early dismissal tardy. You must sign your child in and out of the office for tardy or early dismissal.

**Perfect Attendance:** Perfect attendance is defined as being present at all times when classes are convened for instruction. A STUDENT MAY NOT BE TARDY, ABSENT, OR EARLY DISMISSAL TO BE CONSIDERED FOR PERFECT ATTENDANCE.

**Field Trips:** Educational field trips arranged by teachers throughout the school year does not count as an absence. These trips are designed to supplement different aspects of the classroom curriculum. Parents will be notified of field trips and must sign a permission form. Chaperones may be required for educational trips. Chaperones must complete a criminal history check in the elementary office. During the trip, Chaperones must abide by all school policy and procedures. Chaperones cannot take siblings.

**Enrollment Guidelines:** Elementary age students living in the Cloverdale School District should enroll in CCSC. A child must be five on or before August 1 of the current year to be eligible to enroll in kindergarten. A valid birth certificate must be presented along with immunizations records at enrollment. A request of proof of custody may be requested at time of enrollment.

**Withdraws:** The parent must notify the school office at least 24 hours in advance if a student is withdrawing from CES. Parents are responsible for returning all textbooks, chromebooks, library books, and other school equipment. All outstanding payments must be paid in full such as textbook rental, cafeteria charges, and library fines.

**Guidelines for Signing Your Student In/Out of School:** Parents must sign students in/out of school in the front office. This procedure is a high priority for the safety of our young students. Office staff will help students get to their classroom. Parents cannot walk students to their classroom.

## **2023-2024 SCHOOL CALENDAR**

Aug. 9	First Student Day
Sept. 4	Labor Day - no school
Oct. 6	End of first grading period
Oct. 16– 20	Fall break
Nov. 22– 24	Thanksgiving break
Dec. 20	End of second grading period/first semester
Dec. 21 - Jan. 3	Christmas break
Jan. 3	PD/Records day (no students)
Jan. 4	Second semester begins (1 <sup>st</sup> day for students in 2023)
Jan. 15	Martin Luther King Day—no school
Jan. 26	PD/In-service Day (no students)
Feb. 19	President’s Day – no school
Mar. 8	End of third grading period
Mar. 18-22	Spring Break
May 23	End of fourth grading period/second semester Last student day
May 24	PD/Records day, last teacher day

**BOOK RENTAL:** Book rental fees are collected at the beginning of school year or new enrollment at CES. Book fees MUST be paid in full upon enrollment. A payment schedule may be arranged with the school office if necessary. Free textbooks are provided to those who qualify and submit proper enrollment forms annually. Students are responsible for all books and desks assigned to them. Lost and damaged books will be charged to parents. A school supply list is available for each grade level.

### **CES GRADING SCALE:**

- 100%-90%      A
- 89%-80%      B
- 79%-70%      C
- 69%-60%      D
- Below 59%      F

**PROMOTION/RETENTION:** At the end of each school year, the classroom teacher will determine if the student is promoted to the next grade level based on academic requirements. If student has not made the necessary academic progress, retention may be considered. A conference between parent, teacher, and principal will be held to discuss retention during the third or fourth nine weeks. The principal will make the final decision based on the recommendation of classroom teacher and parent.

**HOMEWORK POLICY:** Cloverdale Elementary believes that homework is an important part of the educational process. Below are the following guidelines:

- Student's responsibility – To complete the assignment and return it to school on time.
- Parent's responsibility – To encourage their child to complete homework and return it to school on time.
- Teacher's responsibility – To make sure the homework practices the skills taught in school and is beneficial to the student's education.

**DRESS CODE:** School dress is an important component of the learning process. Clothing, personal grooming, general appearance, or other personal items **MUST NOT** disrupt the educational process. Shirts and tops are to have sleeves and must not expose undergarments. Shorts must be at an appropriate length and not expose undergarments. Make-up, face painting, hair color, and piercings must be in good taste and not disrupt classroom learning. Shoes must allow students to safely maneuver recess equipment, PE classroom, cafeteria time, and classroom setting. No shoes with wheels are permitted. Hats are not permitted to be worn in school. "Fashion Trends" will be addressed as they occur. **The basic guideline is to dress students comfortable, appropriately, and in a clean manner when attending school.**

**HEALTH SERVICES:** CCSC has a full-time nurse. The nurse provides basic care for students at CES. If a child becomes ill or injured the nurse will contact parents at their discretion. Parents will be notified if available. If parent cannot be reached, persons listed in emergency contact information will be notified. Children with a temperature of 100 degrees or higher will be sent home from school. **The child should not return until they are fever free for 24 hours free of medication.** No treatment except basic first aid will be provided by school personnel. Additional medical treatment is the responsibility of the parent. Parents should notify the school if a student has a contagious disease. No school personnel is to provide a medical diagnosis of a student's medical condition. A signed physician's note is required if a student's educational program needs to be modified.

The school nurse provides vision screening for kindergarten and 3<sup>rd</sup> grade students. Hearing tests are performed by the speech/language teacher. Parents have the right to refuse the vision or hearing screening by filing a written note with the school's office yearly.

To ensure the well-being of students, medical information may be shared with school employees that work directly with students. Parents must notify the school nurse in writing if they do not wish for medical information to be shared with school employees that work directly with their child.

**Head Lice Policy:** Any student found with head lice in the hair will be excluded from school and the bus until the student has had treatment and re-checked by the school nurse. The nurse will determine if a student needs to be sent home if only nits are found. The nurse will provide information to help parents get rid of head lice and nits. It is the parent's responsibility to do the treatment for lice.

**Immunization Policy: (IC20-8.1-7.A)** The state of Indiana has required immunizations for school age children. The state's required immunization list may be found at <https://chirp.in.gov>. Parents must verify student's immunization record. A legal birth certificate must be on file at the school.

Students who are not in compliance with Indiana Code will be excluded from school until immunizations are compliant. Students will receive a period of 20 calendar days in which to begin or resume immunization timelines. In order for a child to be exempted from complying with I.C. immunizations, the parent must submit a written request for exemption and must file the request annually. In the case of medical exemption, a physician's signature is required. For religious exemptions, a parent's signature is required.

**Medication Policy: (CCSC School Board Policy 5610).** ALL medications must be brought to the school nurse's office by an adult. The medication will be stored and administered in the nurse's office by nurse or authorized school personnel. Only FDA approved medications will be given. No medications will be permitted in in other school location such as classroom, cafeteria, or students' backpacks (etc.) or premises. Violation of this may result in DISCIPLINARY ACTION. Only medications which are necessary to maintain the child in school will be given during school hours. Medication should be given at home whenever possible. All medications need to be picked up by an adult at the end of the school year. State law prohibits schools from transporting medicine on a school bus. Contact the school nurse for specific medication questions.

THE SCHOOL NURSE IS AN IMPORTANT MEMBER OF THE EDUCATIONAL TEAM AT CLOVERDALE ELEMENTARY SCHOOL. The nurse is available during office hours to answer questions about school health concerns for students who are enrolled at Cloverdale Elementary School.

**CELL PHONES/ELECTRONIC DEVICES/VALUABLES:** Items of value should not be brought to school. The school and its employees are not held financially responsible for the loss or theft of valuables. Cell phones and electronic devices are not to be used during school hours. These devices are to be stored in backpacks and turned off during the school day. Use of these devices during the school day will result in disciplinary actions. Sending, sharing, viewing or possessing pictures, text messages, emails, or other electronic modes of a sexual nature or bullying manner may result in suspension, expulsion, and/or police report.

**THEFT, VANDALISM, AND DESTRUCTION OF PROPERTY:** Students responsible for theft, vandalism, and/or destruction of property are expected to pay for the repair or replacement of damaged or stolen property. Discipline actions will result from such actions. The administration may report theft, vandalism, and destruction of property to the police.

**TOBACCO FREE SCHOOL and SUBSTANCE ABUSE:** Cloverdale Community Schools are a tobacco free zone. This includes buses, school events, and field trips. Students are not to bring any form of tobacco products to school. Violations of the tobacco free zone may result in disciplinary action and/or police involvement. Legal Reference: 20U.S.C.6081 et seq.;I.C.16-41-37-1 et seq.

The unlawful use, possession, or distribution of tobacco, drugs, drug paraphernalia, and/or alcohol is not permitted on school property and school related activities. If it is determined that a student is illicitly using, possessing, or distributing drugs, alcohol, look alike drugs, or drug paraphernalia, the student will be expelled and turned over to the police for prosecution. Given reasonable grounds, search and seizure may occur by school officials.

**SEARCH AND SEIZURE:** School officials may search desks, lockers, and personal items when there are reasonable grounds to believe that the contents threaten the safety, health, or welfare of students. School officials may remove and impound items prohibited by the Cloverdale Community Schools and Indiana law. Parents will be notified when school officials deem appropriate.

**LOITERING/STAYING AFTER SCHOOL:** Students will not be allowed to stay after school without approved supervision. Students who have events/activities that do not start right after school must go home and return at the time of the event. Students who have school sponsored events cannot babysit siblings during the events. The KNOY afterschool program is a program provided for 1<sup>st</sup> -4<sup>th</sup> graders afterschool. Students must be enrolled in the program to participate.

**DRILLS:** Periodic fire and disaster drills will be conducted during the school year. Fire and disaster drill procedures are posted by the door of each classroom. Students are to follow teacher instructions and go to designated areas of safety.

**DELIVERIES:** Deliveries for students are discouraged. Certain objects cannot be safely transported on the bus. If deliveries cannot be transported via bus, parents will have to pick up the item in the office. The office is not responsible for lost or non-delivered items.

**LOST AND FOUND:** All clothing found at school will be placed in the "Lost and Found". Money or items of value will be turned in to the office. Students may claim lost and found items by proper identification. Items will be disposed of if not claimed after a reasonable amount of time.

**TRANSFER OF STUDENTS:** If a student transfers from an accredited school, grades earned in the previous school will be accepted. If a student transfers from a non-accredited school or home-school, student may be required to complete entrance testing and interview with administration.

**CANCELLATION OF SCHOOL:** The decision to close school will be made by the superintendent. When the decision is made, the radio and TV stations will be notified. Parents will receive an automated telephone recorded message. **PARENTS SHOULD HAVE AN EMERGENCY PLAN ARRANGED WITH THEIR CHILDREN IN CASE OF SCHOOL CLOSINGS.** Announcements will be made on the following media:

WTWO-TV2 Terre Haute	WTHI-TV 10, Terre Haute	WISH TV 8, Indianapolis
WRTV-TV6, Indianapolis	WTHR-TV13, Indianapolis	WXIN TV 59, Indianapolis

Please do not call the school to see if school is cancelled.

**BUS TRANSPORTATION:** Bus transportation is provided to students who live in the Cloverdale Community School Corporation. Students and parents are reminded that bus transportation to and from the school is a privilege and not a legal right. Those students who cannot maintain a reasonable level of self-discipline while riding the bus will be disciplined for unacceptable behavior. An administrator may dismiss any student for conduct violations for one day, three days, five days or removal of bus privileges for school year.

**CAFETERIA / MEAL PROCEDURES:** **The Federal Food Program is providing FREE school lunches to all students until funds no longer exist.** The school will notify parents when this program is cancelled. **SCHOOL FOOD AUTHORITIES SHALL ONLY CLAIM REIMBURSEMENT FOR ONE MEAL PER CHILD PER DAY.** Any parent/student wishing a print out of lunch account may be requested through the front office.

Students are expected to conduct themselves properly in the lunch line and in the cafeteria. All sack lunches, cafeteria foods, and drinks are to be eaten in the cafeteria only. When finished eating, tables should be left clean, trays returned to the proper area, and trash put into containers provided.

All lunches may be prepaid on a daily, weekly, monthly, or yearly basis. Upon payment, all students will be issued a student identification number, including free and reduced lunch recipients. As the identification number is used, payment is deducted from the student's account. The Food Service Department will send out letters to parents letting them know of the negative accounts.

Lunch payments must be made in the cafeteria before the start of school or after school. Checks or money orders should be made payable to Cloverdale Elementary School Cafeteria. No change will be given. All money will be deposited into the student's account. **After a student reaches a negative account balance of \$-10.50, he/she will receive an alternative meal.**

**Cloverdale Community Schools Wellness Policy States “No outside drinks or commercially/vendor (fast food) prepared foods shall be brought onto school property during the school day without prior approval of the building administrator.”**

## DEVICE USAGE GUIDELINES AND PROCEDURES

All students in grades K-4th will be entrusted with a school-issued device a charger and a carrying case with shoulder strap. The device will be one of several educational instruments through which students will access educational content, so device use is mandatory. The school-issued device remains the property of CCSC at all times.

### Device Care:

- I will return the device and case immediately to CCSC upon request by IT staff or administration or withdrawal from school.
- I will bring the device to class charged and operable.
- I will be responsible for my own device keeping it secure at all times.
- I will store and carry the Chromebook and charging cord in the case.
- I will not put additional items in the main compartment of the case.
- I will not pick up the device by holding onto the screen and not supporting the base
- I will never leave or store the device with screen exposed.
- I will not alter the device or case with stickers, decals, writing, stitching, etc. or attempt to remove identifying numbers and labels.
- I will close the device when not in use (not only will this protect screens, but will also reset password requirements so another user cannot utilize device).
- I will not swap or lend my own device (I am responsible for my assigned device).
- I will avoid having food, drinks, or liquids near my device.
- I will not place heavy objects on top of my device.
- I will insert and remove cords, cables, USB devices, etc. carefully.
- I will avoid exposing my device to moisture, drops, impacts, pressure, weights, dirt, sand, cleaning solvents, sharp objects and temperature extremes.
- I will not leave my device in a car or bus (extreme temperatures will damage the battery).
- I will never have the device out of the case in a bathroom or locker room.
- I will not take pictures, video or audio of other people without their permission.
- I will follow the guidelines of the Responsible Use Policy at all times.

Once issued to a student, parent/guardians will assume financial responsibility for loss or damage to the device. If students violate usage guidelines, students may also face disciplinary action in addition to repair and/or replacement fees. Similarly, if a student causes intentional damage to another student's device the offending student and parents/guardians will be responsible for full repair or replacement fees and disciplinary action. Late fees and court costs may apply for lost, damaged or stolen items not paid.

**Asset Codes:** All devices and charging cords will be labeled with a CCSC asset number. The device will have the asset number on a sticker. These stickers may NOT be modified or tampered with in any way. Students may be charged up to the full replacement cost of a device for tampering with a CCSC asset sticker or turning in a device without a BSD asset sticker.

**Distribution and collection:** Student devices will be distributed to all registered and enrolled students in grades K-4<sup>th</sup>. Student devices will be collected on or before the last day of school. Students not at school the last day to return the device, must notify the school on or before the last student day and arrange a day within 5 business days to return the device, or it will be reported stolen.

### **New/Transfer/Withdrawal Policies**

When students leave CCSC, buildings have policies for collecting assets (books and other school owned materials). Student devices will be part of that process. When a student withdraws from CCSC, building secretaries will contact the technology department to collect the device before withdrawal is complete. Likewise, secretaries shall contact the technology department upon new student enrollment, and a device will be prepared and distributed in a timely manner.

**Login:** Students will only be able to login to their devices using their school-issued username and password. Students should never share account passwords with others, unless requested by an administrator. Students should not change password unless requested by IT staff or administration. If a password is changed, the student must inform the Technology Department immediately.

**Privacy:** There is no expectation of privacy on school issued devices or networks. Students should have no expectation of confidentiality or privacy with respect to any usage of a school--issued device or network other than as specifically provided by law. CCSC may, without prior notice or consent, log, supervise, access, view, monitor, and record use of a school-issued device at any time for any reason related to the operation of the district. Teachers, school administrators, and the Technology Department may run usage reports as deemed necessary. Parents and guardians should continue to monitor their student's device usage at home.

**Content Storage:** The devices utilize cloud-based storage through Google Drive. There is also some offline and download storage on the device. "Offline" mode gives users the ability to open and edit offline Google files while not connected to the internet. Updates will be made to Google Drive cloud storage once the device reconnects to the internet. Student may also view downloaded videos and files when not connected to the internet. Students may choose to use USB devices as backup for their Google Drive. All accessed and stored content on device and in cloud storage must be school appropriate and follow responsible use guidelines.

**Printing:** Students are encouraged to digitally publish and share their work with teachers and peers when possible. Students will be able to print from devices in assigned locations.

**Filtering:** School issued device use will go through the CCSC web content filter whether students are utilizing the CCSC network or any other internet access (including home internet). Online access will therefore operate according to the rules within that filter at all times when the school-issued device is being operated. For example, if a student cannot access a social media site like Facebook at school, they will not be able to access it at home either through the school issued device.

**Responsible use and digital citizenship:** School--issued devices should be used for educational purposes, and students are to adhere to the Student Technology Acceptable Use and Safety Policy (7540.03) and all of its corresponding administrative procedures at all times. Consequences of inappropriate content created, accessed, stored or distributed on or through a student device will be handled on an individual basis. Based on the severity of the content and number of offenses, the consequence level will be determined. Parent/guardians will be notified.

**Discipline:** For a specific listing of disciplinary procedures and consequences refer to the discipline ladder. Discipline will be determined based on severity and number or pattern of offenses. Parents/guardians will be notified. The Administration reserves the right to administer discipline consistent with the school handbook. Penalties include loss of privileges, leveled student access, or other penalties as appropriate to the offense.

**Behaviors and discipline related to student digital device use:**

<b>Technology-related behavior/violation</b>	<b>Equivalent “traditional” classroom violation</b>
Failure to bring device to class or failure to have device charged.	Coming to class without textbook, paper, pencil.
Off-task behavior during class (playing a game, visiting unrelated website, sending email unrelated to course work).	Writing/passing a note, reading a book or magazine, doing homework for another class during class if behavior persists could be insubordination.
Damaging, defacing, and putting stickers, etc. on device.	Writing on a school desk, chair, etc. vandalism of school property.
Using account belonging to another student or staff member.	Breaking into someone’s locker or teacher’s desk/ computer.

Accessing, creating, storing, distributing inappropriate material.	Bringing inappropriate print material to school, drawing inappropriate pictures, distributing inappropriate print/electronic material.
Cyberbullying.	Bullying/harassment.
Sending/forwarding assignment to another student to copy or use as own.	Cheating, copying assignment, plagiarism.
Mistreating device, not carrying device in bag.	Mistreating school property, i.e. mistreating a computer in the lab, mistreating desks, chairs, lab equipment in science room, etc.

**Defamation of device:** This includes hitting or throwing device or other intentional misuse, or writing, drawing, adding stickers, etc. on the device. The damage costs will be paid by the student as this is viewed as vandalism of school property. Discipline will follow policies for vandalism of school property.

**Screensavers / background photos:** As with all content on a school issued device, screen saver and background photos must be appropriate. Inappropriate media including but not limited to the presence of weapons, pornographic material, inappropriate language, alcohol, drugs, gang symbols/pictures, or sexual explicit or suggestive content will result in disciplinary actions.

**Off-Task:** Device use during class must be consistent with learning objectives and teacher expectations. Students not participating in teacher-directed learning activities are considered insubordinate

**NETWORK/INTERNET ACCEPTABLE USE AND SAFETY:** The Superintendent is directed to establish administrative guidelines to provide guidance to staff and students concerning making appropriate and ethical use of the computers and other equipment as well as any networks that may be established. The responsibility for the educational value of Internet access is the joint responsibility of school staff, the students with access to the Internet, and their parents. During the 2022-2023 school year, CES students will have a 1/1 Chromebook for educational purposes. The administrators and supervisory staff members authorized by the Superintendent have the authority to search and access information electronically.

The Corporation has implemented technology protection measures which block/filter Internet access to websites deemed inappropriate by the school board. Nevertheless, parents/guardians are advised that a determined user may be able to gain access to services on the Internet that the Corporation has not authorized for educational purposes. In fact, it is impossible to guarantee students will not gain access through the Internet to information and communications that they and/or their parents/guardians may find inappropriate, offensive, objectionable, or controversial. Parents/Guardians assume risks by consenting to allow their child to participate in the use of the Internet. The Board supports and respects each family's right to decide whether to apply for independent student access to the Internet.

All Internet users (and their parents if they are minors) are required to sign internet usage permission form indicating they will abide by the terms and conditions of this policy and its accompanying guidelines.

Users who disregard this policy and its accompanying guidelines may have their use privileges suspended or revoked, and disciplinary action taken against them. Users granted access to the Internet, through the Corporation's computers, assume personal responsibility and liability, both civil and criminal, for uses of the Internet not authorized by this Board policy and its accompanying guidelines.

#### **HARRASSMENT AND BULLYING:**

**VERBAL:** Written or verbal innuendos, comments, jokes, insults, threats, or disparaging remarks concerning a person's gender, national origin, religious beliefs, and/or disabilities or conducting a "campaign of silence" toward a fellow student, staff member, or other person associated with the Corporation.

**NONVERBAL:** Placing in the school environment objects, pictures, or graphic commentaries which could be interpreted as being harassing in nature or making insulting or threatening gestures as a consequence of such person's gender, national origin, religious beliefs, and/or disabilities.

**PHYSICAL:** Any intimidating or disparaging action as a consequence of such person's gender, national origin, religious beliefs, and/or disabilities.

Any student who believes that he/she is the victim of any of the above actions, or has observed such actions taken by another student, staff member, or other person associated with the Corporation should promptly take the following steps:

1. If the alleged harasser is a student, staff member, or other person associated with the Corporation, other than the student's principal, the affected student should, as soon as possible after the incident, contact the building principal.
2. If the alleged harasser is the student's principal, the affected student should, as soon as possible after the incident, contact the Superintendent.

The student may submit a report in writing, by telephone, or in person. The reporting student should provide the name of the person(s) whom he/she believes to be responsible for the harassment and nature of the harassing incident(s).

**Dangerous Items:** Fireworks, matches, lighters, or other items or materials which could create dangerous situations are prohibited at all times on school property or at any school related function.

Matches/Lighters are seen as paraphernalia and will result in a Drug/Tobacco screening. If dangerous items are found they will be confiscated immediately and a parent will be contacted and appropriate disciplinary actions will be taken and may result in expulsion.

**SIGNS/DISTRIBUTION OF MATERIALS:** Signs/posters may be posted in appropriate areas. Clubs or individuals are to check at the main office for permission and appropriate locations. Signs or printed materials of promotion or advertising may not be distributed to students in the school building, on the school grounds, on the school buses, or at any school-sponsored activity without the prior approval of the principal and/or assistant principal. Signs should be mounted with masking tape on signboards or walls and thumbtacks on bulletin boards. Signs without proper authorization will be removed.

**GUIDELINES FOR STUDENT BEHAVIOR:** Cloverdale Elementary School focuses on three guiding principles for student behavior:

- To treat others with RESPECT
- To demonstrate RESPONSIBILITY with school work and actions
- To demonstrate a CARING ATTITUDE at all times

Daily at CES staff members help students use the guiding principles to develop excellent behavior at school.

The following expectations are to be demonstrated at all times by students:

- A. Be considerate of others
- B. Be responsible for actions
- C. Be punctual to class and ready to learn
- D. Speak and behave respectfully to all school personnel.
- E. Respect school property
- F. Do not engage in actions or language that is offensive
- G. Follow directions of teachers and staff members
- H. Be safe at school with actions and materials

Students are informed of school rules, their importance, and the consequences for not following the rules. The following are consequences students may receive when they demonstrate unacceptable behavior at CES:

- Teacher will redirect the behavior of student
- Loss of recess
- Time out in office
- Parent/Teacher conference
- In-school suspension
- Out of school suspension
- Expulsion

A discipline form will be issued to the student. The form will be used to document student behavior, to keep parents informed, and to aid in communication between the teacher and building administrator. Parents will be notified when students have discipline issues via Harmony, note, or telephone conference.

**Parents are responsible for their child's actions while at school.**

**DISCIPLINE:** All Students are expected to obey the rules of CES and will be expected to accept the authority of any administrator, teacher, or staff member at any time on school property or under school jurisdiction. School discipline is simply a matter of courtesy, manners, and attitudes on the part of the students. All administrative members and faculty members have equal authority; however, only administrators may formally recommend out of school suspension or expulsion of a student.

The Board of School Trustees declares that certain student misconduct will be grounds for suspension or expulsion of students from school. The grounds for suspension or expulsion apply when a student is on school grounds at a school activity, function, or event, or traveling to or from school or a school activity, function, or event. Grounds for suspension or expulsion include, but are not limited to:

- A. Using violence, force, noise, coercion, threat, intimidation, fear, passive resistance, or other comparable conduct constituting an interference with school purposes, or urging other students to engage in such conduct. The following enumeration is only illustrative and not limited to the type of conduct prohibited by this subdivision:
- B. Occupying any school building, school grounds, or part thereof with intent to deprive others of its use.
- C. 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 of the building, corridor, or room.
- D. Setting fire to or damaging any school building or property.
- E. 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 grounds.
- F. Continuously and intentionally making noise or acting in any manner so as to interfere seriously with the ability of any teacher, or any of the other school personnel to conduct the educational function under his/her supervision.
  1. Causing or attempting to cause damage to private property, stealing, or attempting to steal private property.
  2. Causing or attempting to cause physical injury, or intentionally 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 however, constitute a violation of this provision.
  3. Threatening or intimidating any student for the purpose of obtaining, or with the intent to obtain money, or anything of value from the student.
  4. Failing to report actions or plans of another person to a teacher or administrator where those actions or plans, if carried out, could result in harm to another person or persons, or damage property when the student has information about such actions or plans.
  5. 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.
  6. Possessing, using, transmitting, or being affected by any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage, 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.
  7. 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.

8. Possessing, using, transmitting, or being affected by caffeine-based substances, substances with phenylpropanolamine (PPA), or stimulants of any kind, be they available with or without a prescription. (This does not include carbonated soft drinks.)
9. Engaging in the selling of a controlled substance, or engaging in a criminal violation that constitutes a danger to other students, or constitutes an interference with school purposes or an educational function.
10. Failing in a substantial number of instances to comply with directions of teachers or other personnel during any period of time when the student is properly under their supervision, where the failure constitutes an interference with school purposes, or an educational function.
11. Falsely accusing any person of sexual harassment, or of violating a school rule, and/or a state or federal law.
12. Engaging in any activity forbidden by the laws of Indiana that constitutes an interference with school purposes or an educational function.
13. Aiding, assisting, or conspiring with another person to violate these student conduct rules, or state or federal law.
14. 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. Disobedience of administrative authority,
  - C. Willful absence or tardiness of students,
  - D. Engaging in speech or conduct, including clothing, jewelry, chains hanging down from pants, or hair style, which is profane, indecent, lewd, vulgar, or offensive to school purposes,
  - E. Failing to tell the truth about any matter under investigation by school personnel,
  - F. Possessing or using a laser pointer or similar device.
15. Possessing a firearm and/or ammunition.
  - A. No student shall possess, handle, or transmit any firearm on school property.
  - B. The following devices are considered to be a firearm under this rule: Any weapon that will, or is designed to, or may readily be converted to expel a projectile by the action of an explosive. The possession of "live" ammunition also falls under this rule.
  - C. The penalty for possession of a firearm/ammunition: ten (10) days suspension and expulsion from school for one calendar year.

**SUSPENSION PROCEDURES:** When a principal (or designee) determines that a student should be suspended, the following procedures will be followed:

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

**EXPULSION PROCEDURES:** When a principal (or designee) recommends to the superintendent (or designee) that a student be expelled from school, the following procedures will be followed:

1. The superintendent (or designee) may conduct an expulsion meeting, or may appoint one of the following persons to conduct the expulsion meeting:
  - a. Legal counsel
  - b. A member of the administrative staff who did not expel the student and was not involved in the events giving rise to the expulsion.
2. An expulsion will not take place until the student and the student's parent are asked to appear at an expulsion meeting conducted by the superintendent or the person designated above. Failure by a student or a student's parent to appear at this meeting will be deemed a waiver of rights administratively to contest the expulsion or to appeal it to the school board.
3. The request to appear at the expulsion meeting will be in writing, delivered by certified mail or by personal delivery, and contain the reasons for the expulsion and the date, time, place, and purpose of the hearing.
4. At the expulsion meeting, the principal (or designee), will present evidence to support the charges against the student. The student or parent will have the opportunity to answer the charges against the student, and to present evidence to support the student's position.
5. If an expulsion meeting is held, the person conducting the expulsion meeting will make a written summary of the evidence heard at the meeting, take any action found to be appropriate, and give notice of the action taken to the student and the student's parent.

**NOTE:** The Board of Trustees has voted not to hear any expulsion appeals. Instead, appeals of expulsion must be filed with the County Court. *CCSC Board Policy 5610.*

*LEGAL REFERENCE: 20 U.S.C. 8001; 20 U.S.C. 8002; I.C. 20-8.1-5.1-1 et seq.*

**DISCIPLINE POLICY FOR STUDENTS WITH DISABILITIES:** Students with disabilities are subject to the discipline rules adopted by the Board of School Trustees and, therefore, may be disciplined for any violation(s) of such rules.

**DISABLED INDIVIDUALS POLICY STATEMENT:** It is the policy of the Cloverdale Community School Corporation that no otherwise qualified disabled person shall, solely by reason of his/her disability, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity sponsored by this school corporation. Inquiries regarding compliance with Title IX, Section 504, or the Americans Disabilities Act should be directed to Head Corporation Nurse, Coordinator of the Cloverdale Community School Corporation, 310 E. Logan Street, Cloverdale, IN 46120 or the Office of Civil Rights, U.S. Department of Education, Washington, D.C.

**NONDISCRIMINATION POLICY STATEMENT:** The Cloverdale Community School Corporation is committed to equal opportunity and does not discriminate on the basis of age, race, color, religion, sex, handicapping conditions, or national origin including English proficiency, for any employment opportunity, educational program, or student activity. No person is excluded from participation in, denied

the benefits of, or otherwise subjected to unlawful discrimination on such basis in any employment practice, educational program, or student activity.

If you believe that the Cloverdale Community School Corporation or any of the Corporation's staff has inadequately applied the principles and/or regulations of:

Title II, Title VI, and Title VII of the Civil Rights Act of 1964, Title IX of the Education Amendment Act of 1972, Section 504 of the Rehabilitation Act of 1973, The Age Act, and/or The Americans with Disabilities Act,

You may present a complaint, which shall be referred to as a grievance, to one of the Civil Rights Compliance Coordinators. Building level violations should be reported to the building principal. Corporation level violations should be reported to the Superintendent.

Step 1 – A written statement of the grievance signed by the complainant shall be submitted to the superintendent within five (5) business days of receipt of answers to the informal complaint. The Coordinator shall further investigate the matters of grievance and reply in writing to the complainant within five (5) business days.

Step 2 – If the complainant wishes to appeal the decision of the Corporation's Civil Rights Coordinator, she/he may submit a signed statement of appeal to the Superintendent of Schools within five (5) business days after receipt of the Coordinator's response. The Superintendent shall meet with all parties involved, formulate a conclusion, and respond in writing to the complainant within ten (10) business days of this meeting.

Step 3 – If the complainant remains unsatisfied, she/he may appeal through a signed written statement to the School Board within five (5) business days.

**EQUAL OPPORTUNITY:** It is the policy of Cloverdale Elementary School not to discriminate on the basis of race, color, religion, sex, national origin, age, or disability in its educational programs or employment policies as required by the Indiana Civil Rights Act (I.C.22-9-1), I.C. 20-8.1-2, title VI and V11 of the Civil Rights Act of 1964, the Equal Pay Act of 1973, Title IX (1972 Education Amendments), and/or Section 504 of the Rehabilitation Act of 1973. Inquiries regarding compliance with this policy should be directed to the Cloverdale Community School Corporation – Office of the Superintendent or to the Office of Civil Rights, U.S. Department of Education, Washington, D.C.

#### **RELEASE OF RECORD STATEMENT**

1. Cloverdale Elementary School maintains records on all students K-4th. These records may include directory information such as:
  - a. Basic identifying information, including student and parent names and address, birth date, place of birth, gender, phone numbers, and student picture.
  - b. Academic transcripts, including grades, promotion, grade level achievement and scores on any achievement, aptitude, or entrance examinations.
  - c. Attendance records.

FERPA (Family Educational Rights and Privacy Act) requires schools and local education agencies to annually notify parents of their rights under FERPA. The notice must effectively inform parents with disabilities or who have a primary home language other than English. The annual notice pertaining to

FERPA rights must explain that parents may inspect and review records and, if they believe the records to be inaccurate, they may seek to amend them. Parents also have the right to consent to disclosures of personally identifiable information in the record, except under authorized circumstances.

FERPA gives both parents, custodial and non-custodial, equal access to student information unless the school has evidence of a court order or state law revoking these rights. When students reach the age of 18, or when they become students at postsecondary education institutions, they become “eligible students” and rights under FERPA transfer to them. However, parents retain access to student records of children who are their dependents for tax purposes.

2. This information is not released unless a “Record of Request for Release” is on file in the Guidance Office. The release of any student records other than in the areas specified requires the written consent of the parent or eligible student. However, student records may also be released without consent as follows:
  - a. A transcript of student records will be forwarded to another public or private school or post-secondary educational institution to which a student transfers or applies for admission or in which a student enrolls.
  - b. A transcript of student records will be forwarded to scholarship or financial aid sponsors to whom the student is making or has made application.