

# Clinton Prairie Elementary School

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## 2017-2018 School Year

### Mission Statement

The Clinton Prairie Elementary School staff, along with parents and community, believes that learning is a life-long process. Therefore, it is the responsibility of this school and community to provide a safe educational environment that promotes strong values and social skills, academic and artistic achievement, and physical growth. Each student is encouraged to aim for his or her highest learning potential.

### School Day

8:00 a.m.	Students Enter Building
8:15 a.m.	Classes Begin
10:45 a.m.	Lunch – Grades K and 1
11:15 a.m.	Lunch – Grades 2, 3, and 4
12:20 p.m.	Lunch – Grades 5 and 6
2:57 p.m.	Dismissal to Busses
3:05 p.m.	Dismissal to Cars

### Grading Scales

#### Academics

100 = A+  
94-99 = A  
92-93 = A-  
90-91 = B+  
84-89 = B  
82-83 = B-  
80-81 = C+  
74-79 = C  
72-73 = C-  
70-71 = D+  
64-69 = D  
62-63 = D-  
Below 62 = F

#### Kindergarten

E = Excellent  
S = Satisfactory  
U = Unsatisfactory

#### First Grade

S+ = Excellence  
S = Satisfactory  
S- = Improvement  
I = Inconsistent  
N = Needs Improvement  
U = Unsatisfactory

#### Specials Areas

E = Excellent  
S = Satisfactory  
U = Unsatisfactory

#### Handwriting

S+ = Excellence  
S = Satisfactory  
S- = Improvement  
N = Needs Improvement  
U = Unsatisfactory

### Arrival to School

The school building opens each day at 7:30 a.m. for student arrival. The west doors (W7 & W15) should be used for arriving car riders. Students arriving by bus will enter through the east doors (E4).

Upon entering the building, students eating breakfast should report to the cafeteria, while those who do not eat should report to the elementary gymnasium. Students will be released to their classrooms at 8:00 a.m. and should be in class by 8:15 a.m. Student-led announcements and pledges follow at 8:15 a.m.

## Expectations of Students

1. Students are expected to conduct themselves in such a way as to reflect only credit to themselves, their parents, and to Clinton Prairie Elementary School.
2. Students should report directly to the appropriate area upon arrival and remain there unless directed elsewhere by school personnel.
3. Students are expected to move quietly through the halls.
4. Students are expected to participate in physical education classes, unless a written excuse from the parent/guardian or other parent confirmation is received.
5. Students are expected to show respect and care for property belonging to themselves, to others, and to the school.
6. Students are expected to be attentive and courteous during school assemblies or special events.
7. Students are expected to exert their best efforts to make each learning experience meaningful and lasting.

## Behavior and Conduct

Classroom, school, and corporation rules are in place to provide safety and security to everyone in the school environment. Behavior guidelines are enforced to ensure the learning environment is orderly, healthy, and promotes respect and good character. When working with students, disciplining students, or making a professional judgment for students, our goal is for them to learn that:

- Every attempt will be made to maintain the dignity and self-respect of both the students and the teachers
- Students will be guided and expected to solve problems without creating problems for anyone else
- Students will be given the opportunities to make decisions and live with the consequences, be it good or bad
- Misbehavior will be handled with natural or logical consequences whenever possible
- Students are expected to follow guidelines set forth by the school

## School Rules

1. No student shall be allowed to do anything that could harm himself/herself, another student, or school property.
2. No student shall be allowed to sell personal items on school property.
3. No student shall be allowed to disrupt the learning atmosphere for other students.
4. Students will refrain from chewing gum.
5. No student shall be allowed to communicate a threat towards another student, teacher, staff, or the facility. Acts of harassment, intimidation, or contempt will not be tolerated and may be grounds for suspension and/or expulsion from school.
6. A student will obey immediately, and without question, any supervising adult.
7. Students are discouraged from bringing mp3 players, handheld game systems, trading cards, or other items from home unless it is for a special activity, such as Show-And-Tell. The school is not responsible for lost, damaged, or stolen items that are brought from home.
8. Substance Abuse: A student may be expelled for possessing, providing to another person, or being under the influence of any substance which is or contains tobacco, alcohol, marijuana, a stimulant, a caffeine-based drug, an intoxicant, a narcotic, a depressant, a hallucinogen, whether prescription or sold over-the-counter (without a prescription) or any substance represented by the provider to be any of the listed substances, which also includes any type of drug paraphernalia. This applies when a student is on the school grounds at any time or off the school grounds at a school function.
9. The taking of drugs, other than those prescribed, is forbidden (see *Administration of Medication Policy*).
10. Electronic devices such as cell phones and tablets are to be turned off during school hours. Students must store all such devices in his/her book bag when arriving at school and they should remain there until the end of the day. The school will not be responsible for items lost or stolen. Cell phones are to be turned off and are not to be used from the time a student enters the building until the final bell of the day.
11. Electronic devices cannot contain, exhibit, or be used to transmit any information that is indecent, explicit, or sexually graphic. Video and/or audio recording devices may not be used at school without administrative approval. The school corporation retains the right to inspect such devices if there is a reasonable suspicion that the device is being used to send, share, view, or possess pictures, text messages, emails, or other material of a sexual nature in electronic or any other form. A student who possesses, transmits, or displays such material of a sexual nature on his/her cell phone at school or a school activity may be suspended or expelled from school. This activity being defined under Indiana Code 35-42-4-4.

## Bullying

Bullying will not be tolerated at Clinton Prairie Elementary. This applies when a student is:

1. On school grounds, immediately before school, during school hours, immediately after school hours, or at any other time the school is being used by a school group.
2. Off school grounds at a school activity, function, or event; or
3. Using property or equipment provided by the school.

Bullying is defined as systematically and chronically inflicting physical hurt and/or psychological distress on one or more students. It must meet all three of the following criteria.

1. Planned Behavior
  2. Repeated Behavior
  3. Imbalance of Power or Sense of Entitlement
- **Physical Bullying:** involves hurting a person's body or possessions. It includes hitting/kicking/punching, spitting, tripping or pushing, taking or breaking someone's things, and making mean or rude hand gestures.
  - **Verbal Bullying:** involves saying mean things. It can include teasing, name-calling, inappropriate sexual comments, taunting, or threatening to cause harm.
  - **Social/Relational Bullying:** involves hurting someone's reputation or relationships. Social bullying involves telling other children not to be friends with someone, leaving someone out on purpose, spreading rumors about someone, or embarrassing someone in public.
  - **Electronic/Written Communication:** involves cyber-bullying, collective or group note writing, any bullying undertaken through the use of electronic devices (computer, cell phones).

Incidents of bullying should be reported to the administrative or guidance office in order to allow an administrator or school counselor to properly investigate the situation. Students who engage in bullying behavior shall be subject to a range of consequences with progressive discipline and parents shall be notified. Consequences for bullying shall be determined by the administrator based on the discipline record of the student, and on the severity of the bullying incident. In some instances, if appropriate, a counselor may mediate between parties and/or parental involvement may be sought in order to prevent further occurrences.

## Discipline

Teachers in every classroom use a variety of positive reinforcements to manage student behavior. When positive reinforcement ceases to be effective, teachers and administrators have the following consequences (not all are listed) at their disposal to correct student behavior:

- Conference with student
- Refer to counselor
- Call or send a note home
- Conference with parents/guardians
- Loss of classroom privilege such as recess or incentive activity
- Lunch detention
- Removal from class for specified period
- Refer to principal
- In School Suspension
- Out of School Suspension
- Expulsion (recommended by the principal, assigned by a hearing officer)

The administrator has the authority to assign or change (lessen or strengthen) the above consequences as situations warrant. Progressive behavior consequences will be assigned by the administrator in cases of repeated offenses.

It is important to remember that the school's rules apply going to and from school, at school, on school property, at school-sponsored events, and on school transportation. In some cases, a student can be suspended from school transportation for infractions of school bus rules. Administrators may impose discipline for unlawful activity by students that occurs on or off school property if the activity interferes with school purposes or the educational function of the school. This authority applies to unlawful activity that may occur on weekends, holidays, and other school breaks including summer recess.

Nothing prevents an administrator from assigning a more severe consequence, up to and including suspension and a recommendation of expulsion. The school reserves the right to alter student consequences as new information is obtained. Infractions that would warrant suspension and/or expulsion include, but are not limited to the following:

- Fighting or assault against another student
- Assault on school personnel
- Bringing and/or possessing weapons or look-alike weapons to school
- Harassing or threatening behavior
- Bullying or hazing
- Using, possessing, transmitting, selling, or being under the influence of any controlled substance or look-alike substance (including prescription medication without a prescription or OTC medicines)
- Destruction of school property or the property of others
- Theft
- Sexual behavior or possessing and/or transmitting inappropriate material of a sexual nature
- Unlawful activity of any kind
- Repeated and habitual disregard for school rules and procedures

## Attendance

Regular attendance is an important factor in establishing a good scholastic record. Work missed due to an absence is sometimes difficult or impossible to make up. Many school activities, such as films, demonstrations, guest speakers, convocations, and special classes cannot be substituted with homework. Therefore, it is the joint responsibility of parent and student to make sure attendance is regular.

Parents/Guardians are asked to call the school to report an absence. Arrangements can be made at that time to pick up work. Homework may be sent home with a brother, sister, or neighbor.

### Policies

1. If the parent/guardian does not call the school when his/her child is absent, a note **must** be sent with the child upon his/her return to school.
2. After five days of unexcused absences in a given school year, parents/guardians will be notified by mail concerning the number of school days missed.
3. Parents/Guardians may be requested to attend a conference with the teacher and administration as well as sign an "Attendance Contract" following the eighth unexcused absence.
4. Based on updated attendance guidelines from the Chief State Attendance Officer, Indiana Code 20-20-8-8, 20-33-2-25, and SEA 338 requires Clinton Prairie Elementary School to report students who meet the following requirement to the intake officer of the juvenile court or the department of child services.

*Habitual truancy*, which includes students who have been absent ten (10) days or more from school within a school year without being excused or without being absent under a parental request that has been filed with the school.

5. **Full Day Absences** - An absence will initially be marked as "Unexcused" and can only be changed to "Excused" by office staff when a legitimate reason has been received. Phone calls and notes **MUST** be forwarded to the office to verify absences. The following list serves as legitimate reasons for being out of school.

- Illness verified by note or call from parent/guardian
- Illness verified by note from Physician
- Family funeral
- Maternity
- Military Connected Families (e.g. absences related to deployment and return)
- Pre-Arranged Family Absence

Excused pre-arranged absences may be approved only for students whose parents/guardians have contacted school officials in advance. For these absences to be approved, the following criteria will be considered:

1. the student has a good attendance record
2. the student's grades are satisfactory;
3. the parent/guardian must accompany the student;
4. all days count against the attendance limit; and
5. Pre-arranged family absences will not be granted for the day before or the day after Fall Break, Thanksgiving Break, Christmas Break, and Spring Break, during ISTEP+ testing, or if it causes the student to exceed ten (10) days of absences in a given year.

6. **Half Day Absences** - A student will be counted absent/present for school purposes based on the times below.

- A student arrives after 11:45 a.m. and remains until dismissal
- A student is present at 8:15 a.m. but leaves prior to 11:45 a.m.

7. **Tardy** - A student will be marked tardy according to the following times.

- A student arrives between 8:15 a.m. – 11:45 a.m. and remains until dismissal.

A student leaves for the day between 11:45 a.m. – 3:00 p.m.

## Dress Policy

Clothing should be comfortable, modest, in good taste, and suitable for school. No clothing or hairstyle will be allowed that is disruptive, distracting, demeaning, or promotes violence. Clothing which is offensive or promotes the use of items that students cannot use at school, such as alcohol or tobacco products, will not be permitted in school.

- All shorts, skorts, and skirts must cover the thigh and be of appropriate length (no shorter than the student's fingertips when the arms are at their side). **Shorts and sandals are not allowed to be worn between fall break and spring break. During this time the weather is normally not favorable to wearing shorts and flip-flops.**
- No pajamas, loungewear and/or slippers may be worn to school. On special occasions, the administration may give approval for these to be worn.
- Shirts shall not have any rips or tears. Basketball jerseys and tank tops cannot be worn without a T-shirt underneath. No underwear or midsection flesh can be visible, including when the student raises his/her arms above his/her head. Also, shirts or blouses that expose the midriff are not allowed. Sleeveless tops must cover the shoulder area, which is defined as the area from the neck to the point of the shoulder.
- Pants may not have rips or holes that expose skin or undergarments. Trousers must be worn at the waist and must be of proper length, which prevents the student from walking on the pant legs.
- Some types of dress and grooming habits, such as beach wear, extravagant dress, grubbies, bare feet, body and clothing odor, and/or unclean or ungroomed hair, detract from a learning atmosphere and will not be permitted in school.
- Facial piercing shall be limited to the ears only.
- Due to safety concerns during recess time, flip-flop style sandals and open toed shoes will not be allowed. Any style of shoe worn will need to cover the student's toes and have a back or backstrap on the shoe.
- Caps, hats, bandanas, headbands, or sunglasses are to be removed when entering the building.

Students who dress inappropriately will be given a warning, and asked to change into appropriate attire. After the first warning, for inappropriate attire, future incidents will be handled as misconduct and may be subject to disciplinary action.

## Visitation and Student Pick Up

- All visitors must report to the office.
- All visitors are expected to check in at the office to obtain a visitor's badge. Badges should be worn visibly at all times. Please do not be offended if you are stopped if you do not have a visible visitor's tag displayed, as our students' safety and security are of the utmost concern for all of us.
- Short-term parking is available in front of the school from 8:30 a.m. until 2:30 p.m. Please park on the west side of the building if you will be here long-term or are chaperoning a field trip.
- Students, homework, and assignments **must** be picked up at the office.
- Visitors to the classroom are welcome, providing arrangements have been made with the teacher prior to the day of the visit.
- Parents/Guardians picking up student(s) prior to dismissal time must sign student(s) out on the computer, using their driver's license, in the main office.
- Students arriving at school after 8:15 a.m. **must** check in at the office before going to the classroom.
- Parents/Guardians are to drop off and pick up students on the west side of the building in the area designated for elementary drop-off and pick-up. Under no circumstances should a parent/guardian drop off a student in front of the school while there are buses loading or unloading. Students not riding the bus home at dismissal time will be escorted by an adult to the same point at the end of the school day.

## Dismissal and After School Back Door Pickup

The student day ends at 2:57p.m. Car riders are dismissed through door W7, while bus riders exit and board buses through the main east door E4. Parents must notify the school of alternate transportation plans prior to 2:00 p.m.

With the large number of individuals in the car line, our number one goal each evening is to safely and efficiently get each student matched up with a parent and home safely.

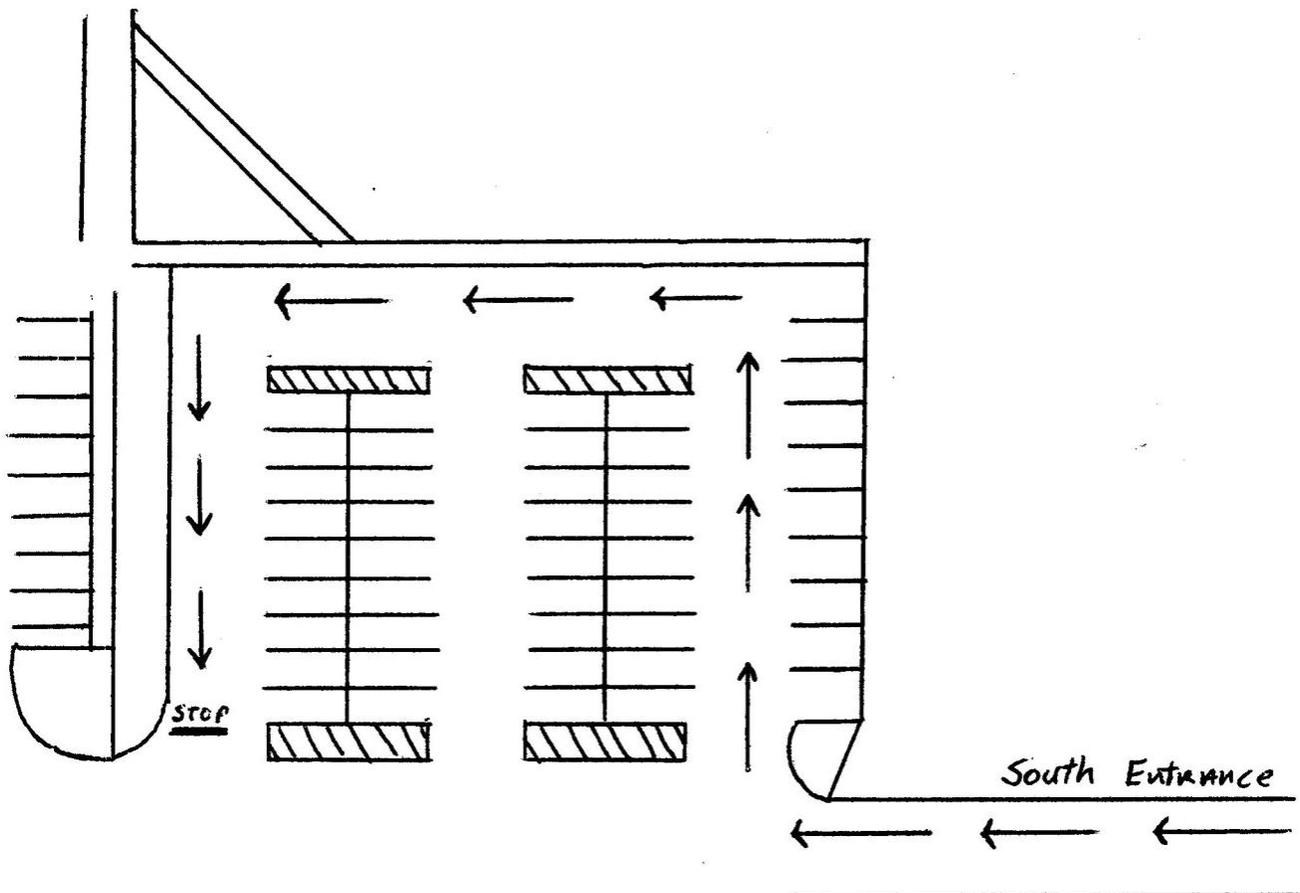
All parents/guardians picking up students after school are asked to stay in their vehicle in line and we will bring all the students out to be picked up. We fully understand that this may cause for a little longer wait during student pick-ups. However, it will allow staff the ability to get students where they need to be in a safe manner. This will also eliminate students walking between vehicles as they go to parked cars in the lot.

The back doors will not be unlocked until 3:05 when the students are dismissed. If you have to pick up your child for an appointment earlier in the day, please call the office and we will have them in the front office for you to pick-up.

Again, our number one goal is the safety of Clinton Prairie Elementary students.

### Reminders:

- Please enter the school grounds through the south driveway.
- Please follow the arrows as shown below while picking up your children.
- Please pull all the way up to the stop sign and wait for the children to be dismissed.
- Exit the south drive.
- Please be extremely careful when leaving school grounds. Students from the high school will be dismissing at the same time.



## Bus Transportation

It is our philosophy that riding a school bus is a privilege, not a right. Safety demands that students behave as young gentlemen and young ladies while on the bus. Each student will be assigned a seat on the bus by the driver, will be held responsible for any defacing or writing on that seat, and will also be responsible to keep that area of the bus clean of paper and trash. Students are to remain quiet enough not to distract the bus driver, to remain in their seats while the bus is in motion, not to extend arms or other parts of the body out the window, or throw objects about in the bus or out the windows. Remember the bus driver is in charge of his/her bus, and if students wish to ride the bus, they will follow his/her instructions.

Bus transportation is provided to students as a privilege, not a legal right. This privilege may be removed or suspended by the building administrator (or designee) should that action be deemed necessary due to student misbehavior. Students are expected to behave in a safe, courteous manner while at the bus stop, boarding/exiting the bus, and while on the bus. All rules and discipline policies, which apply in school, will also apply to student behavior while on the school bus.

Buses arrive at school each morning at 7:55 a.m. Students not riding the bus should report to the cafeteria or gym between 7:30 – 8:00 a.m.

If a student is not riding home from school in the usual manner, the parent/guardian **MUST** send a note to the teacher on the morning of the day in question. In an emergency, the parent/guardian may call the school office to make different arrangements. Phone calls on a daily basis will not be accepted.

Students are not to ride on a different bus or go home by other means unless the parent/guardian has notified the teacher and both bus drivers.

Large band instruments, baseball/softball bags, bats, skateboards, golf clubs, or any large items are not allowed to be transported on the bus. Items must be able to be carried on the student's lap and not extend out into the aisle or into the seat next to him/her.

## Rules for Riding the School Bus

1. The student shall ride the same bus route both morning and afternoon, boarding and disembarking at the designated place. Students must have a note from their parents in order to ride a bus they are not assigned to.
2. The student shall be waiting at the designated boarding place when the bus arrives. Students must wait until the bus comes to a complete stop before approaching it to board.
3. Only items that can be placed on a person's lap or under the seat will be permissible on the school bus. Large items such as guitars and baseball bat bags are not allowed on the school bus. Parents are responsible for transporting large items to and from school.
4. If, for any reason, a student misses the bus at the regular pick-up, do not try to catch the bus from behind or chase after the bus to have the student put on the bus. The student may be taken to another pick-up point where the bus has not yet arrived or take the child directly to school.
5. If a student must cross in front of a bus, the student should cross at least 10 feet in front of the bus, out of the 10 foot "danger zone." Students should never cross behind the bus.
6. Whenever boarding the bus, the student should be seated immediately as designated or assigned by the bus driver and should remain seated until the bus reaches its destination.
7. No windows will be opened or closed unless the student has secured the permission of the driver.
8. Eating and drinking are not permitted on the bus.
9. The following will not be tolerated:
  - a. hitting, tripping, holding
  - b. throwing objects in or at the bus
  - c. fighting
  - d. loud or abusive language
  - e. littering
  - f. eating or drinking on the bus
  - g. destruction of public property
  - h. running after the bus after getting off
  - i. chasing the bus on a bicycle
  - j. moving from place to place on the bus
  - k. not assuming a safe riding position
  - l. balloons on the bus

### **Change of Address/Telephone**

Please notify the teacher and school office of any change of address or telephone numbers as soon as possible. It is most important that our information be kept current should an emergency occur at school. You may also login to Harmony and update the information at your convenience.

### **Withdrawal of Students**

If you are moving and are withdrawing your child from school, please call the school a few days prior to the withdrawal date. This will give ample time to complete the necessary paperwork, etc. Your cooperation is always greatly appreciated.

### **Bookstore**

Each morning from 8:00 – 8:15 a.m. our bookstore will be open to sell supplies to the students. Paper, pencils, pens, erasers, and other necessary school items will be sold at the bookstore, which is located by the office.

### **Textbooks**

Textbooks issued to you are the property of the Clinton Prairie Elementary School. They should be used with care and returned in good condition. Students are responsible for books which are lost, stolen, or damaged beyond use.

### **Report Cards**

At the end of each nine weeks, our elementary school will issue a report card which indicates the child's academic progress, attendance, habits, and attitudes. A midterm report is issued at midpoint. Supplementary information is given by letters and conferences.

### **Communication and Conferences**

Parent/Teacher communication is an important aspect of a student's success in school. Your child's classroom teacher will communicate with you on a regular basis regarding your child's progress. Parents can expect the school to communicate in a variety of ways over multiple types of media including telephone, notes home, reports, email, newsletters, school website, and Twitter. Parents are welcome and encouraged to come and talk to their child's teacher and principal. Appointments must be made to coincide with the teacher's schedules. Please make appointments through the school secretary or principal.

Communication between the home and the school is imperative. Students, while not necessarily intentional, may perceive things at school differently than what took place. Should your child convey anything that disturbs you about what has taken place at school or in the classroom; you are strongly encouraged to contact the classroom teacher for information.

Parents are strongly urged to follow the proper lines of communications. If a problem or question develops in a classroom or on a bus, parents should contact the appropriate classroom teacher or bus driver. If the parent is not satisfied with that contact, or if the question or the problem concerns an aspect of the school, the principal should be contacted.

### **Parent/Teacher Conference Day**

A Parent/Teacher Conference Day will be held on October 12. School will be in session on that day for students.

## Promotion, Assigning, and Retention of Students

In grades K-3, students will be promoted to the succeeding grade level when they have consistently demonstrated mastery of the Indiana Academic Standards at their current grade level. Furthermore, students must meet attendance guidelines as stated in the Attendance Policy. Results of standardized tests, previous retention, and parent input will also be considered as criteria. ***In accordance with Public Law 109 which requires the evaluation of reading skills for students who are in grade three, third grade students who do not demonstrate mastery on the IREAD-3 will not be promoted to fourth grade.***

Students in grades 4-6 will be promoted to the succeeding grade level when they have passed at least four of the academic subjects (Reading, English, Math, Social Studies, and Health/Science) on the final end-of-the-year cumulative report card. Furthermore, students must meet the attendance guidelines as stated in the Attendance Policy. Results of standardized tests, previous retention, and parent input will also be considered as criteria.

Students who have not mastered all the Indiana Academic Standards, but have good attendance and are working to the best of their ability, will be “assigned” to the next grade level.

The principal shall make a final recommendation regarding promotion, assigning, or retention based on that which is judged to be in the best interest of the child. Appeals may be made in writing to the principal who will make the final decision in all appeal cases.

## Lost and Found

A lost and found box is located outside the main office. When an article has been lost, a student should check the lost and found box. When visiting the school, parents are encouraged to check this area. Parents can help ensure that missing coats, sweaters, boots, etc., are returned to their owners by placing names or name labels on their child’s clothes.

## Emergency Drills

Fire, tornado, and lockdown drills are conducted throughout the school year. Students are expected to follow adult directions and conduct themselves in a quiet, orderly manner.

## Parties

There will be three class parties held each year: Fall, Christmas, and Valentine’s Day.

It is the responsibility of the teacher to contact the room parents and inform them of their duties. Each child may be asked to contribute an item for a party.

If a parent wishes to send a treat for his/her child’s birthday, the teacher will decide when the treat will be distributed.

Students are asked not to distribute party invitations unless all classmates are invited.

## **Library**

Each student will have the opportunity to check out library materials during their weekly circulation time. Students may also return and check out items any morning until 8:20. Students in kindergarten through third grade may check out one book at a time. Students in fourth through sixth grades may have one book and one magazine. Students in fifth and sixth grades may have books for two weeks. All other students' books will be due in one week. Students may renew books twice. Magazines cannot be renewed.

If a student has an item overdue, they will not be allowed to check out additional materials until the overdue item is paid for or returned. A statement will be given to the student if an item is more than six weeks overdue. Paying for an item will allow the student to again check out library materials. If the book or magazine is later returned in good condition, a refund will be made.

Students will be informed by their teacher what the reading requirements are for their classroom and grade level. Fourth through sixth grades typically have specific expectations for passing quizzes over books. We use Scholastic Reading Counts software to test reading comprehension. All students are encouraged to find books that are written at their reading level and are of interest to the student.

## **Band & Choir**

All sixth grade students will participate in either band or choir. The band teacher will assist students in the selection of an instrument during the school year.

## **Emergency School Closing**

Closing or delay of school due to weather, emergencies, etc., will be announced as soon as possible on the following radio and television stations: WILO (1570 AM), WSHW (99.7 FM), WKOA (105.3 FM), WRTV (Channel 6, Indianapolis), WTHR (Channel 13, Indianapolis), or WFLI (Channel 18, Lafayette). The closing or delay of school will always accompany a School Reach (automated phone calling system) phone message.

In the event of any early dismissal, the directions given on the enrollment card will be followed. A School Reach automated phone message will also be sent to parent/guardians. Please be certain that your child is aware of these arrangements.

PLEASE do not call the school.

## Recess

Usually students will go outdoors for recess period. Inclement weather, excessively cold wind chill, or unsuitable playground conditions may cause recess to be indoors. The building principal will determine whether recess will be inside or outside on a daily basis, keeping the health and safety of students in mind. The elementary school recognizes that a child may occasionally be well enough to attend school, but because of recent illness or health condition is unable to go outside to play. Parents should send a note to school if this situation arises. The note is for no longer than three days. If your child needs to stay in longer, you must send another note.

### Outside Recess

Outdoor play is essential to your child's well-being. Please be sure that your child arrives at school dressed for outside play every day. We monitor the temperature and playground conditions throughout the day and determine just before recess, if play will be inside or outside. We make every attempt to take the children outside every day. If your child must stay inside during recess, please send a note to the teacher.

- All equipment will be used as it was designed.
- Students will not engage in any unsafe activities on the equipment.
- Students will not play tackle football.
- Students should not bring items from home to play with at school.
- Any adult employee of the school has the authority to stop any activity that they feel is unsafe or inappropriate.
- Students must stay on the playground at all times.
  - Playground boundaries is the mulched area.
  - Blacktop boundaries is the blacktop and the grass between the sidewalks and the blacktop.
- Students will not re-enter the building without permission from the supervisors.
- Students will line up immediately when the whistle blows.
- Flip-flop style sandals and open toed shoes will not be allowed. Any style of shoe worn will need to cover the student's toes and have a back or backstrap on the shoe.
- Teachers will review these rules with students.

### Inside Recess

The gym is often used for indoor recess. Students must be careful to avoid running into one another and throwing balls too hard. Students will be expected and must wear tennis shoes when playing on the gym floor. Any student without tennis shoes will not be allowed to participate. The following rules will apply in the gym:

- All equipment will be used as it was designed.
- Students will not engage in any unsafe activities.
- Students will not play football.
- Students will not play kickball.
- Students will only use basketballs and jump ropes.
- Students will split the gym: one side for basketballs and one side for playing other games.
- Students will not run or play on the bleachers.
- Students will keep all hands, feet, and other objects to themselves.
- At the end of recess, students will line up and immediately get quiet when the whistle blows.
- Teachers will review these rules with students.

## Athletic Policy

Fifth and sixth grade students may participate in the elementary sports programs. Volleyball, basketball, and track are offered to the girls. Boys may participate in basketball, wrestling, and track. Second, third, fourth, fifth, and sixth grade boys may participate in youth football. Fourth, fifth, and sixth grade boys may participate in the developmental basketball league. Elementary students may only participate in junior high programs as stipulated in the junior/senior high athletic policy.

Schoolwork will be monitored by the teachers and coaches. A student will not be eligible to participate in a sport if he/she fails to maintain passing grades in at least five of the academic subjects (Reading, English, Math, Social Studies, Spelling, and Health/Science). Eligibility will be based on nine-week grades, not semester averages. However, that student may continue to attend practices. If failing grades are improved by midterm, the student may become eligible to participate in athletic contests once again.

All students participating need to have a physical after April 1 of the year prior.

## Lunch Program

Breakfast and lunch are served daily in the cafeteria. The cafeteria has a prepaid, computerized system. Money is collected each morning in the office. Parents are asked to put the money in an envelope with the student's **first name, last name, and four digit lunch pin**. Milk can be purchased from the student's account, or he/she may pay cash.

Menus are sent home monthly and available on the elementary website. It is the parent's responsibility to see that students come to school with lunch money or their lunches. Students with low or no balance will receive an alternate meal instead of a regular lunch for a limited time.

### 2017-2018 Lunch Prices

Full Pay Students  
\$2.60 (lunch) & \$1.70 (breakfast)

Reduced Pay Students  
\$0.40 (lunch) & \$0.30 (breakfast)

### Charging Limits

Full Pay Students - \$4.50

Reduced Pay Students - \$1.50

Students approved for Free – No Charging

Low Balance letters will be issued Monday through Friday for grades K-6. The low balance letters will be issued to both full pay and reduced paying students. Letters will be issued when the account balance for full pay falls below \$4.00 and reduced pay falls below \$1.50. Students who are approved for free lunch may not charge. All other students, charging is for lunch only (no breakfast). Please check your child's backpack daily for low balance letters and encourage your child to always bring the letters home to avoid a zero account balance.

Free and reduced breakfasts and lunches are provided to those who qualify. Applications are issued at registration or may be obtained at any time during the school year. The applications may be secured from the school office, or downloaded from the school website.

Children purchasing a school breakfast and/or lunch, who are unable to consume milk or any other food item because of medical or other special dietary needs, must have a current statement from their doctor. The supporting statement must include the special dietary need and what may be substituted. The statement must be updated each school year and be submitted to the Food Service Director.

## School Nurse Services in the Elementary

The school nurse wears many hats. She does more than put on Band-Aids, dry tears, and handle emergencies.

- Computerized health and immunization records are kept for each student.
- Vision screening is performed in grades kindergarten, three, and five and any other students that are referred.
- Fourth and fifth grade boys and girls learn about normal body changes.
- Children attending Kindergarten Roundup are screened for immunizations and potential health problems.
- Students are treated for health problems as they occur at school. Parents are consulted about health problems as needed.
- Classrooms are entered during the school year to educate children in wellness.

The total school environment is looked at to try to keep it a safe, healthy place for your child to be.

## Administration of Medication Policy

1. No medication shall be administered to a student without the written and dated consent of the student's parent or guardian.
2. The consent of the parent shall be valid only for the period specified on the consent form and in no case longer than the current school year.
3. All nonprescription medicine administered to a student must be:
  - a. Accompanied by a statement from the parent or guardian giving:
    - i. Dosage to administer
    - ii. Time to administer
    - iii. Number of days to administer
  - b. Brought to school with the manufacturer's original label with the ingredients listed and the student's name affixed to the original package.
4. All prescription medicine, including injectable medicine and all blood glucose tests by finger prick to be administered to a student must be:
  - a. Accompanied by a physician's prescription, a copy of the original prescription or the pharmacy container.
  - b. Accompanied by a statement from the parent or guardian which matches the physician's order or prescription label giving:
    - i. Dosage to administer
    - ii. Time to administer
    - iii. Number of days to administer
5. Long term prescription medication must be brought to school by a parent or an adult designated by the parent. If the medication is to be terminated prior to the date on the prescription, the withdrawal of the written and dated consent in writing by the parent is required.
6. Medication shall be administered in accordance with the parent or guardian's statement and according to the manufacturer's recommendation (in the case of nonprescription medicine) or the physician's order (in the case of prescription medicine) only by a school nurse or other employees designated by the school nurse and approved by the school principal.
7. Any medication a student needs to take at school will be kept in the nurse's office or a secure place.
8. Some medications may be sent home with a responsible student upon written permission from the student's parent or guardian (please check with the school nurse on which medications can be sent home with student).
9. A student is not allowed to possess and self-administer medication unless a parent and physician give authorization in writing. The authorization must include:
  - a. The student has an acute or chronic disease or medical condition for which the physician has prescribed medication
  - b. The student has been instructed on how to self-administer the medication
  - c. The nature of the disease or medical condition requires emergency administration of the medication
  - d. Authorization must be filed annually with the school nurse.

All forms for Medication Administration are available from the Nurse's Office.

## Immunizations

According to Indiana state law IC 20-8.1-7, it is the responsibility of the parent/guardian at the time of enrollment to furnish the school with accurate documentation of the child's immunizations. This documentation shall show that the child has received at least the minimum number of doses for his/her age. As designated by Indiana state law, the Indiana State Department of Health is responsible for designating the annual school year immunization requirements for all students in grades K-12, and parents/guardians shall furnish the school with written documentation of all immunizations that are required at any grade level.

## Accidents

Accidents do not happen very often at school, but when they do occur it is important that students and staff members take immediate action. When an accident occurs, notify the teacher in charge, the school nurse, and the principal's office. Parents/guardians are requested to keep emergency numbers up-to-date.

## School Insurance

School insurance is available to all students. Purchase of the program is optional. Please refer to the insurance policy for specific benefits and rates. Details and applications can be found at <http://el.clintonprairie.com/>.

## Legal Notices

The following legal notices may be found on the corporation website (<http://www.clintonprairie.com/>) or by requesting a copy from the building principal.

### Federal Notices

- Family Educational Rights and Privacy Act
- Protection of Pupil Rights Amendment
- Asbestos Hazard Emergency Response Act
- McKinney-Vento Homeless Assistance Act
- Notice of Non-Discrimination
- Notice of Procedural Safeguards and Parent Rights in Special Education
- Protection of Pupil Rights Amendment

### Corporation Notices

- Tobacco Free School Facilities and Campuses
- Lead & Copper in Drinking Water Notices
- Indoor Air Quality Notice
- Annual Notice Regarding Pest Control
- Sexual Harassment Policy
- Release of Information Policy
- Seclusion and Restraint Plan

*\*others may be added as laws and statutes dictate*

## **Criminal Gangs and Criminal Gang Activity in Schools**

The Board of School Trustees of the Clinton Prairie School Corporation prohibits gang activity and similar destructive or illegal group behavior on school property, on school buses, and/or at school-sponsored functions and prohibits reprisal or retaliation against individuals who report gang activity and similar destructive or illegal group behavior or who are victims, witnesses, bystanders, or other people with reliable information about an act of gang activity and similar destructive or illegal group behavior. To read the Criminal Gangs and Criminal Gang Activity in Schools policy, please refer to the School Corporation web site at [www.clintonprairie.com](http://www.clintonprairie.com) under the tab – Information – Legal Notices.

## Internet – Terms and Conditions

All students will have access to the Internet at Clinton Prairie for the following activities:

1. Online testing
2. Supervised classroom activities

Should parents desire that their student(s) not have access to the internet beyond the scope of activities listed above, they must sign a request form denying such access. The request form can be requested from the building principal and must be on file at school.

The parent acknowledges that the student must/will follow all Federal and State laws regarding electronic communications and follow Clinton Prairie Acceptable Use policy which is included in the online registration process to each family and is also on file at the school. The parents should realize that the Internet is a vast resource which contains materials that are both enriching as well as materials adult in nature. The school expects that students will exercise good judgment on the Internet. Violation of the policy will result in loss of privilege.

1. **Acceptable Use** - The use of your account must be in support of education and research and be consistent with the educational objectives of the Clinton Prairie School Corporation. Transmission of any material protected by copyright is prohibited. Use for commercial activities is not acceptable. Use of product advertisement or political lobbying is also prohibited.
2. **Privileges** - The use of the Internet is a privilege, not a right, and inappropriate use will result in a cancellation. The administration will deem what is inappropriate use and their decision is final. Also, the system administrators may close an account at any time, as required. The administration, faculty and staff of Clinton Prairie School Corporation may request the system administrator to deny, revoke or suspend specific user accounts. Other disciplinary action as indicated in the school handbook may be used as necessary.
3. **Internet Etiquette** - You are expected to abide by the generally accepted rules of network etiquette. These include, but are not limited to the following:
  - Be polite. Do not get abusive in your messages to others. Use appropriate language. Do not swear, use vulgarities or any other inappropriate language.
  - Never share personal information when online. - Name, address, phone number, or passwords
  - Do not reveal address or phone numbers of students or colleagues.
  - Do not intentionally seek information about, obtain copies of, or modify files, other data or passwords belonging to other users.
  - Do not misrepresent other users on the Internet.
  - Extensive use for non-curriculum-related communications will not be allowed.
  - Unauthorized downloading, copying or use of licensed or copyrighted software or plagiarizing materials, including the use of flash drives, will not be tolerated.
  - Students will not upload, download, print or interact in any manner with pornographic or sexually explicit material, or knowingly give out a pornographic site to another student.
  - Students will not use the Internet for non-curriculum related communication. This includes personal e-mail, chat rooms, blogs and any other on-line registration that requires personal information.
  - Students will not use a web site for any unlawful activity, or activity that disrupts the educational process. Such use is a basis for suspension or expulsion.
4. **Vandalism** - Vandalism is defined as any malicious attempt to harm or destroy data of another user and/or the Internet. This includes, but is not limited to, the uploading or creation of computer viruses. Vandalism also applies to vandalizing computer hardware belonging to the school.

**COMPUTER LAB TIME IS A PRIVILEGE. ABUSE OF THESE RULES WILL RESULT IN THE LOSS OF THIS PRIVILEGE.**